



**AYDIN ADNAN MENDERES UNIVERSITY  
SULTANHISAR VOCATIONAL SCHOOL  
PLANT AND ANIMAL PRODUCTION  
SEEDLING PRODUCTION  
COURSE INFORMATION FORM**

|  |   |          |            |              |   |                                  |   |            |   |
|--|---|----------|------------|--------------|---|----------------------------------|---|------------|---|
| Course Title                                     | Report Writing and Presentation Techniques  |          |            |              |   |                                  |   |            |   |
| Course Code                                      | İPZ300  |          |            | Course Level |   | Short Cycle (Associate's Degree) |   |            |   |
| ECTS Credit                                      | 2   | Workload | 50 (Hours) | Theory       | 2 | Practice                         | 0 | Laboratory | 0 |
| Objectives of the Course                         | This course aims to prepare a report on any subject, write the report in the framework of the rules and prepare to offer.                   |          |            |              |   |                                  |   |            |   |
| Course Content                                   | Students choose a study subject, prepares reports on subjects of their choice within the framework of the rules, makes writing and present. |          |            |              |   |                                  |   |            |   |
| Work Placement                                   | N/A   |          |            |              |   |                                  |   |            |   |
| Planned Learning Activities and Teaching Methods | Explanation (Presentation), Individual Study  |          |            |              |   |                                  |   |            |   |
| Name of Lecturer(s)                              | Lec. Temur KURTASLAN  |          |            |              |   |                                  |   |            |   |

#### Assessment Methods and Criteria

| Method              | Quantity | Percentage (%) |
|---------------------|----------|----------------|
| Midterm Examination | 1        | 40             |
| Final Examination   | 1        | 60             |

#### Recommended or Required Reading

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| 1 | KÜÇÜK, Musa. THE IMPORTANCE OF REPORTS AND THE EFFECTS OF REPORT WRITING TECHNIQUES ON CORPORATE ACTIVITIES." CONGRESS BOOK. 2016. |
|---|--|

| Week | Weekly Detailed Course Contents |  |
|------|---------------------------------|--|
| 1    | Theoretical                     | The subject, reason, content and functioning                                   |
| 2    | Theoretical                     | The report, purpose, importance, Advantages and Disadvantages                  |
| 3    | Theoretical                     | The report types, fields that use reports                                      |
| 4    | Theoretical                     | General writing rules and types of writing                                     |
| 5    | Theoretical                     | Writing, recording, reporting skills and knowledge; purpose, importance. Ethic |
| 6    | Theoretical                     | Report writing model, form and content.  |
| 7    | Theoretical                     | The report quoted in writing, transfer and citation                            |
| 8    | Intermediate Exam               | MİDTERM  |
| 9    | Theoretical                     | Table (table) and use the figures in the report.                               |
| 10   | Theoretical                     | Use of computers in report writing and presentation skills                     |
| 11   | Theoretical                     | Students paper presentations   |
| 12   | Theoretical                     | Students paper presentations   |
| 13   | Theoretical                     | Students paper presentations   |
| 14   | Theoretical                     | Students paper presentations   |
| 15   | Theoretical                     | Students paper presentations   |

#### Workload Calculation

| Activity                              | Quantity | Preparation | Duration | Total Workload |
|---------------------------------------|----------|-------------|----------|----------------|
| Lecture - Theory                      | 9        | 0           | 2        | 18             |
| Lecture - Practice                    | 5        | 0           | 2        | 10             |
| Midterm Examination                   | 1        | 10          | 1        | 11             |
| Final Examination                     | 1        | 10          | 1        | 11             |
| Total Workload (Hours)                |          |             |          | 50             |
| [Total Workload (Hours) / 25*] = ECTS |          |             |          | 2              |

\*25 hour workload is accepted as 1 ECTS

#### Learning Outcomes

|   |  |
|---|--|
| 1 | Obtaining information on any topic, to make a report   |
| 2 | To make a presentation summarizing the report prepared |



|   |  |
|---|--|
| 3 | To obtain the ability to use effective presentation techniques and technologies, |
| 4 | Responsibility to carry,   |
| 5 | Time management to be effective  |

### Programme Outcomes (Seedling Production)

|    |   |
|----|---|
| 1  | Having knowledge of physiology and morphology characteristics, growth, development and biochemical events occurred in fruits, vegetables and ornamentals plants |
| 2  | Having knowledge of soil, climate and irrigation conditions grown fruits, vegetables and ornamentals plants   |
| 3  | Having knowledge of identification, classification and the use areas of fruits, vegetables and ornamentals plants   |
| 4  | Having practical and theoretical knowledge of production techniques of fruits, vegetables and ornamentals plants  |
| 5  | Having ability to identify and to maintain diseases and pests of fruits, vegetables and ornamentals plants  |
| 6  | Having knowledge of marketing techniques, standards, contributions to the economy of fruits, vegetables and ornamentals plants, legal issues                    |
| 7  | Having knowledge of facilities and builds grown fruits, vegetables and ornamentals plants, and tools and materials used.  |
| 8  | Having ability to use effective own language and having knowledge of language in order to communicate own colleagues and own customers,                         |
| 9  | Having knowledge of Atatürk Principle and Revolutions and, ability to assimilate Atatürk Principle and Revolutions  |
| 10 | Having an enough foreign language to able to follow new development in relation with nursery production   |

### Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

|    | L1 | L2 | L3 | L4 | L5 |
|----|----|----|----|----|----|
| P6 | 4  | 4  | 4  | 4  | 4  |
| P8 | 4  | 4  | 4  | 4  | 4  |

