AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Report Writing and Presentation Techniques						
Course Code	İPZ300		Couse 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	Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.						
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Individual Study					
Name of Lecturer(s)							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

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 occured in fruits, vegetables and ornemantals plants
2	Having knowledge of soil, climate and irrigation conditions grown fruits, vegetables and ornemantals plants
3	Having knowledge of identification, classification and the use areas of fruits, vegetables and ornemantals plants
4	Having pratical and theorical knowledge of production techniques of fruits, vegetables and ornemantals plants
5	Having ability to identify and to maintain diseases and pests of fruits, vegetables and ornemantals plants
6	Having knowledge of marketing techniques, standards, contributions to the economy of fruits, vegetables and ornemantals plants, legal issues
7	Having knowledge of facilities and builds grown fruits, vegetables and ornemantals 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