



**AYDIN ADNAN MENDERES UNIVERSITY
SULTANHISAR VOCATIONAL SCHOOL
MANAGEMENT AND ORGANIZATION
BUSINESS ADMINISTRATION MANAGEMENT
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

1	KÜÇÜK, Musa. THE IMPORTANCE OF REPORTS AND THE EFFECTS OF REPORT WRITING TECHNIQUES ON CORPORATE ACTIVITIES." CONGRESS BOOK. 2016.
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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 (Business Administration Management)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3	L4	L5
P3	3	3	3	3	3
P8	3	3	3	3	3
P9	3	3	3	3	3

