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)		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.

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	Theoretical	Table (table) and use the figures in the report.
9	Theoretical	Use of computers in report writing and presentation skills
10	Theoretical	Students paper presentations
11	Theoretical	Students paper presentations
12	Theoretical	Students paper presentations
13	Theoretical	Students paper presentations
14	Theoretical	Students paper presentations

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
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 *(Plant Protection)*

1	To be able to learn about systematics, morphological, biological, ecological and epidemiological information about diseases, pests and weeds that cause the loss of the crop at every stage of production,
2	To be able to become familiar with agricultural management control methods and their use in control of plant diseases, pests and weeds in cultivated agricultural crops,
3	To be able to diagnose and identify plant diseases, insect, mite or nematode pests or weeds that cause economical losses in stored crops and products,
4	To be able to use pesticides safely and effectively and informed about their hazardous non-target effects on the environment and human health.
5	To be able to learn plant protection products and their practice in organic agriculture,
6	To be able to evaluate the information obtained throughout the learning process with cause-effect relations, to be able to collect data and transfer the results to practice, and to predict where, when and why to use the information
7	To be able to comply with professional, cultural, social ethic rules in his / her field and to be entrepreneurial
8	To be able to have conscious of the universality of social rights, social justice, quality and cultural values, environment protection, occupational health and safety issues
9	To be able to use information and communication technologies together with the required computer software of his / her field
10	To be able to have the necessary background and qualifications to work in public and private agriculture sectors, to be able to conduct a study independently / as a team member and to be able to comply with the relevant legislation

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	3	2	2	2	2
P8	4	4	4	4	4
P9	4	4	4	4	4
P10	2	2	2	2	2