AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Report Preparation and Report Writing Techniques						
Course Code	EU269		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	51 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	With this course, it is aimed to gain the knowledge and skills of professional report writing to the students.						
Course Content	Introduction, the definition of reporting in an enterprise, parts of a report, report types, preparation of professional reports in an enterprise, planning of a report, utilization of data sources for reporting, data collection techniques, report writing techniques, using of proper language in writing of the professional reports.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)	Prof. Özdal GÖKDAL						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Report preparation and report writing in enterprises. Hüner ŞENCAN, Erişim Tarihi: 2019. İÜ İşletme Fakültesi.
2	Data Collection Techniques from Enterprises. Hüner ŞENCAN, Erişim Tarihi: 2019. İÜ İşletme Fakültesi
3	A booklet for preparing an on the work training report. Afyon Kocatepe University, Bolvadin Vocational School of Applied Sciences, In-service Training Coordinator
4	Business Reports as a Communication Tool, http://huner4.tripod.com/Rapor.pdf
5	Congress and symposium papers
6	İşletmelerde Raporlama ve Rapor Yazım Teknikleri. Sinan BAYRAKTAR. 2017. Ceres Yayınları, ISBN: 978-605-2048-16-0

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction
2	Theoretical	Importance and advantages of written communication
3	Theoretical	Enterprise Reports as a Communication Tool
4	Theoretical	Definition of a report,The parts of an enterprise report
5	Theoretical	Reporting Systems in enterprises
6	Theoretical	Types and preparation methods of reports in enterprises
7	Theoretical	Importance and usage of professional reports in enterprises
8	Theoretical & Practice	Midterm exam
9	Theoretical	Planning of a reportImplementation of the prepared plan
10	Theoretical	The data sources in an enterprise and using of data resources for writing reports
11	Theoretical	Data collection and evaluation techniques in business
12	Theoretical	Writing of enterprise reports, formal features in report writing
13	Theoretical	Writing of enterprise reports, formal features in report writing
14	Theoretical	Formation and using of tables and graphics in the reports Using of proper language and spelling rules in the writing of the professional reports
15	Theoretical	Examining report samples and writing techniques
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	7	0	1	7
Midterm Examination	1	7	1	8

Final Examination	1	7	1	8
			Total Workload (Hours)	51
			[Total Workload (Hours) / 25*] = **ECTS**	2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	uses the reports as a communication tool in her/his profession
2	carries out purchasing, production, inspection and quality control processes through reports
3	observes the activities in the enterprise more closely and accurately
4	takes an active role in individual or team work in an enterprise
5	prepares technical reports needed in enterprise

Programme Outcomes *(Banking and Insurance)*

1	Having adequate infrastructure in the fields of economics, law, accounting, basic management, management and field; to use theoretical and practical knowledge in these areas.
2	To acquire the ability to use computer software and hardware at the basic level required by the field
3	To be able to interpret and evaluate data, to be able to identify and analyze problems using basic knowledge and skills acquired in the field
4	To have a consciousness of historical values, social responsibility, universal, social and professional ethics
5	To be able to identify and effectively use the modern techniques, tools and information technologies required for applications related to the field.
6	Having the ability to plan and project using the professional environment and tools related to the field
7	Be equipped with the ability to produce solutions, take responsibility in teams or in individual work

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

	L1	L2	L3	L4	L5
P1	2	2	2		
P2			2		
P3	3	3	3		
P5	4	4	4		
P6			4	5	4
P7	4	4	4	5	