



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Meeting Management							
Course Code		BYA204		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, meeting management competencies will be gained.							
Course Content		Meeting concept, meeting arrangement.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Case Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Çakıcı, A. Celil (2017). Toplantı Yönetimi. Ankara: Detay Yayıncılık
2	Başpınar, Nuran Öztürk; Keskin, Nuray (2011). Toplantı Yönetimi. Ankara: Nobel Akademik Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Meeting
2	Theoretical	Meeting Delivery of the meeting
3	Theoretical	Delivery of the meeting
4	Theoretical	Materials to be used in the meeting
5	Theoretical	Materials to be used in the meeting Arranging the meeting place appropriately for the meeting
6	Theoretical	Arranging the meeting place appropriately for the meeting
7	Theoretical	Take note of participants' questions and answers during the meeting
8	Intermediate Exam	Take note of participants' questions and answers during the meeting To bring meeting minutes and decisions to attendees Midterm
9	Theoretical	Take note of participants' questions and answers during the meeting To bring meeting minutes and decisions to attendees
10	Theoretical	To bring meeting minutes and decisions to attendees
11	Theoretical	Organizing meetings with employees to perform periodic activities
12	Theoretical	Organizing meetings with employees to perform periodic activities
13	Theoretical	Crisis assessment meeting
14	Theoretical	Crisis assessment meeting

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	35	0	1	35
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Setting a meeting agenda
2	To prepare for the meeting and attend the meeting and keep the minutes of the meeting
3	Organizing meetings between departments



4	To contribute to the successful meeting of the meeting parties.
5	Ensures the adoption of successful meeting management principles.

Programme Outcomes (Business Administration Management)

1	To be able to use the theoretical knowledge in business management in working life
2	Having the ability to use the management functions of the business and following new management techniques
3	To be able to fulfill the legal responsibilities of the operator, to have the knowledge and equipment to follow and implement the relevant legislation
4	To be able to use the information and communication technologies at the level required by the field, to adapt the new technologies to the operating systems by following the technological changes
5	To identify, analyze and bring solutions to problems encountered in professional practice
6	Managing business financing; bringing a solution to the financial problems by making the financial analysis of the business
7	Gaining the ability to manage the business by ensuring that the human resources operate and develop efficiently in line with business objectives
8	To be able to comprehend the basic functions of production and marketing as a whole and to be able to apply new production and marketing techniques
9	To be able to perform cost calculations in enterprises, to hold accounting records, to prepare financial statements and to be able to interpret
10	Having professional ethical values ??sought in the qualified personnel required by the market, and able to use Turkish language effectively in written and oral communication; To be able to have professional foreign language knowledge that can make international correspondences related to the field
11	Having analytical analysis, interpretation, evaluation and solution skills of field related information
12	To be able to follow and apply current and economic developments in national and international framework related to his / her profession

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

	L1
P1	4

