



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Meeting Management							
Course Code		BYA204		Couse 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	70

### 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	Theoretical	Take note of participants' questions and answers during the meeting To bring meeting minutes and decisions to attendees
9	Intermediate Exam	Midterm
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
15	Theoretical	Crisis assessment meeting
16	Final Exam	Final Examination

### 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** (*Office Management and Executive Assistantship*)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

**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	4	4	5		
P2	4	4	5		
P3	4	4	4		
P4	4	5	5		
P5	4	5	5		
P6	4	5	4	4	
P7	5	5	5		
P8	5	5	5		
P9	4	4	3		
P10	4	4	4		
P11	4	4	4		
P12	4	5	4		
P13	4	4	4		
P14	4	5	5		
P15	5	5	5		4

