AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Time Management								
Course Code	MVP234		Couse Level	Short Cycle (Associate's Degree)					
ECTS Credit	2	Workload	50 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	The aim is to teach how objective and how to achieve the goal by using time effectively.								
Course Content	Introduction to time management, components, benefits, challenges, planning, time management, time-consuming activity, time management is to provide information about the use of technology.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion								
Name of Lecturer(s)	Ins. Hakkı BABALIK								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Ders notları ve sunum

Week	Weekly Detailed Course Contents	
1	Theoretical	The basic concepts of the subject, time-management relations, the history of time understanding
2	Theoretical	When physical, psychological time, social time
3	Theoretical	Changes in the understanding of time management, a new concept of time in the information age
4	Theoretical	With time management, empowering individuals and organizations
5	Theoretical	The impact on organizational order and disorder of time management
6	Theoretical	Objectives of a new approach to the issue, did work should be ranked?
7	Theoretical	Firstly, a new approach to the subject
8	Intermediate Exam	Midterm Exam
9	Theoretical	Firstly, a new approach to the subject
10	Theoretical	Planning
11	Theoretical	Work time, leisure time
12	Theoretical	Biorhythm biorhythm and the proper order of life, work and example of a program
13	Theoretical	Qualified time and quantitative aspects of time
14	Theoretical	Stress and resources, both positive and negative stress, stress reduction techniques
15	Theoretical	General evaluation

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	1	7	14	21
Assignment	1	5	8	13
Midterm Examination	1	4	4	8
Final Examination	1	4	4	8
			Total Workload (Hours)	50
			[Total Workload (Hours) / 25*] = **ECTS**	2
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Learn the realities of business life.
2	It makes it easy to adapt to working life.
3	Many things will gain skills together
4	It increases the ability to use time.

5	Time management-biorhythm-learn healthy life relationships.

Programme Outcomes *(Architectural Decorative Arts)*	
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Contribution of Learning Outcomes to Programme Outcomes *1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High*

	L1	L2	L3	L5
P2	4	4	4	
P5		4		
P7				4
P8			4	
P9				4
P13			4	