



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Time and Stress Management							
Course Code		MV268		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	52 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		In every area of my life; to gain time management consciousness in working life and non-work life, to gain a holistic understanding of time especially in accordance with the requirements of information society							
Course Content		What is Time Management? What is managing myself?How to use Pareto analysis when doing business? Planning. Proactive behavior. Change of people's daily performance. Critical success factors. Practical action proposals and practices. Creating an Individual Action Plan.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, 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	Lecture Notes and Relevant Textbooks
---	--------------------------------------

Week	Weekly Detailed Course Contents	
1	Theoretical	The basic concepts of the subject, time-management relations, the time of conception.
2	Theoretical	Physical time, psychological time, social time
3	Theoretical	The change in time management mentality, a new time understanding in the information age.
4	Theoretical	Strengthen the individual and the organization with time management
5	Theoretical	The effect of time management on organizational order and disorder.
6	Theoretical	Purposes, a new approach to the issue, things do be listed?
7	Theoretical	A new approach to the issue of priorities, planning
8	Theoretical	Planning
9	Intermediate Exam	Midterm
10	Theoretical	Business time, non-business time
11	Theoretical	Biyoritme, Biyoritme and appropriate living arrangement, work life and an example of a program
12	Theoretical	Quantitative aspects of quality time and time
13	Theoretical	Quantitative aspects of quality time and time
14	Theoretical	Stress and sources of stress, positive and negative stress, stress reduction techniques
15	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	15	0.5	2	37.5
Midterm Examination	1	5	1	6
Final Examination	1	8	1	9
Total Workload (Hours)				52
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Teaches the requirements of business life.
2	Teaches discipline in the workplace.
3	Teaches the importance of the plan.



4	Makes easy to adapt to business life.
5	A view to life will gain a holistic perspective
6	Provides ability to do many things together.
7	Makes compatible to the information age by accelerating Individual.

**Programme Outcomes (Local Authorities)**

1	They can be informed in the field of management and follow up improvements in Turkey and the world in the field of local government.
2	They have qualification of solving problems in the local level with following economic and social events up.
3	They will have basic theoretical knowledge to comment with following Turkey's and The World's' current political problems up.
4	They will gain the ability of research independently and presenting in the field of Local Government with have basic information about research methods.
5	They will understand the relevant legal texts, interpret, and set up the relationship problems
6	They will be informed about constitution, fundamental rights and freedom, civil service law, public law legislation and professional ethic.
7	They will use information technologies, documents management, archiving and reporting.

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

	L1	L2	L3	L4	L5	L6	L7
P1	5	5	5	4	5	4	5
P2	5	4	4	5	5	4	5
P3	5	4	4	4	5	5	4
P4	4	3	5	4	4	5	4
P5	4	3	3	5	4	4	4
P6	3	2	3	4	3	3	4
P7	3	2	3	3	3	3	3

