AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Efective Time Management						
Course Code	İTN220		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Students need to understand all dimensions of time management, learn the concept of time and time management. Learn how to use the matrix of time, can sort the benefits of time management. Can determine weak and strong parts of time management						
Course Content	Basic terms of time managemet, paradigm and our habits, helpful techniques of time management, matrix of the use of time and communication and personal development						
Work Placement	N						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Demonstration, Discussion, Individual Study				
Name of Lecturer(s)	Ins. Merve Tuba ERDEN						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Notes of lecturer

Week	Weekly Detailed Course Contents	
1	Theoretical	Term of time
2	Theoretical	Time Management
3	Theoretical	Time management in history
4	Theoretical	Time consuming aspects
5	Theoretical	Delegation of authority, being able to say No
6	Theoretical	Paradigm and habits
7	Theoretical	Helpful techniques for time management
8	Theoretical	Mid Term
9	Theoretical	Classical time management techniques
10	Theoretical	First, second and third period
11	Theoretical	Matrix of time using
12	Theoretical	Communication and personal development
13	Theoretical	Case studies about all topics
14	Theoretical	Case studies about all topics

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	9	1	10
Final Examination	1	11	1	12
			Total Workload (Hours)	50
			[Total Workload (Hours) / 25*] = **ECTS**	2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Being able to explain the term of time and time management.
2	Can explain the term of time and its importance.
3	Can explain the matrix of time using.
4	Can sort the benefits of time management.

5	Can explain what consumes time.
6	Can sort what consumes time
7	Can explain the matrix of the use of time.
8	Can explain the suggestions of what provides personal development.
9	Determines the strong and weak aspects.
10	Explains the goals.
11	Names harmful habits, explains solution suggestions.

Programme Outcomes *(Logistics)*

1	Understanding of the basics needed for the mobility of production and consumption ware
2	Give storage and inventory management decisions
3	To decide about types of transportation and handling equipment to be used to decide
4	Logistics information systems take advantage of the process of realization of activities
5	Be the judge national and international legislation regulating the field of logistics
6	Administration, management and marketing topic about give an idea
7	To be sensitive to the requirements of professional ethics
8	Provide an idea about the the national and international transport policies
9	To have written and spoken communication skills
10	Living in society and to understand the world

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	L8	L9	L10	L11
P7	2	2	2	2	2	2	2	2	2	2	2
P9	2	2	2	2	2	2	2	2	2	2	2
P10	3	2	2	2	2	2	2	2	2	2	2