



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Organization of Seminar and Congress							
Course Code		İKY213		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Business planning and implementation process in the congress and seminar to be presented.							
Course Content		The social, economic and cultural dimensions of congress and fair.							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
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	Lecturers Lesson Notes
2	AYMANKUY, Y., Kongre Turizmi ve Fuar Organizasyonları, Detay Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	Types of Meetings
2	Theoretical	Meeting Planning and Management
	Preparation Work	Examination of course materials
3	Theoretical	Creation of program content
	Preparation Work	Examination of course materials
4	Theoretical	Creation of program content
	Preparation Work	Examination of course materials
5	Theoretical	Organizers of congress and seminar
	Preparation Work	Examination of course materials
6	Theoretical	Communication tools for meeting management
	Preparation Work	Examination of course materials
7	Theoretical	Financing of the Congress-Seminar
	Preparation Work	Examination of course materials
8	Preparation Work	Preparation for midterm exam
	Intermediate Exam	Midterm
9	Theoretical	Examination of a sample of the seminar, discussion
	Preparation Work	Investigation of the case study
10	Theoretical	Examination of a sample of the seminar, discussion
	Preparation Work	Investigation of the case study
11	Theoretical	Examination of a sample of the congress, to discuss
	Preparation Work	Investigation of the case study
12	Theoretical	Examination of a sample of the congress, to discuss
	Preparation Work	Investigation of the case study
13	Theoretical	Examination of a sample of the congress, to discuss
	Preparation Work	Investigation of the case study
14	Theoretical	Examination of a sample of the congress, to discuss
	Preparation Work	Investigation of the case study
15	Theoretical	An overview of the course
	Preparation Work	Semester term preparation



16	Preparation Work	Semester term preparation
	Final Exam	Final Exam

**Workload Calculation**

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	14	2	0	28
Midterm Examination	1	5	1	6
Final Examination	1	12	1	13
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = <b>ECTS</b>				3

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

1	The meeting planning and management
2	Communicates with the international profession
3	Financing of congress and seminars
4	Learns to create program content.
5	Dominates the communication tools used in meeting management.

**Programme Outcomes (Human Resources and Management)**

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3
P1	5	5	3
P2	3		
P3	5	5	5
P6	4	5	4
P8	5		
P10	3	5	

