# AYDIN ADNAN MENDERES UNIVERSITY
# COURSE INFORMATION FORM

| Course Title | The Use of Effective Time Management | | | | | | |
|---|---|---|---|---|---|---|---|
| Course Code | İKY214 | | Couse Level | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 3 | Workload | 75 *(Hours)* | Theory | 3 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | With this course, students will gain competencies to meeting management. | | | | | | |
| Course Content | Time is the definition of the concept, purpose and importance of efficient use of, Managers' reasons for not using their time effectively, Important behavioral techniques to use when. | | | | | | |
| 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, Individual 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 | KINGIR Said, Yönetsel Anlamda Zamanın Etkin Kullanılması ve Bir Araştırma, Gazi Kitabevi |
|---|---|
| 2 | KAYMAZ Kurtuluş, PAŞA Muammer, SABUNCUOĞLU Zeyyat, Zaman Yönetimi, Beta Basım Yayım. |

| Week | Weekly Detailed Course Contents | |
|---|---|---|
| 1 | Theoretical | Time is the definition of the concept, purpose and importance of efficient use of |
| | Preparation Work | instruction book |
| 2 | Theoretical | Tİme is the definition of the concept, purpose and importance of efficient use of |
| | Preparation Work | instruction book |
| 3 | Theoretical | Managers' reasons for not using their time effectively |
| | Preparation Work | instruction book |
| 4 | Theoretical | Managers' reasons for not using their time effectively |
| | Preparation Work | instruction book |
| 5 | Theoretical | Important behavioral techniques to use when |
| | Preparation Work | instruction book |
| 6 | Theoretical | Important behavioral techniques to use when |
| | Preparation Work | instruction book |
| 7 | Theoretical | Using communication and information systems to create significant time |
| | Preparation Work | instruction book |
| 8 | Preparation Work | instruction book |
| | Intermediate Exam | Midterm |
| 9 | Theoretical | Important when the user's authority to distribute |
| | Preparation Work | instruction book |
| 10 | Theoretical | Important priorities to determine when to use |
| | Preparation Work | instruction book |
| 11 | Theoretical | Important to use the time to provide business tools and workplace layout |
| | Preparation Work | instruction book |
| 12 | Theoretical | Important to use the time to avoid interruptions |
| | Preparation Work | instruction book |
| 13 | Theoretical | Program development and the importance of personal commitment is important when using |
| | Preparation Work | instruction book |
| 14 | Theoretical | Effective management of meetings |
| | Preparation Work | instruction book |

| 15 | Theoretical | Subordinates to take advantage of the effective time |
|----|-------------|------------------------------------------------------|
|    | Preparation Work | instruction book |
| 16 | Preparation Work | instruction book |
|    | Final Exam | Final Exam |

## Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|----------|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 0 | 3 | 42 |
| Midterm Examination | 1 | 15 | 1 | 16 |
| Final Examination | 1 | 16 | 1 | 17 |
| | | | Total Workload (Hours) | 75 |
| | | | [Total Workload (Hours) / 25*] = **ECTS** | 3 |

*25 hour workload is accepted as 1 ECTS*

## Learning Outcomes

| 1 | Understand the importance of the concept of time |
|---|--------------------------------------------------|
| 2 | Time to learn traps |
| 3 | Efficient use of time to grasp the reasons for Executives |
| 4 | Behavior and learn how to use valuable time |
| 5 | When trying to use effectively spread throughout the business environment |

## 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 nonforeseen 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 nonpofessionals. |
| 6 | To benefit from other diciplines which are related to human resources management and be acknowledged about these diciplines. |
| 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 | L4 | L5 |
|----|----|----|----|----|----|
| P1 | 3 | 3 | 4 | 3 | 3 |
| P2 | 4 | 3 | 3 | 3 | 3 |
| P3 | 3 | 3 | 3 |   | 3 |
| P4 | 3 | 3 | 3 | 3 |   |
| P6 | 4 | 3 | 3 |   | 3 |
| P9 | 5 | 5 | 4 | 4 | 4 |