



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Congress And Fair Organization							
Course Code		BYY220		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, student, tourism and travel services program will be given the right to organize congress seminar organization.							
Course Content		Research-development (R & D) activities, Program content creation, Operations planning, Social and cultural programs planning, Financing planning							
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	Meeting management congresses, conferences, seminars and fair organizations, Prof.Dr.Celil Çakıcı
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Week	Weekly Detailed Course Contents	
1	Theoretical	Exercise-Development activities
2	Theoretical	Exercise-Development activities
3	Theoretical	Creation a content program
4	Theoretical	Creation a content program
5	Theoretical	Creation a content program
6	Theoretical	Operation planning
7	Theoretical	Operation planning
8	Theoretical	Operation planning
9	Theoretical	Operation planning
10	Theoretical	Operations
11	Theoretical	Operations
12	Theoretical	Planning social and cultural programs
13	Theoretical	Planning social and cultural programs
14	Theoretical	Financial Planning
15	Theoretical	Financial Planning
16	Final Exam	Semester final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	2	20
Term Project	15	0	1	15
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Preparing for congress organization.
2	Conducting the proceedings of congress organization.
3	To prepare for the fair organization.
4	To conduct fair organization operations.
5	To have information about other organizations.

**Programme Outcomes** (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

**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	5	5	5	5	5
P2	5	4	4	4	4
P4	5	5	5	5	5
P5	4	4	5	5	5
P6	3	3	3	3	3
P7	3	3	3	3	3
P8	2	2	3	3	3
P9	3	5	5	5	5
P10	1	1	1	1	1

