



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Meeting Management							
Course Code		BYY204		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 students; meeting management competencies will be gained.							
Course Content		Meeting, Communicating the meeting, Materials to be used in the meeting, Arranging the meeting place in a proper way, Taking notes of the participants' questions and answers during the meeting, Meeting minutes and decisions to attendees, Crisis evaluation meeting							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)		İns. İsmet ANIK BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Meeting Management, Prof. Dr. A.Celil Çakıcı
---	--

Week	Weekly Detailed Course Contents	
1	Theoretical	Meeting
2	Theoretical	The transmission of the meeting
3	Theoretical	The transmission of the meeting
4	Theoretical	Materials to be used in meeting
5	Theoretical	To organize a meeting room as a suitable format
6	Theoretical	To organize a meeting room as a suitable format
7	Theoretical	During the meeting take notes of the questions and answers participants
8	Theoretical	During the meeting take notes of the questions and answers participants
9	Theoretical	Bring the minutes and decisions of meeting to the participants
10	Theoretical	Bring the minutes and decisions of meeting to the participants
11	Theoretical	Meeting with employees to perform periodic activities
12	Theoretical	The decisions taken at the meeting to convey to managers
13	Theoretical	Crisis assessment meeting
14	Theoretical	Crisis assessment meeting
15	Theoretical	Crisis assessment meeting
16	Final Exam	Semester final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	25	0	1	25
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Identify the agenda of the meeting.
---	-------------------------------------



2	Participating in the meeting and keeping the minutes of the meeting prepared in accordance with the agenda.
3	To organize a meeting between departments.
4	To have information about the types of meetings.
5	To have information about the preparation of the meeting.

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

