



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Time Management in Sport							
Course Code		BSÖ549		Course Level		Second Cycle (Master's Degree)			
ECTS Credit	7	Workload	176 ( <i>Hours</i> )	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to introduce and adopt the principles and techniques of using time effectively and efficiently in all kinds of work and personal life.							
Course Content		It includes information about more efficient use of time in Physical Education classes and trainings.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

### Recommended or Required Reading

1	Time Management (Ünver Ünlü Bayramlı) Seçkin Publishing
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Week	Weekly Detailed Course Contents	
1	Theoretical	General Principles of Time Management
2	Theoretical	Time Concept and Definition
3	Theoretical	Purpose and Importance of Using Time Effectively
4	Theoretical	Reasons for Administrators Not Using Their Times Effectively
5	Theoretical	Time Use Behaviors and Methods
6	Theoretical	Goal Setting
7	Theoretical	Creating Communication and Information Systems
8	Theoretical	Midterm exam
9	Theoretical	Creating Priority
10	Theoretical	Transfer of Authority
11	Theoretical	Meeting Management
12	Theoretical	Effective Secretariat Services
13	Theoretical	Effective Use Methods of Subordinates' Times
14	Theoretical	Final exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	5	5	140
Individual Work	4	4	4	32
Midterm Examination	1	1	1	2



Final Examination	1	1	1	2
Total Workload (Hours)				176
[Total Workload (Hours) / 25*] = ECTS				7
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	Learn to use time effectively.
2	Prioritize operations.
3	Knows situations that require transfer of authority.
4	Knows the behaviors that use time effectively.
5	Determines the objectives appropriate to the present time.

### Programme Outcomes (Physical Education and Sports Master)

1	Uses application and problem solving skills in interdisciplinary studies.
2	Develops basic scientific knowledge and attitude appropriate to body and sport.
3	Interpret the results of test development and measurement for the development of individuals in physical education and sport.
4	Explains the scientific methods in physical education and sports.
5	Follow national and international developments in the field and maintain professional development.
6	Beden eğitimi ve spor örgütlerinin örgüt iklimi ve kültürünü tanımlar.

### 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	2	4	3	3
P2	3	2	2	5	3
P3	4	5	4	5	4
P4	5	4	3	2	2
P5	2	5	5	4	5
P6	4	2	4	2	4

