Course Syllabus

Code - Course Title	**TRZ481 - Practices in Convention Management II**
Course Type	VII. SEMESTER
Laboratory + Practice	0+2
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	DR. ÖĞR. ÜYESİ İPEK ITIR CAN

Mode of Delivery	Face to face
Prerequisites	This course does not have any prerequisites or co-requisites.
Courses Recomended	-
Recommended Resources	-
Work Placement	Organizing Tourism Week of Faculty of Tourism

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Meeting Types	
Week - 2		Meeting Types	
Week - 3		Business Process for a Productive Meeting	
Week - 4		Business Process for a Productive Meeting	
Week - 5		Design and Arrangement of Meeting Venues	
Week - 6		Presentation Techniques	
Week - 7		Presentation Techniques	
Week - 8		Problem Solving in Meetings	
Week - 9		Diplomacy in Meetings	
Week - 10		Preparations for Tourism Week	
Week - 11		Preparations for Tourism Week	
Week - 12		Preparations for Tourism Week	
Week - 13		Organization of Tourism Week	
Week - 14		Evaluation of Tourism Week	

Learning Outcomes

#	Learning Outcome
1	Be able to explain meeting types.
2	Be able to sort business process for a productive meeting.
3	Be able to design and arrange meeting venues.
4	Be able to explain presentation techniques.
5	Be able to solve problems in meetings.
6	Be able to organize a meeting.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.