



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Applied Career Management							
Course Code		MVU190		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of the course is to teach the techniques of preparing the curriculum vitae after graduation and to manage the excitement							
Course Content		Body language, self-confidence and rules to be considered in job interviews constitute the content of the course.							
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	Human Resources Management and Career Applications book
2	Course notes

Week	Weekly Detailed Course Contents	
1	Theoretical	Job search methods
2	Theoretical	Application techniques
3	Theoretical	Resume Preparation Techniques
4	Theoretical	Application of resume preparation techniques
5	Theoretical	Body Language Education
6	Theoretical	Body Language Education
7	Theoretical	Preparations without going to a job interview
8	Intermediate Exam	midterm exam
9	Theoretical	Preparatory practices before job interview
10	Theoretical	Things to consider during a job interview
11	Theoretical	Application of the things to be considered in the job interview
12	Theoretical	Telephone interview
13	Theoretical	Application of the things to be considered in the job interview by phone
14	Theoretical	things to do after job application
15	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	10
Term Project	1	5	1	6
Midterm Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Learning how to prepare a curriculum vitae
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2	Learning how to prepare a curriculum vitae
3	Learning how to prepare a curriculum vitae
4	learning how to use body language in a job interview
5	understanding the process of managing a job interview

Programme Outcomes (Computer Programming)

1	Having knowledge and skills in web project preparation and publishing
2	Having the knowledge and skills necessary for proper use management of database applications
3	Having knowledge and skills for software development, testing and installation
4	Be able to use the hardware necessary for computer programming and solve the basic problems they have with hardware
5	To be able to use information and communication technologies at the level required by computer programming
6	To be able to produce solutions to problems encountered in the field
7	Having the competencies to make job planning in the profession
8	Communicating with colleagues and clients based on knowledge and skills
9	Be able to take responsibility as an individual or as a team member and to fulfill the responsibility
10	To be able to express written and oral expressions related to the study topic
11	Be able to adapt the winning information to new situations

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	1	1	1	1	1
P2	1	1	1	1	1
P3	1	1	1	1	1
P4	1	1	2	1	2
P5	1	1	2	1	2
P6	1	1	1	1	2
P7	1	1	1	1	2
P8	1	1	1	2	2
P9	1	2	1	2	1
P10	1	1	2	1	1
P11	1	2	2	2	1

