AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Career Management						
Course Code		İŞT256		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	2	Workload	50 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To provide a strategic approach to career planning and job search.						
Course Content		What is career planning? Creating awareness about career planning and development, Career stages, Professional view from business world						
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	Aöf Performans ve Kariyer Yönetimi

Week	Weekly Detailed Course Contents	
1	Theoretical	What is Career Management?
2	Theoretical	Career Planning and Development
3	Theoretical	Career stages: Knowing personal preferences
4	Theoretical	Career trends in the world
5	Theoretical	Business world's expectation from new graduates
6	Theoretical	Resume, cover letter and letter of thanks preparation
7	Theoretical	Resume, cover letter and letter of thanks preparation
8	Theoretical	How is an impressive job interview done? Information about interview techniques
9	Intermediate Exam	midterm
10	Theoretical	To apply online and find out how to fill in the company's web pages job application forms.
11	Theoretical	Basic concepts of performance management
12	Theoretical	Time management
13	Theoretical	Professional ethics; What is professional ethics? Prevent Emotional Harassment (Mobbing)?
14	Theoretical	Verbal and written communication, relationship management
15	Theoretical	Professional ethics; What is professional ethics? Prevent Emotional Harassment (Mobbing)?
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	10	0	1	10
Midterm Examination	1	5	1	6

Final 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	Understand general career problems
2	Preparation for job interview
3	To be able to comprehend Cv preparation methods
4	Defining the concept of career in terms of human resources management and expressing the relationship with performance management
5	To be able to explain the management, planning and development of organizational career

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