



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 (<i>Hours</i>)	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 (Construction Technology)

1	Being able to have professional knowledge and skills as a result of being supported by the application on vocational qualifications gained in secondary education
2	To choose and use building materials
3	Building installations can be done
4	Applying concrete technology
5	Construction of roads
6	To be able to make professional computer applications
7	Technical drawings
8	Making professional drawing
9	Bidding and contracting
10	To be able to organize the site
11	Control and documentation of manufacturing
12	Can make application of building repair and strengthening works
13	To be able to determine soil types and make soil tests
14	Can control water supply and transmission activities
15	Making waste treatment facilities for polluting resources
16	Projecting of construction elements
17	Being able to make a professional project
18	Make land measurements
19	To be able to make professional practices

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1
P1	5
P2	4
P3	4
P4	4
P5	4
P6	4
P7	4
P8	4
P9	4
P10	4
P11	4
P12	4
P13	4
P14	4
P15	4
P16	4
P17	4
P18	4
P19	4

