



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Personal Development							
Course Code		İŞT186		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course students; it is aimed to achieve success in social life and professional life by recognizing the student's mental, spiritual and physical aspects.							
Course Content		Personal development methods							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual 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	Megep (Türkiye'de Mesleki ve Teknik Eğitimin Kalitesinin Geliştirilmesi Projesi). Ders Modülleri 2006. <a href="http://www.megep.meb.gov.tr/">www.megep.meb.gov.tr/</a>
---	---

Week	Weekly Detailed Course Contents	
1	Theoretical	Personality concept
2	Theoretical	Personality concept
3	Theoretical	Individual development
4	Theoretical	Bedensel Gelişim
5	Theoretical	Spiritual Development
6	Theoretical	Mental Development
7	Theoretical	Self-awareness and development
8	Theoretical	Kendini tanıma ve geliştirme
9	Intermediate Exam	Midterm
10	Theoretical	Using Time Active
11	Theoretical	Using Time Active
12	Theoretical	Stress management methods
13	Theoretical	Stresle baş etme yöntemleri
14	Theoretical	Professional development
15	Theoretical	Rights seeking process
16	Final Exam	Final Examination

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	1	0	28	28
Assignment	1	0	20	20
Midterm Examination	1	0	1	1



Final Examination	1	0	1	1
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	They try to identify themselves mentally, spiritually, and bodily.
2	Learn the basic methods you need to understand your interests, needs and expectations.
3	It applies the methods of coping with stress.
4	Use time effectively
5	To be able to determine the target and to guide their own development process

### Programme Outcomes (Business Administration Management)

1	To be able to use the theoretical knowledge in business management in working life
2	Having the ability to use the management functions of the business and following new management techniques
3	To be able to fulfill the legal responsibilities of the operator, to have the knowledge and equipment to follow and implement the relevant legislation
4	To be able to use the information and communication technologies at the level required by the field, to adapt the new technologies to the operating systems by following the technological changes
5	To identify, analyze and bring solutions to problems encountered in professional practice
6	Managing business financing; bringing a solution to the financial problems by making the financial analysis of the business
7	Gaining the ability to manage the business by ensuring that the human resources operate and develop efficiently in line with business objectives
8	To be able to comprehend the basic functions of production and marketing as a whole and to be able to apply new production and marketing techniques
9	To be able to perform cost calculations in enterprises, to hold accounting records, to prepare financial statements and to be able to interpret
10	Having professional ethical values sought in the qualified personnel required by the market, and able to use Turkish language effectively in written and oral communication; To be able to have professional foreign language knowledge that can make international correspondences related to the field
11	Having analytical analysis, interpretation, evaluation and solution skills of field related information
12	To be able to follow and apply current and economic developments in national and international framework related to his / her profession

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

	L1	L3	L4
P1	3	1	
P3	4		4
P11			4

