



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|---|------------|--|---|----------------------------------|---|------------|---|
| Course Title | | Career Management | | | | | | | |
| Course Code | | İŞT256 | | Course 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

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| 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 |



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|---|---|---|---|----|
| 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

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|---|---|
| 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 (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 | L2 | L3 |
|-----|----|----|----|
| P1 | 2 | 3 | 2 |
| P2 | 3 | 2 | 2 |
| P3 | 2 | 3 | 1 |
| P4 | 1 | 1 | 1 |
| P5 | 2 | 3 | 2 |
| P6 | 2 | 1 | 2 |
| P7 | 3 | 2 | 1 |
| P8 | 1 | 2 | 3 |
| P9 | 2 | 3 | 1 |
| P10 | 3 | 2 | 4 |
| P11 | 2 | 3 | 2 |
| P12 | 3 | 3 | 4 |

