



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 (Office Mangement and Executive Assistantship)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of enteprenurism.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

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

	L1	L2	L3	L4	L5
P6	4	4	4	4	4

