



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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

1	Aöf Performans ve Kariyer Yönetimi
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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 (Office Management 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 entrepreneurship.
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			
P15			4	4	4

