



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Applied Career Management							
Course Code		MVU190		Couse 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 (Garment Manufacturing Technology)**

1	To be able to use theoretical and practical knowledge related to Garment Manufacturing Technology
2	To carry out brand management, marketing and promotional activities related to Garment Manufacturing Technology
3	Having the skills of data collection, research report preparation and presentation for the research, preparing the project
4	Being able to plan the processes / processes related to Garment Manufacturing Technology to meet the expectations of the sector, to be able to make business organization, production plan and control, prepare working instructions
5	To be able to determine textile raw materials and surface properties, to choose garment auxiliary materials, to be able to control materials
6	To be able to carry out steps of pattern preparation, grading, pattern layout preparation
7	To be able to use necessary equipments and machines for applications related to Garment Manufacturing Technology and to make adjustments and maintenance
8	To be able to use computer aided pattern and design programs, production applications in Garment Manufacturing Technology
9	Having the ability to manage and organize business by creating the idea of establishing a business in the field
10	To be able to create a model by applying technical drawings of clothing and basic arts education
11	To be able to realize basic sewing techniques, production stages of women's, men's and children's wear

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

	L1	L2	L3	L4	L5
P2	2	2	2	2	2
P4	2	2	2	2	2
P9	4	4	4	4	4

