AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Career Planining						
Course Code	KP101		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	47 *(Hours)*	Theory	1	Practice	0	Laboratory	0

Objectives of the Course	Career Planning course enables students to recognize the business world, different sectors and the needs of these sectors; It aims to raise awareness among students about the importance of career planning in the process of preparing for the business world. The course enables students to discover their personal competencies and understand the expectations of the business world. It helps them develop their knowledge and skills in line with the requirements of the relevant sectors.
Course Content	Courses will be organized for first year university students in the fall semester for 15 weeks, with one course hour per week. Goal; students; Our aim is to help them to plan a career in line with their future goals by ensuring that they gain awareness of their interests, personal characteristics and values.
Work Placement	N/A
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Case Study, Individual Study
Name of Lecturer(s)	Ins. Gülşah Şükran KALE YOLCU

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Final Examination	1	100

Recommended or Required Reading

1	Supporting books, journals, articles and online resources selected by the course lecturer.
2	Guides prepared by the Career Office.
3	Skill / competence valuation inventories.
4	Career events organized with the contribution of the Career Center (Career Fair, Seminars, Information Sessions, Mentoring, Meeting with Alumni, Sector Panels, Case Studies, Interview Simulations, etc.)
5	Sample videos, documentaries and films.
6	Interview simulation, case study / workshop etc. interactive activities.
7	Course content and instructor evaluation forms.

Week	Weekly Detailed Course Contents	
1	Theoretical	Your career journey has begun. The first stop is the career center
2	Theoretical	Do you know these? Intelligence and personality
3	Theoretical	Do you know these? Personal Characteristics
4	Theoretical	Key to making difference in career path: Skills
5	Theoretical	What is career?
6	Theoretical	How do I prepare for my career?
7	Theoretical	Sector Days - National non-governmental organizations
8	Theoretical	Sector Days - International non-governmental organizations
9	Theoretical	Sector Days - Public sector
10	Theoretical	Sector Days - Private sector
11	Theoretical	Sector Days – Academy
12	Theoretical	Sector Days – Entrepreneurship
13	Theoretical	Talent Gate: I'm writing my first resume
14	Theoretical	Resume and cover letter preparation and interview techniques

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	1	42
Individual Work	1	1	1	2

Final Examination	1	2	1	3
			Total Workload (Hours)	47
			[Total Workload (Hours) / 25*] = **ECTS**	2
25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Recognition of Career Center Activities: Ensuring that the student is aware of the services provided by the Career Center and establishing a connection between the Career Center and the student.
2	Increasing Self Awareness: Ensuring that the student becomes aware of his / her strengths and areas open to improvement and recognizes himself / herself in terms of his / her interests, competencies and skills.
3	Discovering Career Options: Ensuring that students get to know the sectors such as the public sector, private sector, academia, non-governmental organizations, comprehend the differences between the sectors and orient themselves to a career field suitable for their future plans. Students gain awareness of the expectations of the business world and the competencies it prioritizes.
4	Developing Self-Expression and Effective Communication Skills: Raising awareness on the importance of developing fine talents in the career process. Understanding the importance of issues that affect communication such as body language, diction, addressing; developing correct and effective communication skills.
5	Understanding the Importance of Professional Relationship Networks: Understanding the importance of establishing mutually beneficial relationships that are necessary for the student to reach her career goals
6	Recognition of Support Units: Providing information about university units (international relations / exchange office, etc.) and support services such as TÜBİTAK Scholarships, Mevlana program that can support the student's career.
7	Learning Effective Use of Resources: Learning the ways of reaching the right resources and using the resources effectively in the career process.

Programme Outcomes *(Architectural Restoration)*

1	The restoration, structural information, the matters required by the construction technology and infrastructure areas have sufficient theoretical and practical knowledge in this field and win.
2	Using the basic level of knowledge and skills acquired in the field, interpret and evaluate data, identify problems, analyze, would have the ability to develop solutions based on evidence.
3	Restoration terminology, values that protect the basic principles for the identification and protection purposes, the protection will have information about the evolution of understanding and methods.
4	The causes of deterioration tile works, to be implemented between the restoration and conservation methods and have the basic information about the techniques.
5	modern techniques required for applications related to the field, tools, and you can select and use information technology effectively.
6	Drawing to gain the perspective necessary, plans, sections, elevations, have knowledge about perspective drawings and descriptions, at various scales, section, learn how to view details and to review the project.
7	The concept of traditional crafts, periods, techniques, materials, and have knowledge about the historical development.
8	When faced with unforeseen situations in the field of application to produce solutions, won the individual to take responsibility in the team or work ability.
9	By using computer-related applications and commands used in the project drawings, studies measuring the output settings and make applications work on the plan.
10	Labor law and occupational safety, environmental protection and quality have the consciousness.
11	Archaeological research methods, have knowledge about excavation methods and types. drawing museum in presentation material examination of the legislation in the application of archeology and artifacts within the scope of the documentation and cataloging acquire knowledge and skills.
12	Survey, restoration, knows the basic principles and methods in restitution and conservation. The history of restoration and will have the necessary information about the current restoration techniques applied in the world.
13	building materials that are used in historical buildings, construction techniques, have a general knowledge about the causes of deterioration and preservation techniques.
14	Wood will have a basic knowledge of the causes of deterioration and take necessary protection methods.
15	on Traditional Turkish House Architecture; The origin of Turkish houses, regional specialties, plan types, building systems, construction materials, will have information about the features and facade decorations.
16	have knowledge about perspective drawings and descriptions, at various scales, section, learn how to view details and to review the project.
17	control services in buildings, unit price and description analysis, excavation, and will have information about transportation and accounting affairs.
18	He gains the ability to conduct research.
19	The creation of an architectural project and all the architectural layout of the project and learn the making of three-dimensional computer drawings of the visual.
20	They have to respect the historical value of professional ethics.

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

	L1	L2	L3	L4	L5	L6	L7
P1	1	1	1	1	1	1	1
P2	3	2	1	1	2	1	2
P3	1	1	1	1	1	1	1
P4	1	1	1	1	1	1	1
P5	1	1	1	1	1	1	1
P6	1	1	1	1	1	1	1
P7	1	1	1	1	1	1	1
P8	4	3	4	2	3	1	2
P9	1	1	1	1	1	1	1
P10	4	3	4	2	3	2	3
P11	1	1	1	1	1	1	1
P12	1	1	1	1	1	1	1
P13	1	1	1	1	1	1	1
P14	1	1	1	1	1	1	1
P15	1	1	1	1	1	1	1
P16	1	1	1	1	1	1	1
P17	3	2	3	2	3	2	3
P18	4	3	4	3	4	3	3
P19	1	1	1	1	1	1	1
P20	2	1	1	1	2	1	1