



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Interview Techniques							
Course Code		BİY300		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Purpose of the lesson is inform students about to writing CV techniques and employee selection and interview processes.							
Course Content		Career Planning, Effective Job Search CV Preparation Career Appropriate, Preparation work appropriate Front Cover, Preparation for an interview, Being Dominant in the interview process.							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Ümran GÜMÜŞ							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Lecturer notes, presentation of course and videos.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Basics of Working Life (Labour, Employment and Unemployment)
2	Theoretical	Inform about to preparation the CV (Curriculum Vitae)
3	Theoretical	Career Management
4	Theoretical	Introduction and Effective Use of Job Search Channel
5	Theoretical	Inform about the preparation of the work appropriate front cover,
6	Theoretical	Inform about the CV evaluation and selection
7	Theoretical	Evaluation and selection process between about pre-prepared CV and Cover
8	Intermediate Exam	Midterm
9	Theoretical	Presentation of the General Interview Process
10	Theoretical	Preparation for an interview (Overview and Data Scan)
11	Theoretical	Personnel Selection Criteria and Process Understanding the Interview
12	Theoretical	Personnel Selection Criteria and Process Understanding the Interview
13	Practice	Simulate an interview process
14	Practice	Simulate an interview process
15	Final Exam	Examine the lessons aim and the performance
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	2	1	0	2
Midterm Examination	1	2	1	3
Final Examination	1	2	1	3
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	CV Preparation Career Appropriate, Preparation work appropriate Front Cover,
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2	Effective Job Search
3	Preparation for an interview, Being Dominant in the interview process.
4	Understand Personnel Selection Criteria and Process in Interview
5	Learns the process by practicing the interview process.

Programme Outcomes (Seedling Production)

1	Having knowledge of physiology and morphology characteristics, growth, development and biochemical events occurred in fruits, vegetables and ornamentals plants
2	Having knowledge of soil, climate and irrigation conditions grown fruits, vegetables and ornamentals plants
3	Having knowledge of identification, classification and the use areas of fruits, vegetables and ornamentals plants
4	Having practical and theoretical knowledge of production techniques of fruits, vegetables and ornamentals plants
5	Having ability to identify and to maintain diseases and pests of fruits, vegetables and ornamentals plants
6	Having knowledge of marketing techniques, standards, contributions to the economy of fruits, vegetables and ornamentals plants, legal issues
7	Having knowledge of facilities and builds grown fruits, vegetables and ornamentals plants, and tools and materials used.
8	Having ability to use effective own language and having knowledge of language in order to communicate own colleagues and own customers,
9	Having knowledge of Atatürk Principle and Revolutions and, ability to assimilate Atatürk Principle and Revolutions
10	Having an enough foreign language to able to follow new development in relation with nursery production

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

	L1	L2	L3	L4	L5
P8	1	1	1	1	1

