



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Career Management							
Course Code		BİY222		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 this course students make their career planning and enable them to take part on organizational career plans.							
Course Content		Career concept, scope, dimensions and stages are explained. The importance and applications of career planning and individual career planning in organizations are given.							
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					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Performans ve Kariyer Yönetimi, TONUS H. Zümrüt, KAĞNICIOĞLU Deniz, Eskişehir 2013
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Week	Weekly Detailed Course Contents	
1	Theoretical	The subject, reason, content and functioning
2	Theoretical	Introduction to Career Management, Career Concept, Extent and Emphasis
3	Theoretical	Career Extent
4	Theoretical	Career Planning and Development
5	Theoretical	Career Stages
6	Theoretical	Career Trends in World
7	Theoretical	Career Planning
8	Intermediate Exam	Exam
9	Theoretical	Careers in Planning Organization, Objectives, Policies and Processes
10	Theoretical	Individual Career Planning
11	Theoretical	Determinants of Individual Career Planning
12	Theoretical	Preparing Resumes
13	Theoretical	Job Interviews
14	Theoretical	Interview Techniques
15	Theoretical	Europass CV Preparation
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Students can take part in organizational career planning
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2	Students make their own career plans
3	Students vehicles will perform correctly choose their career goals
4	Students will manage this process effectively
5	Learns Career Trends in the World

Programme Outcomes (Business Administration Management)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3	L4	L5
P1	3	3	3	3	3
P2	3	3	3	3	3
P3	3	3	3	3	3
P4	3	3	3	3	3
P5	3	3	3	3	3
P6	3	3	3	3	3
P7	3	3	3	3	3
P8	3	3	3	3	3
P9	3	3	3	3	3
P10	3	3	3	3	3
P11	1	1	1	1	1

