



**AYDIN ADNAN MENDERES UNIVERSITY  
SULTANHISAR VOCATIONAL SCHOOL  
MANAGEMENT AND ORGANIZATION  
BUSINESS ADMINISTRATION MANAGEMENT  
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	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion								
Name of Lecturer(s)	Ins. Özge YILDIRIM								

#### Assessment Methods and Criteria

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

#### Recommended or Required Reading

1	Performans ve Kariyer Yönetimi, TONUS H. Zümrüt, KAĞNICIOĞLU Deniz, Eskişehir 2013
---	--

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

#### 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
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

