AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Career Management						
Course Code	İŞT256		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	To provide a strategic approach to career planning and job search.						
Course Content	What is career planning? Creating awareness about career planning and development, Career stages, Professional view from business world						
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	60

Recommended or Required Reading

1	Aöf Performans ve Kariyer Yönetimi

Week	Weekly Detailed Course Contents	
1	Theoretical	What is Career Management?
2	Theoretical	Career Planning and Development
3	Theoretical	Career stages: Knowing personal preferences
4	Theoretical	Career trends in the world
5	Theoretical	Business world's expectation from new graduates
6	Theoretical	Resume, cover letter and letter of thanks preparation
7	Theoretical	Resume, cover letter and letter of thanks preparation
8	Theoretical	How is an impressive job interview done? Information about interview techniques (Midterm Exam)
9	Theoretical	How is an impressive job interview done? Information about interview techniques
10	Theoretical	To apply online and find out how to fill in the company's web pages job application forms.
11	Theoretical	Basic concepts of performance management
12	Theoretical	Time management
13	Theoretical	Professional ethics; What is professional ethics? Prevent Emotional Harassment (Mobbing)?
14	Theoretical	Verbal and written communication, relationship management

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Reading	10	0	1	10
Midterm Examination	1	5	1	6
Final 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	Understand general career problems
2	Preparation for job interview
3	To be able to comprehend Cv preparation methods

4	Defining the concept of career in terms of human resources management and expressing the relationship with performance management
5	To be able to explain the management, planning and development of organizational career

Programme Outcomes *(Automotive Technology)*

1	To be able to interpret and evaluate data, identify problems, analyze them, and develop evidence-based solutions by using basic knowledge and skills in the field.
2	Must be able to choose and effectively use the modern techniques, tools and information technologies necessary for field related applications.
3	Must be able to gain practical skills by examining relevant processes in industry and service sector on site.
4	They must be able to produce solutions, take responsibility for teams or do individual work when they encounter situations unforeseen in the field related applications.
5	Awareness of the need for lifelong learning; it must be able to follow the developments in science and technology and to constantly renew itself.
6	Must be able to use computer software and hardware at the basic level required by the field
7	Must have job security, worker health, environmental protection knowledge and quality awareness.
8	He must possess a level of foreign language knowledge that is capable of following the innovations in his area of expertise and communication techniques.
9	Must be able to acquire basic theoretical and practical knowledge about the field in mathematics, science and basic engineering.
10	It should have the ability to plan the processes / processes of the Automotive Program to meet the expectations of the sector.
11	To be able to design the systems and components related to the field by using technical drawing, computer aided drawing, designing using simulation programs and using various softwares, to be able to make basic sizing calculations, to be able to master professional plans and projects.

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

	L1
P6	1