



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Occupational Seminar							
Course Code		BYY222		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		It is aimed to be able to interpret and evaluate data, to identify problems, to analyze them, to develop evidence-based solution proposals using the basic knowledge and skills acquired in the field of the learners.							
Course Content		In this course, students will explore the concepts related to their fields and prepare a file and then make a presentation.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration					
Name of Lecturer(s)		Ins. İsmet ANIK BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	All literature and internet sources related to the research subject.
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Week	Weekly Detailed Course Contents	
1	Theoretical	The definition of the course, giving information about the course, the schedule and the weekly course of the course
2	Theoretical	Determination of application issues
3	Practice	Research
4	Practice	Research
5	Practice	Research
6	Practice	Research
7	Practice	Research
8	Theoretical	Research
9	Practice	Presentations
10	Practice	Presentations
11	Practice	Presentations
12	Practice	Presentations
13	Practice	Presentations
14	Practice	Presentations
15	Practice	Presentations
16	Final Exam	Semester final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	2	28
Assignment	22	0	1	22
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	They have a better understanding of their fields.
2	Research skills develop.
3	Presentation skills develop.
4	Teamwork develops spirit.
5	Responsibility develops.

Programme Outcomes (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisciplinary team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5	5	5	5
P2	5	5	5	5	5
P3	1	1	1	1	1
P4	4	4	4	5	4
P5	3	4	4	5	4
P6	3	4	4	4	5
P7	3	3	4	4	5
P8	4	4	4	4	5
P9	4	5	5	3	3
P10	5	5	5	5	5

