



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Career Design							
Course Code		ÇGE264		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To enable students to graduate to discover themselves in advance and to act effectively and correctly in their job applications and processes.							
Course Content		Career planning, CV preparation, job application, interview process.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Adnan Kulaksioğlu, 2019, Personal Development Practices
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Week	Weekly Detailed Course Contents	
1	Theoretical	Meeting, objectives and objectives of the course
2	Theoretical	The importance of the development of career planning
3	Theoretical	Self-knowledge and promotion
4	Theoretical	Business world expectations from new graduates
5	Theoretical	Preparing CV, cover letter and thank you letters
6	Theoretical	Preparing CV, cover letter and thank you letters
7	Intermediate Exam	midterm
8	Theoretical	Job application process
9	Theoretical	Job application process
10	Theoretical	The interview process
11	Theoretical	The interview process
12	Theoretical	The interview process
13	Theoretical	Professional and professional ethics
14	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	5	0	2	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	It analyzes its own career plan.
2	It explores career options.
3	Uses the tools to achieve career goals correctly.
4	Knows the points to be considered in preparing CV.



5	Examines the CV format and examples.
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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 interdisiplener 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	4	4	4	4	4
P2	4	4	4	4	4
P3	1	1	1	1	1
P4	4	4	4	4	4
P5	4	4	4	4	4
P6	4	4	4	4	4
P7	4	4	4	4	4
P8	4	4	4	4	4
P9	4	4	4	4	4
P10	4	4	4	4	4

