



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Personal Development							
Course Code		BYY111		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course, students will be qualified to develop their professional competences.							
Course Content		Communication in business environment - Professional equipment - Behavior patterns - Professional competences - Contact communication principles							
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	70

Recommended or Required Reading

1	Books about personal development, auxiliary resources, lecture notes.
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Week	Weekly Detailed Course Contents	
1	Theoretical	The communication in the work place
2	Theoretical	The communication in the work place
3	Theoretical	Interpersonal communication principles
4	Theoretical	Interpersonal communication principles
5	Theoretical	Behavior patterns
6	Theoretical	Behavior patterns
7	Theoretical	Behavior patterns
8	Theoretical	Behavior patterns
9	Theoretical	Vocational qualifications
10	Theoretical	Vocational qualifications
11	Theoretical	Vocational qualifications
12	Theoretical	Vocational qualifications
13	Theoretical	Professional equipment
14	Theoretical	Professional equipment
15	Theoretical	Professional equipment
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	12	0	1	12
Midterm Examination	1	4	1	5
Final Examination	1	4	1	5
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Improve personality competences.
2	To improve their professional competence.
3	To comprehend the formation of characters.



4	To comprehend communication competences.
5	To learn Personal Development Processes.

Programme Outcomes (Call Center Services)

1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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

	L1
P1	5
P2	5
P4	5
P5	5
P6	5
P7	5
P8	5
P9	5
P10	5

