



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Personal Development Techniques							
Course Code		BYY184		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	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	60

### 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, (Midterm exam evaluation)
9	Theoretical	Vocational qualifications
10	Theoretical	Vocational qualifications
11	Theoretical	Vocational qualifications
12	Theoretical	Vocational qualifications
13	Theoretical	Professional equipment
14	Theoretical	Professional equipment

### 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.
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**Programme Outcomes** (*Medical and Aromatic Plants*)

1	Understands the importance of medicinal and aromatic plants in the World and Turkey
2	Learn about the general characteristics of medicinal and aromatic plants. Learn the important issues in cultivation and can apply.
3	Learn about usage technologies about medicinal and aromatic plants and can apply.
4	Inform of producers of medicinal and aromatic plant species in offering, material supply, production process, marketing matter.
5	Know and follow the laws and regulations pertaining to the profession.
6	Learns morphological and anatomical structures of plants.
7	Learns to identify medicinal and aromatic plants.
8	To be able to behave sensitively towards environmental issues at national and global levels and to be able to interpret solution-oriented information; to be able to be an environmentally conscious and entrepreneurial individual
9	To be able to follow, evaluate and implement new developments and applications in the cultivation of medicinal and aromatic plants independently or as a team.

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

	L1	L2	L3	L4	L5
P4	4	4	5	4	4
P8	4	5	4	4	5

