



## 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 (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	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 (Cosmetic Technology)**

1	To define and classify cosmetics.
2	To learn the classification of cosmetic raw materials, purposes, products to use and what properties should be carried.
3	To describe and classify toxicity, to learn toxic substances and analyze methods.
4	To learn laboratory safety, to apply safety precautions when working with dangerous chemicals.
5	To learn and apply necessary tests for cosmetic raw materials, intermediates and finished products.
6	To perform a scientific study, analyze study and report results of study scientifically.
7	To interpret experimental results, to evaluate data in point of cosmetic science.
8	To act in accordance with the principles of ethics, to have awareness of professional and ethical responsibility.
9	To be individuals who are committed to Atatürk's Principles and Revolutions, contemporary, democratic, secular, protecting and developing their country, protecting their nation, respecting human rights, protecting nature, non-discriminatory, adhering to their traditions and customs, and protecting their values.
10	To be an individual who has completed his personal development, can adapt to society and contribute positively

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

	L1	L2	L3	L4	L5
P9	4	4	3	3	2
P10	5	4	4	5	4

