

Course Information

COURSE INFORMATION

Course Title	Code	Semester	L+U Hour	Credits	ECTS
Career Planning	USD2XXX	6	2 + 0	2	3,0

Prerequisites	None
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Language of Instruction	Turkish
Course Level	Undergraduate
Course Type	Elective
Mode of Delivery	Face to face
Course Coordinator	
Instructor	Asst. Prof. Özay Umut TÜRKAN
Assistants	
Goals	It is aimed to raise awareness of our university students about the dynamics and expectations of business life and to guide students to determine their careers in accordance with their intelligence, personality, knowledge, skills, abilities and competencies.
Course Content	Career Concept, Career Management, Career Planning, Career Process, Career Types
Learning Outcomes	Student; 1. Recognizes the department in which he / she is educated, the content of the program and the appropriate sectors. 2. It internalizes career management and career planning concepts. 3. Recognizes the Presidency Human Resources Office. Learns how to benefit from career centers. It uses the "Talent Gate" application, which can benefit both as an undergraduate student and as a future graduate. In this way, you can develop your individual career plan. 4. Be aware of their personal characteristics. Learns the ways to provide personal development. He / she can choose a sector in which he / she can do an internship, work voluntarily or professionally. 5. Learns effective CV preparation method. Obtains information about job interviews. In this process, he learns the correct communication and behavior styles that he will benefit from.

COURSE CONTENT

Week	Topics	Teaching and Learning Methods and Techniques	Study Materials
1. Week	Introduction, Informing about the Purpose of the Course, Introducing the Course Content	Lecture, Practice	
2. Week	Basic Concepts: Career, Career Management, Career Planning	Lecture, Practice	
3. Week	The Importance of Strategy and Planning Concepts in Career Management	Lecture, Practice	
4. Week	Knowing Yourself, Being a Visionary, Choosing the Right Sector and Business	Lecture, Practice	
5. Week	Career Development and Choice Theories	Lecture, Practice	
6. Week	Individual Career Planning: Career Resources, Career Stages	Lecture, Practice	
7. Week	Organizational Career Management: Elements and Methods	Lecture, Practice	
8. Week	Midterm	Examination	
9. Week	Problems During Career Process	Lecture, Practice	

10. Week	Presentation of “ Presidency of the Republic of Turkey Human Resources Office” and “The University Career Center”	Lecture, Practice	
11. Week	Preparing an Effective Curriculum Vitae	Lecture, Practice	
12. Week	Verbal and Physical Communication in Working Life: Diction and Body Language	Lecture, Practice	
13. Week	Job Interview for Businesses: Business Expectations, Interview Techniques Used in Candidate Selection and Job Placement Process	Lecture, Practice	
14. Week	Job Interview from the Perspective of the Individual: Preparation Phase, What to Do During the Process, Suggested Don'ts	Lecture, Practice	

RESOURCES

Resources
Aytaç, S. ve Keser A. (2017) Çalışma Yaşamında Kariyer, Umuttepe Yayınları, 1. Baskı, İstanbul. Tutar, H. (Ed.) (2020) Kariyer Planlaması ve Yönetimi, Seçkin yayıncılık, 1. Baskı, İstanbul. Çetin C. ve Arslan, M. L. (2019) Mülakat, Beta Basım Yayın, 3. Baskı, İstanbul. Gurgao, P. V. (2006) Mülakatlarda Başarıyı Garantileyin, Platform Yayınları, 1. Baskı, İstanbul.

ASSESSMENT

Measurement and Evaluation Methods and Techniques
Examination

CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAMME OUTCOMES

Program Requirements	Contribution Level	DK1	DK2	DK3	DK4	DK5	Measurement Method
<u>PY3</u>	5	5	5	5	5	5	1
<u>PY6</u>	5	5	5	5	5	5	1
<u>PY7</u>	5	5	5	5	5	5	1
<u>PY9</u>	5	5	5	5	5	5	1
<u>PY10</u>	5	5	5	5	5	5	1

*DK = Course's Contribution

	0	1	2	3	4	5
Level of contribution	Yok	Very Low	Low	Fair	High	Very High
Method of assessment/evaluation		Written exam	Oral Exams	Assignment/Project	Laboratory work	Presentation/Seminar

ECTS CREDITS AND COURSE WORKLOAD

Event	Quantity	Duration (Hour)	Total Workload (Hour)
Lecture	14	2	28
Study	14	2	28
Midterm	1	4	4
Final Examination	1	1	4
Assigment	1	1	8
Total Workload			72
Total Workload / 25.5 (s)			2,8
Ects Credit of the Course			3