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| ***ÇAĞ UNIVERSITY***  ***FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES*** | | | | | | | | | | | | | | | | | | | | |
| **Code** | | | | **Course Title** | | | | | | | | | **Credit** | | | | | **ECTS** | | |
| FEAS 104 | | | | Career Planning | | | | | | | | | 2(2-0-0) | | | | | 3 | | |
| **Prerequisites** | | | | | | | | None | | | | | | | | | | | | |
| **Language of Instruction** | | | | | | | | English-Turkish | | | **Mode of Delivery** | | | | **Online** | | | | | |
| **Type and Level of Course** | | | | | | | | **Compulsary /1.Year / Spring Semester** | | | | | | | | | | | | |
| **Lecturers** | | | | | **Name(s)** | | | | | | **Lecture Hours** | | | **Office Hours** | | | | **Contacts** | | |
| **Course Coordinators** | | | | | **Asst. Prof. Dr.**  **Eda Kayhan** | | | | | | **Mon.:**  **11:55-12.35** | | | **Friday:**  **13.30-16.00** | | | | **edakayhan@cag.edu.tr** | | |
| **Course**  **Assistants** | | | | | **Research Asst. Ersin İnal**  **Research Asst. İlke Demirtaş**  **Research Asst. Gülay Güler**  **Research Asst. Toprak Karakuş** | | | | | |  | | | **Wed:**  **14.00-16.00** | | | | **ersininal@cag.edu.tr**  **ilketasdemir@cag.edu.tr**  **gulayguler@cag.edu.tr**  **toprakkarakus@cag.edu.tr** | | |
| **Course Objective** | | | | | Career Planning course enables students to recognize the business world, different sectors and the needs of these sectors; It aims to raise awareness among students about the importance of career planning in the process of preparing for the business world. The course enables students to discover their personal competencies and understand the expectations of the business world. It helps them to develop their knowledge and skills in line with the requirements of the relevant sectors. | | | | | | | | | | | | | | | |
| **Learning Outcomes of the Course** |  | | Students who have completed the course successfully should be able to | | | | | | | | | | | | | | **Relationship** | | | |
| Prog. Output | | **Net Effect** | |
| 1 | | Recognizes the activities of Career Centers, | | | | | | | | | | | | | |  | |  | |
| 2 | | Improves self-awareness, | | | | | | | | | | | | | |  | |  | |
| 3 | | Explore career options, | | | | | | | | | | | | | |  | |  | |
| 4 | | Have self-expression and effective communication skills, | | | | | | | | | | | | | |  | |  | |
| 5 | | Understands the importance of professional relationship networks, | | | | | | | | | | | | | |  | |  | |
|  | 6 | | Recognizes the support units, | | | | | | | | | | | | | |  | |  | |
|  | 7 | | Learns and reports effective use of resources | | | | | | | | | | | | | |  | |  | |
| **Course Description:** Career Planning begins with an effort to know oneself and discover one's potential. Of this course the content of the students; It covers topics and activities that will help them gain awareness of their interests, personal characteristics and values, and help them plan a career in line with their future goals. | | | | | | | | | | | | | | | | | | | | |
| **Course Contents:( Weekly Lecture Plan )** | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | | **Topics** | | | | | | | | **Preparation** | | | | | | **Teaching Methods** | | | | |
| **1** | | Career Concept and Career Center Presentation | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **2** | | Advice to one from four | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **3** | | Basic Communication Skills | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **4** | | Sector Days - Non-Governmental Organizations | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **5** | | Soft Skills | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **6** | | Sector Days - Public Sector | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **7** | | Diction and Body Language | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **8-9** | | Preparing CV and Cover Letter | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **10** | | Sector Days - Private Sector | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **11** | | Effective Interview Techniques | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **12** | | Sector Days - Academy | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **13** | | Sector Days - Entrepreneurship | | | | | | | | www.cag.edu.tr | | | | | | **Presentation&Discuss** | | | | |
| **14** | | Course and project evaluation | | | | | | | | - | | | | | | **-** | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | |
| **Textbook** | | | | | | There is no textbook. | | | | | | | | | | | | | | |
| **Websites** | | | | | | [www.cag.edu.tr](http://www.cag.edu.tr)  www.ytnk.tv | | | | | | | | | | | | | | |
| **Recommended Resources** | | | | | | It is possible to participate in events and seminars held through the talent gate.  www.yetenekkapisi.org | | | | | | | | | | | | | | |
| **Course Notes** | | | | | | You can download it from www.cag.edu.tr Instructor automation page. | | | | | | | | | | | | | | |
| **ASSESSMENT METHODS** | | | | | | | | | | | | | | | | | | | | |
| **Activities** | | | | | | | **Number** | | **Effect** | | | **Notes** | | | | | | | | |
| Midterm (homework - summary of intelligence, personality and skills videos) | | | | | | | **1** | | 35% | | |  | | | | | | | | |
| Creating a CV | | | | | | | **1** | | 15% | | |  | | | | | | | | |
|  | | | | | | |  | | 50% | | |  | | | | | | | | |
|  | | | | | | |  | | **%50** | | |  | | | | | | | | |
|  | | | | | | |  | | **FINAL** | | |  | | | | | | | | |
| Summary of Book Reading, completing Ytnk TV videos, writing a career plan composition | | | | | | | **3** | | 50% | | |  | | | | | | | | |
| **FINAL TOTAL %50** | | | | | | | | | | | | | | | | | | | |  |
| **TOTAL %100** | | | | | | | | | | | | | | | | | | | |  |
| **Contents** | | | | | | | | | | | **Number** | | | **Hours** | | | | | | **Total** |
| **Hours in Classroom** | | | | | | | | | | | **14** | | | **2** | | | | | | **28** |
| **Hours out Classroom** | | | | | | | | | | | **14** | | | **1** | | | | | | **14** |
| **Project 1** | | | | | | | | | | | **1** | | | **5** | | | | | | **5** |
| **Project 2** | | | | | | | | | | | **1** | | | **2** | | | | | | **2** |
| **Project 3** | | | | | | | | | | | **1** | | | **20** | | | | | | **20** |
| **Project 4** | | | | | | | | | | | **1** | | | **20** | | | | | | **20** |
| **Total**  **Total / 30**  **ECTS Credit** | | | | | | | | | | | | | | | | | | | | **89** |
| **=89/50=1,78** |
| **2** |
| **RECENT PERFORMANCE** | | | | | | | | | | | | | | | | | | | | |