|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***ÇAĞ UNIVERSITY***  ***FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES*** | | | | | | | | | | | | | | | | | | | | | |
| **Code** | | | | **Course Title** | | | | | | | | | | **Credit** | | | | | **ECTS** | | |
| FEAS 102 | | | | 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** | | | | | **Instructor**  **Eda Kayhan** | | | | | **Wed:**  **13:30-15.00** | | | | | **Friday:**  **13.30-16.00** | | | | **edakayhan@cag.edu.tr** | | |
| **Course**  **Assistants** | | | | | **Research Asst. Deniz Yalçıntaş**  **Research Asst. Gözde Elbir**  **Research Asst. İlke Demirtaş** | | | | |  | | | | | **Wed:**  **14.00-16.00** | | | | [**denizyalcintas@cag.edu.tr**](mailto:denizyalcintas@cag.edu.tr)  **gozdeelbir@cag.edu.tr**  [**ilketasdemir@cag.edu.tr**](mailto:ilketasdemir@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** | | | | | | Subscribe to a magazine from your domain (also online)  Follow news & Follow country policies & Check university and faculty web pages & Check your automation system weekly & Keep in touch with your academic advisor. | | | | | | | | | | | | | | | |
| **Course Notes** | | | | | | You can download it from www.cag.edu.tr Instructor automation page. | | | | | | | | | | | | | | | |
| **ASSESSMENT METHODS** | | | | | | | | | | | | | | | | | | | | | |
| **Activities** | | | | | | | **Number** | | **Effect** | | | | **Notes** | | | | | | | | |
| Attendance | | | | | | | **14** | | 10% | | | | **Full participation** | | | | | | | | |
| Seminars | | | | | | | **5** | | 20% | | | | **Active participation in lectures where speaker guests are invited.** | | | | | | | | |
| P1. Professional CV and Cover Letter Preparation | | | | | | | **1** | | 20% | | | | **It should be sent to feas102@gmail.com as department-number-name & surname.** | | | | | | | | |
|  | | | | | | |  | | **%50** | | | |  | | | | | | | | |
|  | | | | | | |  | | **FINAL** | | | |  | | | | | | | | |
| P2. Yetenek Kapısı & Linkedin Profile Creation | | | | | | | **2** | | 10% | | | | **Registration and profile should be prepared on both platforms. Profiles should be sent to feas102@gmail.com as department-number-name & surname.** | | | | | | | | |
| P3. Reading books and summary reporting (Turnitin) | | | | | | | **1** | | 20% | | | | **Doğan Cüceloğlu-İletişim Becerileri**  **It is expected to be uploaded to the defined Turnitin account.**  **30% similarity is accepted.** | | | | | | | | |
| P4.Final Project | | | | | | | **1** | | 20% | | | | 1. **To conduct a research of at least 2000 words and with a bibliography on one of the Sustainable Development Goals, which is a universal call for action that includes the goals aimed to be achieved by the end of 2030 by the member states of the United Nations.** 2. **It is expected to be uploaded to the defined Turnitin account. 30% similarity is accepted** | | | | | | | | |
| **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** | | | | | | | | | | | | | | | | | | | | | |