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| ***CAG UNIVERSITY******FACULTY OF ARTS AND SCIENCES*** |
| **Code** | **Course Name** | **Credits** | **ACT** |
| RKT-102 |  Career Planning | 1(1-0-0) | 2 |
| **Prerequisite Courses** | No |
| **Course Language** | English-Turkish |  | **Online** |
| **Course Type/Level** | Compulsory / 1st Year / Spring Semester  |
| **Faculty Members** | **Title & Name Surname** | **Class Hours** | **Meeting Hours** | **Communication** |
| **Course Coordinator** | Lecturer Ilhan KARMUTOGLU | Çarş. 15. 10-16. 35 | Çarş. 14.25-15.30 | ilhansavasan@cag.edu.tr |
| **Course Assistant** | Res. Asst. Seyfettin ÖZDEMİRELRes. Asst. Barış AYDINRes. Asst. Yağmur AKCAN |   |   | **seyfettinozdemirel@cag.edu.tr****barisaydin@cag.edu.tr****yagmurakcan@cag.edu.tr** |
| **Course Objectives** | Career Planning course enables students to get to know the business world, different sectors and the requirements of these sectors; aims to raise awareness in students about the importance of career planning in the process of preparing for the business world. The course helps students to discover their personal competencies and understand the expectations of the business world correctly, helping them to develop their knowledge and skills in parallel with the requirements of the relevant sectors. |
| **Course Learning Outcomes** |  | A student who successfully completes the course; | **Relations** |
| **Prog. Outputs** | **Net Contribution** |
| 1 | Recognize the activities of Career Centers, |  |  |
| 2 | Develops self-awareness, | 2,15,17,18 | 3,5,3,5 |
| 3 | Explore career options, |  |  |
| 4 | Have self-expression and effective communication skills, |  |  |
|  | 5 |  Comprehend theimportance of professional relationship networks, |  |  |
|  | 6 | Recognize support units, |  |  |
|  | 7 | Learns effective resource use, |  |  |
| **Course Content:**  Career Planning begins with the effort to know oneself and discover one's potential. This courseThe content covers topics and activities that will help students to make a career plan that is compatible with their future goals by providing them with theawareness of their interests, personal characteristics and values. |
| **Course Content:( Weekly Lesson Plan)** |
| **Week** | **Topic**  | **Preparation** | **Learning Activities and Teaching Methods** |
| 1 | Career Concept and Career Center Introduction | www.cag.edu.tr |  Discussion and reflective narration |
| 2 | Student Affairs General Information | www.cag.edu.tr | Discussion and reflective narration |
| 3 | Basic Communication Skills | www.cag.edu.tr | Discussion and reflective narration |
| 4 | Presentation Techniques | www.cag.edu.tr | Discussion and reflective narration |
| 5 | Diction and Body Language | www.cag.edu.tr | Discussion and reflective narration |
| 6 | Use of Office Programs(Preparing Resume and Cover Letter) | www.cag.edu.tr | Discussion and reflective narration |
| 7 | Midterm Exam | www.cag.edu.tr  | Discussion and reflective narration |
| 8-9 | Sector Days - Private Sector Tems.(Visitor from Private Institution) |
| 10 | Sector Days - (by branches)(Authorship Studies) | www.cag.edu.tr | Discussion and reflective narration |
| 11 | Sector Days - Akademi Tems.(3 Research Assistants) | www.cag.edu.tr | Discussion and reflective narration |
| 12 | Effective Interview Techniques | www.cag.edu.tr | Discussion and reflective narration |
| 13 | Information for Internships(Working Areas in Public and Private Sectors) | www.cag.edu.tr | Discussion and reflective narration |
| 14 | Course Evaluation and Project Details | - |  |
| **RESOURCES** |
| **Textbook** |  There are no textbooks. |
| **WEB Adresleri** | www.cag.edu.tr |
| **Suggestions** | Subscribe to a journal in your domain (can also be online)Follow the news & Follow country policies & review your university and faculty web pages & Check your automation system weekly & Keep in touch with your academic client.  |
| **Material Sharing** | [www.cag.edu.tr](http://www.cag.edu.tr) can be downloaded from the Instructor automation page. |
| **MEASUREMENT and EVALUATION** |
| **Events** | **Number** | **Contribution** | **Notes**  |
| **Attendance at Class**  | **14** | **10%** | Full participation. |
| **Participation in Seminars**  | **5** | **25%** | Active participation in lectures where speakers and guests are invited. |
| **P1. Professional Resume Sample and Cover Letter Preparation (Turkish-English)** | **1** | **20%** | It must be prepared and submitted through the module by 05 May 2022.  |
| **P2. Talent Gate & Linkedin Profile Creation** | **2** | **5%** |  Registration and profile should be prepared on both platforms until 05 May 2022 |
| **P3. Book reading and summary reporting (Turnitin**) **(Turkish- English)** | **1** | **20%** | It is expected to be uploaded to the defined Turnitin account by April **30, 2022. 30% similarity** is accepted.  |
| **P4. Final Project (Turkish-English)**  | **1** | **20%** | 1. Until May 2022, the Turnitin account (up to 30% similarity) will havet-remembered pages;
2. My skills,knowledge, weaknesses in preparing the presentation (ppt) (10 points out of the module)
3. Conducting a literature review on the subject determined for the relevant branch and preparing a 2000-word research report containing a bibliography)
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| **ECTS TABLE** |
| **Content** | **Number** | **Moment** | **Sum** |
| **Course Duration** | **14** | **2** | **28** |
| **Study Out of the Classroom** | **14** | **1** | **14** |
| **Proje1:** | **1** | **5** | **5** |
| **Proje2:**  | **1** | **2** | **2** |
| **Project 3:**  | **1** | **20** | **20** |
| **Project 4:**  | **1** | **20** | **20** |
|  |  |  |  |
|  |  |  |  |
| **Sum****Total / 30****ECTS Credits** | **89** |
|  **89/50= 1,78** |
| **2** |