

Computer Engineering			
Bachelor	TR-NQF-HE: Level 6	QF-EHEA: First Cycle	EQF-LLL: Level 6

Course Introduction and Application Information

Course Code:	UNI095		
Course Name:	Career Development Planning and Management		
Semester:	Spring		
Course Credits:	<div>ECTS</div> <div>5</div>		
Language of instruction:	Turkish		
Course Condition:			
Does the Course Require Work Experience?:	No		
Type of course:	University Elective		
Course Level:	<div>Bachelor</div> <div>TR-NQF-HE:6. Master`s Degree</div> <div>QF-EHEA:First Cycle</div> <div>EQF-LLL:6. Master`s Degree</div>		
Mode of Delivery:	E-Learning		
Course Coordinator:	Dr. Öğr. Üy. HİLAL ÇAKAR ÖZCAN		
Course Lecturer(s):	HİLAL ÇAKAR		
Course Assistants:			

Course Objective and Content

Course Objectives:	Introducing career methods to help students adapt to the rapidly changing economic, social, cultural, ethical and legal conditions of the business world and to gain the ability to adapt them to their own lives. As the highly motivated employees who can predict the future, know what is waiting for them, determine their goals, and aim to ensure that they have the necessary knowledge and equipment to devote themselves to their jobs.

Course Content:	Career concept, career planning and stages, Individual career development, developing a personal career strategy, Career planning model, career options related to teaching fields; Preparing a curriculum vitae (CV) and types of résumé, CV format and examples, Important points to keep in minds while preparing a CV, Make cover letters for resumes introducing themselves, promotional letters, methods and types of job interview preparation to job interview, and stages, Situations that may be encountered in interviews; Question types, body language signs.
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Learning Outcomes

The students who have succeeded in this course;

- 1) 1. Be able to explain the principles underlying career planning
- 2) 2. Improve their personal profile by ascertaining their interests.
- 3) 3. Develop career goals that are achievable to get the most appropriate jobs for them.
- 4) 4. Discover appropriate career options, job types, and position requirements in the selected sectors.
- 5) 5. Improve interaction/ communication skills
- 6) 6. Prepare documents such as job application, letter of intent, resume etc

Course Flow Plan

Week	Subject	Related Preparation
1)	What is career management?	-
2)	Career Planning and Development	-
3)	Career Planning and Development	-
3)	Career Planning and Development	-
4)	Career stages: to know your personal preferences	-
5)	Career tendencies in the world	-
6)	What the business world expects from unexperienced graduates?	-
7)	How to create a good resume, a cover letter and a thank you letter	-
8)	Midterm Exam	-
9)	How to make an impressive job interview. Interview techniques, research business techniques	-
10)	Basic concepts of performance management	-
11)	Time management	-

12)	Professional etics: What is wrongdoing?	-
13)	Professional etics: What is wrongdoing? How to avoid whistleblowing?	-
14)	General review	-
15)	Final Exam	-

Sources

Course Notes / Textbooks:	Bulunmamaktadır.
References:	<p>Ünsal, P. (2015). Kariyeri Gelişimi Kuramları ve Kariyer Danışmanlığı. Ankara: Nobel Yayın Dağıtım.</p> <p>Erdoğan N. (2003). Kariyer Geliştirme: Kuram ve Uygulama. Ankara: Nobel Yayın Dağıtım.</p> <p>Kuzgun, Y. (2014). Meslek Gelişimi ve Danışmanlığı (4. Baskı). Ankara: Nobel Yayın Dağıtım.</p> <p>Bedük, A. ve Mete, O. (2007). Kariyerinize C Vitamini. İş Görüşmesi ve Özgeçmiş Yazma Teknikleri. Ankara: Gazi Kitabevi.</p> <p>Soysal, S. (1997). İş Ararken Etkili Özgeçmiş Yazmanın ve Başarılı Görüşmeler Yapmanın Yolları. İstanbul: Remzi Kitabevi.</p>

Course - Program Learning Outcome Relationship

Course Learning Outcomes	1	2	3	4	5	6
Program Outcomes						
1) Adequate knowledge in mathematics, science, and computer engineering principles, both theoretical and practical, and the ability to apply this knowledge to complex engineering problems						
2) To act in accordance with ethical principles, professional and ethical responsibility; information on the standards used in engineering applications.						
3) Information on business practices such as project management, risk management and change management; awareness of entrepreneurship and innovation; information about sustainable development.						
4) Knowledge of the effects of computer engineering practices on health, environment and safety in the universal and social scale and the problems of the era reflected in computer engineering; awareness of the legal consequences of computer engineering solutions.						
5) Ability to identify, formulate, and solve complex computer engineering problems using appropriate analysis and modeling techniques.						

6) Ability to design and develop complex computer systems, devices, or products that meet specific requirements and operate under realistic constraints and conditions, using modern design methods.	1	2	3	4	5	6
7) Ability to communicate effectively orally and in writing; knowledge of at least one foreign language; ability to write effective reports and understand written reports, to prepare design and production reports, to make effective presentations, to give and receive clear and understandable instructions.						
8) Awareness of the necessity of lifelong learning; ability to access information, to follow developments in science and technology and to renew continuously.						
9) Ability to develop, select and use modern techniques and tools used for the analysis and solution of complex computer engineering problems, and the ability to use information technologies effectively.						
10) Ability to plan and conduct experiments, collect and analyze data, and interpret results in the study of complex computer engineering problems or research topics.						
11) Ability to work effectively within and multidisciplinary teams; individual study skills.						

Course - Learning Outcome Relationship

No Effect	1 Lowest	2 Average	3 Highest

	Program Outcomes	Level of Contribution
1)	Adequate knowledge in mathematics, science, and computer engineering principles, both theoretical and practical, and the ability to apply this knowledge to complex engineering problems	
2)	To act in accordance with ethical principles, professional and ethical responsibility; information on the standards used in engineering applications.	
3)	Information on business practices such as project management, risk management and change management; awareness of entrepreneurship and innovation; information about sustainable development.	
4)	Knowledge of the effects of computer engineering practices on health, environment and safety in the universal and social scale and the problems of the era reflected in computer	

	engineering; awareness of the legal consequences of computer engineering solutions.	
5)	Ability to identify, formulate, and solve complex computer engineering problems using appropriate analysis and modeling techniques.	
6)	Ability to design and develop complex computer systems, devices, or products that meet specific requirements and operate under realistic constraints and conditions, using modern design methods.	
7)	Ability to communicate effectively orally and in writing; knowledge of at least one foreign language; ability to write effective reports and understand written reports, to prepare design and production reports, to make effective presentations, to give and receive clear and understandable instructions.	
8)	Awareness of the necessity of lifelong learning; ability to access information, to follow developments in science and technology and to renew continuously.	
9)	Ability to develop, select and use modern techniques and tools used for the analysis and solution of complex computer engineering problems, and the ability to use information technologies effectively.	
10)	Ability to plan and conduct experiments, collect and analyze data, and interpret results in the study of complex computer engineering problems or research topics.	
11)	Ability to work effectively within and multidisciplinary teams; individual study skills.	

Assessment & Grading

Semester Requirements	Number of Activities	Level of Contribution
Homework Assignments	1	% 10
Midterms	1	% 30
Final	1	% 60
total		% 100
PERCENTAGE OF SEMESTER WORK		% 40
PERCENTAGE OF FINAL WORK		% 60
total		% 100

Workload and ECTS Credit Calculation

Activities	Number of Activities	Preparation for the Activity	Spent for the Activity Itself	Completing the Activity Requirements	Workload
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Course Hours	1	42			42
Homework Assignments	1	18			18
Midterms	1	25			25
Final	1	40			40
Total Workload					125