

NEAR EAST UNIVERSITY – COMMON COURSES COORDINATION UNIT



Course Information Sheet & Course Outline
2020-2021 Spring Semester

Course Code CAR100	Course Name Career Planning	Credit 0	ECTS 2			
Pre-requisite: -						
Language: English		Course Type: Compulsory Common Course		Year: 2020-2021		
		Semester: Spring				
Weekly Hours 1	Class Hours	Laboratory	Practicum	Learning Sessions		
	ONLINE	-	-	PS	C	R
				-	-	-
Coordinator	Assoc. Prof. Dr. Aşkın Kiraz			Office hours:		
Learning Outcomes	After the completion of this course, the student will be able to <ul style="list-style-type: none"> - Recognition of Career Centers' Activities - Increasing Self Awareness - Discovering Career Options - Developing Self-Expression and Effective Communication Skills - Understanding the Importance of Professional Relationship Networks - Recognition of Support Units - Learning Effective Resource Usage 					
Course Description	To introduce students to career methods that will help them 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.					
Course Objectives	<ul style="list-style-type: none"> • To help students to plan a career in line with their future goals by making them aware of their interests, personal characteristics and values. • Learning career planning and career development models. • Having knowledge about current labor market conditions. • To have knowledge about interview techniques. • Learning how to make an impressive job interview. • To have knowledge about CV preparation methods and cover letters. • Preparing a CV to use in job applications 					
Textbooks and/or References	1	Öz,Steinberg, S. (2006). Introduction to Communication. Mega Digital Publishing.				
	2	Lynn, H., West, R. (2019). An Introduction to Communication. Cambridge University Press.				
	3	Öztemel, K. (2019). Career Planning and Development. Ankara: Pegem Publishing House				
	4	Atay, S., Çırakoğlu Tanıverdi, B., Gülmez, N., (2019). University Career Centers Handbook. Ankara TC Presidency, Human Resources Office, Salmat Basım Pub. Ankara.				
Course Content	<ul style="list-style-type: none"> • Introduction to the Course • Career Concept and Career Stages • Expectations of the Business World from New Graduates • Career Management and Career Management Models in Organizations • Individual Career Planning and Goal Setting • Job Search Techniques • Individual Career Planning and Applications: Cover Letter and CV Writing • Basic Communication Skills • Individual Career Planning Practices: Preparing for the Interview • Interview Techniques • Orientation and Introduction to Working Life • Lifelong Learning 					