

Vocational School / Construction Technology
2024 - 2025 Academic Year
PROFESSIONAL CAREER DEVELOPMENT
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
PROFESSIONAL CAREER DEVELOPMENT	İNŞ1114983	Fall Semester	2+0	2	2
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Fatma Bengü YOĞURTÇU				
Name of Lecturer(s)	Lect. Fatma Bengü YOĞURTÇU, Assist.Prof. Serkan BAŞLAYICI, Lect. Can DURMUŞ, Lect. Özge KARABAY, Lect. Ahmet OKUTAN				
Assistant(s)					
Aim	To ensure the establishment of the necessary infrastructure to support career development in professional life in the context of the construction sector				
Course Content	This course contains; Using Mebis for course selections, exams, graduation and student-advisor communication processes,Compulsory internship process, DGS process and inter-departmental transfer conditions within the institution ,A roadmap for a professional career,Basic level Word training,Basic level Excel training,Basic level powerpoint training and effective presentation techniques ,Communication tools and communication management in professional life,Midterm Exam,Expert seminar,Expert Seminar,Expert Seminar,Expert Seminar,Expert Seminar,End of term general evaluation.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
To be able to comprehend the internal organization chart and hierarchical connections related to the construction sector.			10, 13, 37, 5	B	
Can learn to use word, excel programs at a basic level.			10, 13, 16, 18, 19, 9	A	
Learn about the use of Medipol mebis system and counselor communication.			10, 13, 16, 18, 19, 9	A	
Through sector-specialized seminars, cooperation between the sector and academia can be established and students can gain awareness about the sector.			10, 13, 16, 18, 19, 9	A	
Gain the ability to express themselves orally through effective presentation techniques.			10, 16, 9	A	
Teaching Methods	10: Discussion Method, 13: Case Study Method, 16: Question - Answer Technique, 18: Micro Teaching Technique, 19: Brainstorming Technique, 37: Computer-Internet Supported Instruction, 5: Cooperative Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam, B: Short Answer Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Using Mebis for course selections, exams, graduation and student-advisor communication processes				
2	Compulsory internship process, DGS process and inter-departmental transfer conditions within the institution				
3	A roadmap for a professional career				
4	Basic level Word training				
5	Basic level Excel training				
6	Basic level powerpoint training and effective presentation techniques				
7	Communication tools and communication management in professional life				
8	Midterm Exam				
9	Expert seminar				
10	Expert Seminar				
11	Expert Seminar				
12	Expert Seminar				
13	Expert Seminar				
14	Expert Seminar				
15	End of term general evaluation				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Microsoft Office 2010- Osman Gürkan- Nirvana Yayınları- 2.baskıLecture presentations