

Objectives of the Course

The aim of the Career Planning course is to help students identify their interests, competencies, and values in order to determine their professional orientation. The course enables students to understand the dynamics of the business world, set career goals, and develop strategies to achieve these goals. Additionally, it aims to equip students with essential skills such as resume preparation, interview techniques, personal development, and lifelong learning.

Course Contents

The Career Planning course begins with activities that help students recognize their personal traits, skills, and values. It provides knowledge about the current structure of the business world, professions, and sectors. Topics covered include resume writing, job application processes, interview techniques, career management, entrepreneurship, personal branding, and lifelong learning. The course supports students in developing career strategies that can be applied in both their academic and professional lives.

Recommended or Required Reading

Main Course Book: Bozdoğan, D. (Ed.). Career Planning. Tokat Gaziosmanpaşa University Publications, 1st Edition. Additional References: Greenhaus, J. H., Callanan, G. A., & Godshalk, V. M. (2010). Career Management. SAGE Publications. Baruch, Y. (2004). Managing Careers: Theory and Practice. Pearson Education. Hall, D. T. (2002). Careers In and Out of Organizations. SAGE Publications. Course Materials: Lecture slides (to be provided by the instructor) Sample resumes and interview scenarios Career planning activity forms and case studies

Planned Learning Activities and Teaching Methods

Theoretical Lectures: Providing knowledge on fundamental concepts of career planning, labor market structures, and career paths. Practical Exercises: Resume (CV) preparation, filling out job application forms, and mock interviews. Group Work and Discussions: Encouraging students to develop different perspectives and share professional experiences. Case Studies: Evaluating career strategies through real-life examples. Seminars and Guest Speakers: Connecting students with experts in the field. Individual Career Planning Assignments: Guiding students to set their own career goals and develop strategies.

Recommended Optional Programme Components

Students are expected to attend classes regularly and actively participate in in-class activities. Resume preparation, mock interviews, and individual career planning assignments are integral parts of the course. Following current developments in the business world and sharing them in class will enhance the learning process. Participation in seminars, conferences, or career days organized within the scope of the course is encouraged. Students are advised to identify their strengths, areas for improvement, and career goals, and to create a personal career portfolio.

Presentation Of Course

The course is conducted through face-to-face instruction. While the instructor provides theoretical knowledge, students' active participation is ensured through practical activities. The course is supported by presentations, group work, case studies, and individual assignments. In addition, guest speakers from various sectors and events organized by the career center encourage students to directly engage with the professional world.

Dersi Veren Öğretim Elemanları

Assoc. Prof. Dr. Ayhan Kuloğlu

Program Outcomes

1. Recognize their own interests, values, and competencies.
2. Define career goals and develop strategies to achieve them.
3. Analyze the dynamics of the business world and the characteristics of different sectors.
4. Prepare an effective resume (CV) and manage job application processes.
5. Apply interview techniques and improve professional communication skills.
6. Adopt the concepts of entrepreneurship, personal branding, and lifelong learning.
7. Create a personal career plan and design their future professional roadmap.

Weekly Contents

Order	PreparationInfo	Laboratory TeachingMethods	Theoretical	Practise
1	Basic Concepts: Knowledge, Skill, Personality, Intelligence, Ability (pp.4–10) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Basic Concepts: Knowledge, Skill, Personality, Intelligence, Ability	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included

Order	PreparationInfo	Laboratory TeachingMethods	Theoretical	Practise
2	Goal Setting, SMART Goals, SWOT/SCOT Analysis, GROW Model (pp.11–14) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Goal Setting, SMART Goals, SWOT/SCOT Analysis, GROW Model	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
3	Career Concept and Career Development (pp.18–20) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Career Concept and Career Development	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
4	Career Management, Types, Importance, and Stages of Career Planning (pp.21–24) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Career Management, Types, Importance, and Stages of Career Planning	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
5	Career Path, Career Plateau, Career Anchor (pp.24–26) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Career Path, Career Plateau, Career Anchor (pp.24–26) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
6	Career Centers and Other University Units (pp.27–31) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Career Centers and Other University Units (pp.27–31) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
7	Exchange Programs (Erasmus, Farabi, Mevlana, Bilateral Agreements) and Support Programs (TÜBİTAK, MoNE, CoHE) (pp.34–41) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Exchange Programs (Erasmus, Farabi, Mevlana, Bilateral Agreements) and Support Programs (TÜBİTAK, MoNE, CoHE) (pp.34–41) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
8			Midterm Exam	

Order	PreparationInfo	Laboratory TeachingMethods	Theoretical	Practise
9	Basic Communication Skills: Features, Process, Elements, Types, Social Networks (pp.43–55) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Basic Communication Skills: Features, Process, Elements, Types, Social Networks	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
10	Diction, Voice, Emphasis, Intonation, Body Language (pp.56–69) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Diction, Voice, Emphasis, Intonation, Body Language	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
11	Soft Skills: Effective Communication, Presentation, Time Management, Stress Management, Leadership, Teamwork (pp.70–78) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Soft Skills: Effective Communication, Presentation, Time Management, Stress Management, Leadership, Teamwork	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
12	Networking, Emotional Agility, Resilience, Empathy, Sense of Humor (pp.78–79) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Networking, Emotional Agility, Resilience, Empathy, Sense of Humor	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
13	Resume and Interview Techniques: CV Preparation, Interview Types, Key Considerations (pp.94–100) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Resume and Interview Techniques: CV Preparation, Interview Types, Key Considerations	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
14	Presidency of the Republic of Turkey Human Resources Office, Talent Gate, Career Activities (pp.101–109) Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.	Lectures (theoretical knowledge transfer) Question–answer sessions and discussions Group work and case studies Practical activities (CV writing, mock interviews) Guest speakers and seminars	Presidency of the Republic of Turkey Human Resources Office, Talent Gate, Career Activities	Students will prepare an individual career plan. Resume and cover letter preparation exercises will be carried out. In-class mock interview activities will be organized. Career days, seminars, and applied meetings with professionals from the business world will be included
15	General Evaluation and Course Closure Kariyer Planlama. Tokat Gaziosmanpaşa Üniversitesi Yayınları, 1. Baskı.		General Evaluation and Course Closure	

Workload

Activities	Number	PLEASE SELECT TWO DISTINCT LANGUAGES
Vize	1	1,00
Final	1	1,00
Derse Katılım	14	2,00
Ders Öncesi Bireysel Çalışma	14	1,00
Ders Sonrası Bireysel Çalışma	14	1,00
Ara Sınav Hazırlık	7	2,00
Final Sınavı Hazırlık	7	2,00

Assesments

Activities	Weight (%)
Final	60,00
Vize	40,00

Muhasebe ve Vergi Bölümü / MUHASEBE VE VERGİ UYGULAMALARI X Learning Outcome Relation

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13
L.O. 1	4	4	4	3	3	4		3	3	4	4	3	1
L.O. 2	3	3	3	3	4	4	4	4	4	4	4	4	4
L.O. 3	4	4	4	4	4	4	4	4	4	4	4	4	4
L.O. 4	3	5	4	3	4	4	4	4	4	4	4	4	4
L.O. 5	4	3	4	4	4	4	4	4	3	4	4	4	4
L.O. 6	4	4	4	4	4	4	4	3	4	4	3	4	3
L.O. 7	3	4	3	3	3	3	3	3	4	3	3	3	3

Table :

- P.O. 1 :** Muhasebe ve finans alanı ile ilgili yazılım ve uygulamaları kullanır.
- P.O. 2 :** Muhasebe mesleğinin temel ilkelerinin ve mesleki etik değerlerinin bilincinde, meslekte nitelikli eleman olma sorumluluğuna sahiptir.
- P.O. 3 :** Ticari hayatta kullanılan defterleri ve belgeleri mevzuata uygun usul ve esaslara göre işler.
- P.O. 4 :** Sayısal ve istatistiksel araştırma becerisi ve düşünme yeteneğine sahiptir, stratejik yaklaşım geliştirebilme becerisi ve kamu kaynaklarının etkin ve verimli kullanımını sağlar.
- P.O. 5 :** Mesleği ile ilgili mevzuatı takip eder ve temel hukuk bilgilerine sahiptir.
- P.O. 6 :** Analitik düşünme, bilişim teknolojileri başta olmak üzere işletmeciliğin çağdaş yöntem ve teknolojilerini kullanır.
- P.O. 7 :** Muhasebe ve vergi işlemlerinin işletmeler açısından önemi, kapsamı, işletmelerin finansal rasyo ve tabloları hakkında teorik bilgilere sahip olur ve bu bilgileri yorumlayabilir.
- P.O. 8 :** Muhasebe ve verginin fonksiyonlarını ve temel ilkelerini kavrayabilme yeteneğine sahip olur.
- P.O. 9 :** Alanıyla ilgili uygulamaları, gereksinimleri, yenilikleri kavrayabilme ve iş yaşamı süresince ortaya çıkabilecek problemler karşısında analitik düşünme ve çözüm üretebilme yeteneğine sahip olur.
- P.O. 10 :** Türk dilinin temel özellikleri hakkında bilgiye sahip olur.
- P.O. 11 :** Alanının gerektirdiği yazılım ve uygulamalar ile birlikte bilişim ve iletişim teknolojilerini kullanır.
- P.O. 12 :** Alanında yeterli olacak düzeyde yabancı dil bilgisine sahip olur.
- P.O. 13 :** Atatürk ilkeleri ve inkılapları konusunda bilgiye sahip olur ve Cumhuriyetin temel değerlerini benimser.
- L.O. 1 :** Kendi ilgi alanlarını, değerlerini ve yetkinliklerini tanıyabilir.
- L.O. 2 :** Kariyer hedeflerini belirleyerek bu hedeflere ulaşmak için stratejiler geliştirebilir.

- L.O. 3 :** İş dünyasının dinamiklerini ve farklı sektörlerin özelliklerini analiz edebilir.
- L.O. 4 :** Etkili bir özgeçmiş (CV) hazırlayabilir ve iş başvurusu süreçlerini yönetebilir.
- L.O. 5 :** Mülakat tekniklerini uygulayarak profesyonel iletişim becerilerini geliştirebilir.
- L.O. 6 :** Girişimcilik, kişisel marka oluşturma ve yaşam boyu öğrenme kavramlarını benimseyebilir.
- L.O. 7 :** Kendi kişisel kariyer planını oluşturup gelecekteki mesleki yol haritasını şekillendirebilir.

Muhasebe ve Vergi Bölümü / MUHASEBE VE VERGİ UYGULAMALARI (İKİNCİ ÖĞRETİM) X Learning Outcome Relation

	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13
L.O. 1													
L.O. 2													
L.O. 3													
L.O. 4													
L.O. 5													
L.O. 6													
L.O. 7													

Table :

- P.O. 1 :** Alanı ile ilgili bilgisayar paket programlarını kullanır.
- P.O. 2 :** Muhasebe mesleğinin temel ilkelerinin ve mesleki etik değerlerinin bilincinde, meslekte nitelikli eleman olma sorumluluğuna sahiptir.
- P.O. 3 :** Ticari hayatta kullanılan defterleri ve belgeleri mevzuata uygun usul ve esaslara göre işler.
- P.O. 4 :** Sayısal ve istatistiksel araştırma becerisi ve düşünme yeteneğine sahiptir, stratejik yaklaşım geliştirebilme becerisi ve kamu kaynaklarının etkin ve verimli kullanımını sağlar.
- P.O. 5 :** Mesleği ile ilgili mevzuatı takip eder ve temel hukuk bilgilerine sahiptir.
- P.O. 6 :** Analitik düşünme, bilişim teknolojileri başta olmak üzere işletmeciliğin çağdaş yöntem ve teknolojilerini kullanır.
- P.O. 7 :** Muhasebenin işletmeler açısından önemi, kapsamı, temel muhasebe kavramları, işletmelerin mali ve finansal rasyo ve tabloları hakkında teorik bilgilere sahip olma ve bu bilgileri kullanabilmelerini sağlar.
- P.O. 8 :** Bilimsel araştırma yapmak ve tez yazmak için araştırma yöntem ve tekniklerini kullanır.
- P.O. 9 :** Öğrencilerin gerçek hayata ilişkin karar verme problemlerini, doğrusal programlama tekniklerini kullanarak modelleyebilme, simpleks ve ulaştırma problemlerini kullanarak çözebilme ve elde edilen sonuçları teknik ve ekonomik açıdan yorumlayabilme becerilerini kazanmalarını sağlar.
- P.O. 10 :** Türk dilinin temel özellikleri hakkında bilgiye sahip olur.
- P.O. 11 :** Alanının gerektirdiği en az Avrupa Bilgisayar kullanma Lisansı Temel düzeyinde bilgisayar yazılımı ile birlikte bilişim ve iletişim teknolojilerini kullanır.
- P.O. 12 :** Ekranı ve klavyeye bakmadan on parmak yazma tekniğiyle konuşma hızında (en az 350 karakter/1dakika) yazabilir.
- P.O. 13 :** Atatürk ilkeleri ve inkılapları konusunda bilgiye sahip olur ve Cumhuriyetin temel değerlerini benimser.
- L.O. 1 :** Kendi ilgi alanlarını, değerlerini ve yetkinliklerini tanıyabilir.
- L.O. 2 :** Kariyer hedeflerini belirleyerek bu hedeflere ulaşmak için stratejiler geliştirebilir.
- L.O. 3 :** İş dünyasının dinamiklerini ve farklı sektörlerin özelliklerini analiz edebilir.
- L.O. 4 :** Etkili bir özgeçmiş (CV) hazırlayabilir ve iş başvurusu süreçlerini yönetebilir.
- L.O. 5 :** Mülakat tekniklerini uygulayarak profesyonel iletişim becerilerini geliştirebilir.
- L.O. 6 :** Girişimcilik, kişisel marka oluşturma ve yaşam boyu öğrenme kavramlarını benimseyebilir.
- L.O. 7 :** Kendi kişisel kariyer planını oluşturup gelecekteki mesleki yol haritasını şekillendirebilir.