



Меѓународен Универзитет Визион - International Vision University
 Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

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SYLLABUS

COURSE NAME	COURSE CODE	SEMESTER	COURSE LOAD	ECTS
CAREER AND ORGANIZATION	PSY4016	VIII	150	5

Prerequisite(s)	None
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Course Language	Macedonian, Turkish, English
Course Type	Required
Course Level	First Cycle
Course Lecturer	
Course Assistants	
Classroom	
Extra-Curricular Office Hours and Location	Meeting: Consultancy:

Course Objectives	<p>Identifying career opportunities in the organization, Identifying the needs for knowledge, skills, abilities of employees or the need to improve them, Improving job performance in the workplace, through continuous communication of the manager with employees, Arranging employees according to organizational goals with individuals - the principle "a real person in a real job.</p> <p>Theories of organization. Developmental and normative processes in career planning. Employee methods in creating their own career plan, Providing employees with skills to manage their own career, Identifying talent and potential employees and supporting their careers to stay in the organization, Identifying barriers to employee career development, Encouraging of motivation for further development and improvement.</p>
Course Contents	

WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES

Week	Subjects	Related Preparation
1	What is Career Management?	Related Chapters of Course Sources
2	Career Planning and Development	Related Chapters of Course Sources
3	Career stages: Knowing your personal preferences	Related Chapters of Course Sources
4	Career trends around the world	Related Chapters of Course Sources
5	Expectations of the business world from new graduates	Related Chapters of Course Sources
6	Professional visitors from the business world	Related Chapters of Course Sources
7	Midterm	Related Chapters of Course Sources
8	Methods of preparing a resume, cover letter and thank you letter	Related Chapters of Course Sources
9	How to conduct an impressive job interview? Information on interview techniques	Related Chapters of Course Sources
10	Oral and written communication	Related Chapters of Course Sources
11	Basic concepts of Performance Management	Related Chapters of Course Sources
12	Time management	Related Chapters of Course Sources
13	Customer Relationship Management	Related Chapters of Course Sources
14	To learn how to fill out a Europass resume. Learning how to apply for jobs online and how to fill out job application forms on companies' websites.	Related Chapters of Course Sources
15	Exam	All Chapters of Course Sources

ECTS / WORKLOAD TABLE

Presentation / Seminar			
Hours for off-the-classroom study (Pre-study, practice)	14	3	42
Midterm Exam	1	12	12
Exam	1	14	14
Total Work Load			
ECTS		5	

GENERAL PRINCIPLE RELATED WITH COURSE

Dear students,

In order to be included, learn and achieve full success that you deserve in the courses you need to come well prepared by reading the basic and secondary textbooks. We are expecting from you carefully to obey to the course hours, not to interrupt the lessons unless is very indispensable, to be an active participant on the courses, easily to communicate with the other professor and classmates, and to be interactive by participating to the class discussions. In case of unethical behavior both in courses or on exams, will be acting in framework of the relevant regulations. The attendance of the students will be checked in the beginning, in the middle or at the end of the lessons. Throughout the semester the students who attend to all lectures will be given 15 activity-attendance points in addition to their exam grades.

LITERATURE

COMPULSORY LITERATURE				
No	Author's Name	Name of the book	Publishing House	Publication Year
1	Esra Sevinç	Kariyer Planlama ve Yönetimi	Etap Yayınevi	2010
2	Mehmet Öner	Kişisel Karier Planlaması	Karier Yayınları	2001
3	Sigmund Freud	Interpreting Dreams	Penguin Books	2006

ADDITIONAL LITERATURE				
No	Author's Name	Name of the book	Publishing House	Publication Year
1	Azize Tunç, Akyay Uygur	Kariyer Yönetimi, Planlaması ve Geliştirme	Gazi Kitabevi	2001
2	Carl gustav jung	Man and his Symbols	Between	2008
3				

EVALUATION SYSTEM

Underlying the Assessment Studies	NUMBER	PERCENTAGE OF GRADE
Attendance/Participation	15	%20
Project / Event	1	%10
Mid-Term Exam	1	%35
Mid-Term Exam	1	%35
TOTAL	17	%100

ETHICAL CODE OF THE UNIVERSITY

In case of the students are cheating or attempt to cheat on exams, and in the case of not to reference the sources used in seminar studies, assignments, projects and presentations, in accordance to the legislations of the Ministry of Education and Science of Republic of Macedonia and International Vision University, will be applied the relevant disciplinary rules. International Vision University students are expected never to attempt to this kind of behavior.