

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INTRODUCTION to PROFESSIONAL LIFE	HIT1277310	Spring 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. Tayyar TEPE				
Name of Lecturer(s)	Lect. Emine AKBAŞ DEMİRKAN				
Assistant(s)					
Aim	To gain competence for skills such as communication skills, career planning by recognizing business relations, business culture and business processes.				
Course Content	This course contains; Adaptation to Business Life, Career Planning, CV Preparation Techniques, Interview Techniques, Body Language, Current problems in business life, New management structure formed by technological developments, Business monotony, Effective Communication and Courtesy Rules, Leadership Competencies, Personal Image and Personal Development in Professional Business Life, Glass ceiling syndrome on female employees, Job satisfaction and results of job dissatisfaction, Excessive workload, fatigue and effects on work accidents, Psychological contract, Alienation and occupational burnout.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Explains The Basic Concepts Of Working Life.			1, 19, 3	A	
1.1. Apply Effective Communication And Courtesy Rules.			1, 2, 3, 7	A	
1.2. Explain The Changes Related To Business Life İn Turkey.			1, 10, 2, 3	A	
2. Understands The Main Actors Of Business Life.			1, 19, 3	A	
2.1. Explain The New Management Structure Formed By Technological Developments.			1, 2, 3	A	
2.2. Understand Career Planning, CV Preparation Techniques.			1, 10, 2, 3	A	
3. Will Be Able To Explain Development Steps İn Professional Business Life.			1, 10, 2, 3, 8	A	
3.1 Will Be Able To Apply Leadership Competencies			1, 8	A	
3.2. Understands The Body Language.			1, 2, 3	A	
4. Comprehend Mobbing.			1, 2, 3	A	
4.1. Explain The Results Of Job Dissatisfaction.			1, 2, 3	A	
4.2. Define The Glass Ceiling Application For Female Employees.			1, 2, 3	A	
5. Explains Recent Developments And Problems İn Business Life.			1, 3, 8	A	
5.1. Define Alienation And Occupational Burnout.			1, 2, 7	A	
5.2. Explain The Results Of Excessive Workload.			1, 12, 2	A	
Teaching Methods	1: Lecture, 10: Brainstorming, 12: Case study, 19: Concept map, 2: Question - Answer, 3: Discussion, 7: Role Play, 8: Teamwork				
Assessment Methods	A: Written Exam				
Lecture Schedule					
Sequenc e	Topics	Preliminary Preparation			
1	Adaptation to Business Life				
2	Career Planning, CV Preparation Techniques				
3	Interview Techniques, Body Language				
4	Current problems in business life				
5	New management structure formed by technological developments				
6	Business monotony				
7	Effective Communication and Courtesy Rules				
8	Leadership Competencies				
9	Personal Image and Personal Development in Professional Business Life				
10	Glass ceiling syndrome on female employees				
11	Job satisfaction and results of job dissatisfaction				
12	Excessive workload, fatigue and effects on work accidents				
13	Psychological contract				
14	Alienation and occupational burnout				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources	
- KESER Aşkın, Çalışma Psikolojisi, Ekin Yayınları, Bursa, 2014	