

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
INTRODUCTION to PROFESSIONAL LIFE	İK1277310	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. Emine AKBAŞ DEMİRKAN				
Name of Lecturer(s)	Lect. Ceyda SARI				
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. It learns the fundamental concepts related to the working life..			10, 23, 9	A	
1.1. It understands the principles of effective communication and etiquette.					
1.2. It understands the changes in the working life in Turkey.					
2. It learns about the key actors in the realm of work life.			10, 23, 9	A	
2.1. It understands the new management structure created by technological developments.					
2.2. It understands career planning and techniques for preparing a CV.					
3. It learns the steps for professional development in the context of a professional career.			10, 16, 19, 9	A	
3.1. It understands leadership competencies.					
3.2. It understands body language.					
4. It learns the concept of mobbing.			10, 16, 9	A	
4.1. It understands the consequences of job dissatisfaction.					
4.2. It understands the glass ceiling phenomenon applied to female employees.					
5. It learns about the latest developments and issues in work life.			10, 9	A	
5.1. It understands alienation and professional burnout.					
5.2. It understands the consequences of excessive workload.					
Teaching Methods	10: Discussion Method, 16: Question - Answer Technique, 19: Brainstorming Technique, 23: Concept Map Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	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, 2022	