

BA4104-Managerial Skills Laboratory
Friday 08:40 - 12:15 / G110

Instructor:	Can Cansu
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Office Hours:	Friday 12:00 – 13:00 (at lecture days)
Course Web Page:	Link to ODTUClass Course Page
Course Description:	
<p>Workplace conditions are rapidly changing every year. The communication skills you learned in this class can help you during your job search as every activity in job search process relies on communication. The interviewing process is a kind of sales activity. In this case, you are the product and the salesperson. In this course you are going to practice how to “sell” yourself to your prospective employer. An interview of 15-30 minutes could change all your professional carrier, even your life; like the university exam you had entered 4 years ago.</p>	
Course Student Learning Objectives: (CSLO)	
<p><i>Upon successful completion of this course, students should be able to:</i></p> <p>Course Specific Skills:</p> <ol style="list-style-type: none"> 1. Understand Today’s Dynamic Workplace 2. Understand Adopting to Today’s Job Market 3. Understand The Role of Communication in Job Search Process 4. Develop skills in Writing Resumes 5. Develop skills in Employment Interviews <p>Discipline Specific Skills:</p> <ol style="list-style-type: none"> 6. Develop skills in analyzing workplace conditions 7. Develop an understanding of the significant role of cover letter and resume formats 8. Develop an understanding of the interview process <p>Personal and Key Skills:</p> <ol style="list-style-type: none"> 9. Develop communication/presentation skills 10. Develop writing and discussion skills 	
Learning and Teaching Methods:	
<p>This course is going to make use of formal online lectures (5 weeks), intensive in-class discussions and 5 to 15 minutes online and/or face to face job interviews. (face to face interviews strictly depends on official Covid-19 regulations and rules)</p>	
Required Reading:	
<p>Bovee, Courtland L. and Thill, John V. Business Communication Today, 11th Edition, 2012 (or newer editions), Pearson Education Inc, ISBN: 978-0-13-253955-5 1133494683.</p>	
Suggested Readings:	
<p>Online material about HR and Test Interviews (also listed in Course Book)</p>	

Assessment and Grading:				
Form of Assessment	% Contribution	Size of the assessment	CSLOs covered by this assessment	Feedback Method
Class Attendance, quiz and online questionnaire participation	%15	1 or 2 questions per lecture / session		
Application Letter & CV (Written Examination)	% 30	1+1 page Written assignment	1, 2, 3, 4, 6, 7, 10	Oral in Lecture
Final Examination	% 55	5 to 15 minute online job interview	1, 2, 3, 5, 6, 8, 9, 10	Oral in Lecture

No "extra" work will be accepted or credited.

Attendance is mandatory. Attendance of less than %50 to lectures get FF from this course !!

Makeup Examinations: There will be NO make-ups for final exams (interviews) or assignments. If you have a time conflict, please contact directly to COURSE ASSISTANT ahead of time. ONLY official excuses will be accepted.

Important Note About Re-sit (Bütünleme) Exams: Please note that re-sit exams are no longer given at METU.

Incompletes: A grade of incomplete will not be granted except for the most extreme circumstances and only after stringent verification and approval by the Department. A grade of incomplete will be granted only as a result of circumstances beyond the student's control. A grade of "I" is not given in lieu of an "FF".

The following table gives the **tentative schedule** for the semester. The lectures will stress the most important and/or most difficult material. Appendices are required only if they are assigned. The students are required to read the chapters and appendices before they are covered in class.

Tentative Course Schedule				
Month	Day	Topic	Reading/ Assignment	CSLO
October	7	Introduction Understanding Today's Job Market Planning a Resume	Chapter 18	1, 2, 3
October	14	Writing a Resume, Writing Application Letters	Chapter 18	3, 4, 6, 7, 10
October	21	Understanding The Interview Process Preparing for a Job Interview	Chapter 19	3, 5, 8
October	24	<i>Application Letters and CV submission</i> Please turn in your homework to ODTUclass latest by 17:00		4, 7, 10
October	28	NATIONAL DAY / No Class		
November	4	Interviewing for Success	Chapter 19	3, 5, 9
November	11	Interviewing for Success	Chapter 19	3, 5, 9
November	12,19, 26	Final Examination: Job Interviews will be face to face (on Saturdays) between 09:00 – 17:00	Chapter 18 & 19	3, 5, 8, 9
December	3	Overview of Interview Process Feedback for CV's and Interviews	Chapter 18 & 19	1, 3, 9, 10

Don't be Trashy. REDUCE, REUSE, RECYCLE !

Do not throw items away in the trash that should go into the recycling bin.

Good luck to all of you and let's have a very enjoyable semester together!! CC