

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
ECONOMICS DEPARTMENT
COURSE SYLLABUS FORM
2021-2022 SPRING**

WED 124 Workplace Education							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Education	WED 124	2	7	7	0	3	7

Language of Instruction	English
Course Status	Compulsory
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Observe, Analyze, Reporting.
Class Time/Classroom	Every Friday
Instructor	Asst. Prof. Dr. Serkan Bürken
Office	9th Floor, 907
E-mail	serkan.burken@ostimteknik.edu.tr
Office Hours	09:00-12:00 on Mondays and Thursdays and by e-mail
Teaching Assistants	(If Applicable) Huzeyfe Erkam Candan (huzeyfe.candan@ostimteknik.edu.tr) Office Hours: By e-mail

Course Objective

The activities carried out in the workplace education course will provide candidates with various skills that will enable them to become experienced employees. The students' progress in understanding the future profession and gaining the competencies constituting the profession will be evaluated by the university instructors who are in close cooperation with them and the application trainers and mentors who have gained experience in their work.

Learning Outcomes

Students who succeed in this course shall be able to;

- To know the Turkish job market in general terms
- To know the Turkish Labor Law No:4857, other work-related legislation and legislation on workplace training at OSTİM Technical University
- To know the Turkish Business sectors and business lines
- To know the general rules of business life
- To know the basic activities carried out in a business according to business functions
- To know the expectations from an employee

Course Outline

With the training they will receive one day a week, students gain knowledge about the Turkish labor market, its rules, and business processes. They are equipped with information about the situations they may encounter in the workplace. After the midterm exam, they are enlightened on important issues, especially by successful businessmen and companies. Candidates make a sector analysis for a business line they have chosen in the midterm exam and make a detailed report on starting a business in the final. Thus, students have the opportunity to demonstrate their skills in starting a business.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	General rules about workplace education	-
2	Introduction to business life and Turkish job market (From practical perspective)	Textbooks and course notes
3	Turkish labor law No:4857 and other work-related legislation and legislation on workplace training at OSTİM Technical University (From practical perspective)	Turkish Labor Law No:4857 Legislation on workplace training at OSTİM Technical University
4	Turkish business sectors and business lines (From practical perspective)	Textbooks and course notes
5	General rules of business life: Behaviors (From practical perspective)	Textbooks and course notes
6	Basic activities carried out in a business according to business functions (From practical perspective)	Textbooks and course notes
7	Expectations of the job market from the employee (From practical perspective)	Textbooks and course notes
8	Midterm: (Project) Business Sector Analysis (analysis of a sector chosen by the student)	
9	Talks on Business Life No:1 (Jobs, rules, legislations)	Speeches notes
10	Talks on Business Life No:2 (Economics and businesses)	Speeches notes
11	Talks on Business Life No:3 (Strategies)	Speeches notes
12	Talks on Business Life No:4 (Technologies and Information Systems)	Speeches notes
13	Talks on Business Life No:5 (Behaviors)	Speeches notes

14	Talks on Business Life No:6 (Marketing)	Speeches notes
15	Talks on Business Life No:7 (Starting a business)	Speeches notes
16	Final Exam: (Project) Starting a Business (A report for a business by a student)	

Textbook(s)/References/Materials:
Textbook: OSTIM Technical University Career Planning Center's Instruction Manual.
Supplementary References:
Other Materials: -

Assessment		
Studies	Number	Contribution margin (%)
Attendance	16	16
Lab		
Class participation and performance	1	4
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	1	30
General Exam / Final Jury	1	50
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x total course hours)			
Laboratory			
Application	16	7	112
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation	1	8	8
Projects			
Reports	1	16	16
Homework	1	20	20

Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	20	20
Preparation Period for the Final Exam / General Jury	1	20	20
Total Workload	(196/30 = 6.53)		196

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
L01	To know the Turkish job market in general terms					X
L02	To know the Turkish Labor Law No:4857, other work-related legislation and legislation on workplace training at OSTİM Technical University					X
L03	To know the sectors and business lines					X
L04	To know the general rules of business life					X
L05	To know the basic activities carried out in a business according to business functions					X
L06	To know the expectations from an employee					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Economics)								
Nu	Program Competencies	Learning Outcomes						Total Effect (1-5)
		L01	L02	L03	L04	L05	L06	
1	Know the basic concepts used in economics, the relations between concepts, economic theories, the functioning mechanisms of the economy and the development processes of economies over time.	X	X	X	X			3
2	Know how to obtain economic data and the research methods for processing and evaluating the obtained data by using various computer programs when necessary.					X		
3	Follow current developments in national and international macroeconomic conjuncture and world economic relations and can suggest economic policies to be used in case of economic problems.	X	X	X	X			3
4	Acquire the capacity to conduct individual research on the field, interpret the results, and compare them with theoretical propositions.							
5	Scrutinize and interpret all kinds of knowledge in the field of economics, including theoretical and statistical information, through analysis within the framework of cause-effect relationships.	X		X	X	X		3
6	Present solutions and opinions about the problems analyzed by supporting them with qualitative and quantitative data, use an analytical language, and support the used approach with visual and graphical					X	X	1

	materials.							
7	Gain advanced skills in software and programming languages that assist analysis in the econometric field and can adapt to new software and programming languages					X	X	1
8	Support the acquired theoretical knowledge of economics with econometric and statistical calculations, analyze and evaluate phenomenon using software and programming languages within the framework of analytical thinking.				X	X	X	2
9	Develop the ability to analyze unexpected and complex problems to be encountered during professional practice, can take responsibility as an individual or team member for solving the problem, and take initiative when necessary.			X		X	X	2
10	Develop critical thinking and produce solutions on policy issues by adapting the theoretical and analytical knowledge to different conceptual frameworks.				X	X	X	1
11	Exhibit approaches that will adapt to the speed of globalization, innovations and technological developments.	X		X				2
12	Having an entrepreneurial spirit, develop original and innovative ideas, solution proposals and assume responsibility.			X		X	X	2
13	Pay maximum attention to social responsibilities, ethical sensitivities and legal framework in theoretical and practical studies.			X		X	X	1
14	Communicate with peers, colleagues, co-workers, employees and managers with common sense, empathy and situational awareness.			X	X	X	X	2
15	Communicate effectively with colleagues, senior managers and the market, both in mother tongue and in at least one foreign language (English).		X		X	X	X	1
Total Effect								24

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/economics-752/425>

Exams: Mid-term (Project): Business Sector Analysis (analysis of a sector chosen by the student)

Final Exam (Project): Starting a Business (A report for a business by a student)

Assignments: The assignments could be in the form of homework or paper writing. A paper must include 1- Abstract 2- Introduction, 3- Literature review 4- Research Method, 5- Findings and Discussion 6- Conclusion.

Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately. The students must not adopt "cut-copy-paste" behavior from the sources on the

internet or use the contents of any type of previous work in their assignments. Plagiarism is unethical behavior and is subject to disciplinary action.

Missed exams: -

Projects: Mid-term (Project): Business Sector Analysis (analysis of a sector chosen by the student)

Final Exam (Project): Starting a Business (A report for a business by a student)

Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.

Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.