

**OSTİM TECHNICAL UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
ECONOMICS DEPARTMENT  
COURSE SYLLABUS FORM  
2022-2023 SPRING**

<b>WAP 226 Workplace Application II</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Workplace Application II	WAP 226	4	7	7	0	3	7

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Question-Answer, Observe, Analyze, Reporting.
<b>Class Time/Classroom</b>	Every Friday
<b>Instructor</b>	Asst. Prof. Dr. Serkan Bürken
<b>Office</b>	9th Floor, 907
<b>E-mail</b>	serkan.burken@ostimteknik.edu.tr
<b>Office Hours</b>	09:00-12:00 on Mondays and Thursdays and by e-mail
<b>Teaching Assistants</b>	(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 an experienced employee. 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. Students will have in-depth knowledge of workplace practices through the studies they will do during this period. Thus, they will have the opportunity to make more in-depth observations and analysis on business life.

### **Learning Outcomes**

The students who succeeded in this course will be able;

- To be aware of tacit knowledge in the workplace.
- To give a written report about the job.
- To know the customers and their features.
- To be able to make a SWOT-PESTLE analysis of the workplace.
- Suggesting at least one accepted idea based on their observations and experience

regarding the workplace.

- To know the computer package programs used in the workplace at a basic level.
- To know and apply the ethical rules in the job.

### Course Outline

With the trainings 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. Until the midterm, students learn all the activities of the workplace in detail within the scope of workplace practices and comprehend the principles of conducting workplace studies. Meanwhile, students try to reveal possible problem areas of the business through observation and discussion. Within the scope of the midterm project, students do a study that reveals the possible problems of the workplace in strategic, human resources management, financial marketing, management information systems, decision making, innovation management and technological issues. In the study, the problems are prioritized and the most important possible problem is determined. In the studies within the scope of the end of the semester, the students are asked to prepare a detailed and solution-containing report on the solution principles of the most basic problem they chose in the midterm. The report is prepared and presented according to the OSTİM Technical University Graduate Thesis writing guide.

### Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	General rules about workplace application	Textbooks and course notes
2	Knowledge areas in the workplace	Textbooks and course notes
3	Firms' reports (Internal-External reports)	Textbooks and course notes
4	Customers and their features	Textbooks and course notes
5	SWOT-PESTLE analysis	Textbooks and course notes
6	Computer package programs	Textbooks and course notes
7	Ethical rules in the workplace	Textbooks and course notes
<b>8</b>	<b>Midterm:</b> (Project) Possible Problems of the Workplace (Strategic, HRM, Finance, Marketing, MIS, Decision Making, Innovation, Technological)-Describing Main Problems	
9	Strategic management issues of the firm	Textbooks and course notes
10	HRM issues of the firm	Textbooks and course notes
11	Finance issues of the firm	Textbooks and course notes
12	Marketing issues of the firm	Textbooks and course notes
13	MIS issues of the firm	Textbooks and course notes
14	Decision-making issues of the firm	Textbooks and course notes
15	Innovational and Technological issues of the firm	Textbooks and course notes
<b>16</b>	<b>Final Exam:</b> (Project) Problem Solving-2 (About Main Problem of the Firm)	

<b>Textbook(s)/References/Materials:</b>
<b>Textbook:</b> OSTİM Technical University Career Planning Center's Instruction manual.
<b>Supplementary References:</b> Conservatory firm's "business handbook" and company's rules Business Laws
<b>Other Materials:</b> -

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

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
<b>Course hours (Including the exam week): 16 x total course hours)</b>			
Laboratory			
Application	16	7	112
Course-Specific Internship (if any)			
Field Study			
<b>Study Time Out of Class</b>			
Presentation / Seminar Preparation	1	10	10
Projects			
Reports	1	20	20
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
<b>Total Workload</b>	<b>(202/25 = 6.73)</b>		<b>202</b>

<b>Course' Contribution Level to Learning Outcomes</b>						
<b>Nu</b>	<b>Learning Outcomes</b>	<b>Contribution Level</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>L01</b>	Be aware of tacit knowledge in the workplace.					X
<b>L02</b>	Give a written report about the job.					X
<b>L03</b>	Know the customers and their features.					X
<b>L04</b>	Be able to make a SWOT-PESTLE analysis of the workplace.					X
<b>L05</b>	Suggesting at least one accepted idea based on their observations and experience regarding the workplace.					X
<b>L06</b>	Know the computer package programs used in the workplace at a basic level.					X
<b>L07</b>	Know and apply the ethical rules in the job.					X

<b>Relationship Between Course Learning Outcomes and Program Competencies (Department of Economics)</b>										
<b>Nu</b>	<b>Program Competencies</b>	<b>Learning Outcomes</b>							<b>Total Effect (1-5)</b>	
		<b>L01</b>	<b>L02</b>	<b>L03</b>	<b>L04</b>	<b>L05</b>	<b>L06</b>	<b>L07</b>		
<b>1</b>	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					2
<b>2</b>	Know how to obtain economic data and the research methods for processing and evaluating the obtained data by using various computer programs when necessary.									
<b>3</b>	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				2
<b>4</b>	Acquire the capacity to conduct individual research on the field, interpret the results, and compare them with theoretical propositions.					X				1

<b>5</b>	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			2
<b>6</b>	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 materials.				X				2
<b>7</b>	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	5
<b>8</b>	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		4
<b>9</b>	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			3
<b>10</b>	Develop critical thinking and produce solutions on policy issues by adapting the theoretical and analytical knowledge to different conceptual frameworks.				X	X			2
<b>11</b>	Exhibit approaches that will adapt to the speed of globalization, innovations and technological developments.						X		3
<b>12</b>	Having an entrepreneurial spirit, develop original and innovative ideas, solution proposals and assume responsibility.				X	X			1
<b>13</b>	Pay maximum attention to social responsibilities, ethical sensitivities and legal	X		X	X		X		5

	framework in theoretical and practical studies.							
14	Communicate with peers, colleagues, co-workers, employees and managers with common sense, empathy and situational awareness.	X		X	X	X		3
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		3
Total Effect								38

<b>Policies and Procedures</b>
<b>Web page:</b> <a href="https://www.ostimteknik.edu.tr/economics-752/425">https://www.ostimteknik.edu.tr/economics-752/425</a>
<b>Exams: Midterm:</b> (Project) Possible Problems of the Workplace (Strategic, HRM, Finance, Marketing, MIS, Decision Making, Innovation, Technological)-Describing Main Problems <b>Final Exam:</b> (Project) Problem Solving-2 (About Main Problem of the Firm)
<b>Assignments:</b> 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.
<b>Missed exams:</b> -
<b>Projects: Midterm:</b> (Project) Possible Problems of the Workplace (Strategic, HRM, Finance, Marketing, MIS, Decision Making, Innovation, Technological)-Describing Main Problems <b>Final Exam:</b> (Project) Problem Solving-2 (About Main Problem of the Firm)
<b>Attendance:</b> 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.
<b>Objections:</b> 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.