

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**COURSE SYLLABUS FORM
2022-2023 SPRING**

| WED124 Workplace Education | | | | | | | |
|-----------------------------------|--------------------|---------------|--------------|--------------------|-------------------|---------------|-------------|
| Course Name | Course Code | Period | Hours | Application | Laboratory | Credit | ECTS |
| Workplace Education | WED124 | 2 | 6 | 6 | 0 | 3 | 4 |

| | |
|---|---|
| Language of Instruction | English |
| Course Status | Compulsory |
| Course Level | Bachelor |
| Learning and Teaching Techniques of the Course | On the Job Learning, Reporting, Communication, Seminars |

| Course Objective | |
|--|--|
| <p>The activities carried out in the workplace experience 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. This course aims to prepare first year students to become oriented to these experiences by taking some series of seminars from field professionals.</p> | |

| Learning Outcomes |
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| <p>The students who succeeded in this course will be able;</p> <ol style="list-style-type: none"> 1. To be trained in accordance with the needs of the market by making the applications in laboratories that live in the market instead of the laboratories created in the school 2. To achieve gains about like; Analyzing basic economic indicators, establishing the idea of establishing a business, operating the business, performing management functions, managing human resources, managing the production process, managing marketing and financial activities of the business, managing its structure, knowing and complying with the concepts of professional ethics and morality 3. To assess practical implications of theoretical knowledge acquired at the university 4. To present obtained information in a formal report 5. To produce alternatives individually or collectively in order to solve problems 6. To reach area-specific information sources by using various databases |

| Course Outline |
|--|
| <p>Students attend to some seminar series at University main Campus and visit some workplaces. They will listen professionals from various fields and sectors. They are expected to take notes and report them at the end of the semester.</p> |

| Weekly Topics and Related Preparation Studies |
|--|
| |

| Weeks | Topics | Preparation Studies |
|--------------|---|---------------------------------------|
| 1 | Fundamentals of Workplace Training Business, People and Society | Professionals' Seminar Note Taking |
| 2 | Workplace Rules /Robotics/Digital Recruitment and First Work Day | Professionals' Seminar Note Taking |
| 3 | Job Markets Sectors Entrepreneurship and Starting a New Business | Professionals' Seminar Note Taking |
| 4 | Business Life in the Public Service Sector (NGO) | Professionals' Seminar Note Taking |
| 5 | Production sector Sales & Marketing | Professionals' Seminar Note Taking |
| 6 | Functions of Accounting Finance and Money | Professionals' Seminar Note Taking |
| 7 | Behavior in the Workplace (Multicultural Work Life) Leader in Business Life and Its Impact on Business | Professionals' Seminar Note Taking |
| 8 | MIDTERM EXAM | |
| 9 | Information and Technology at Work Decision Processes in the Workplace | Professionals' Seminar Note Taking |
| 10 | Sustainability Strategy in Business | Professionals' Seminar Note Taking |
| 11 | HRM in the Workplace and Its Applications Business Intelligence and Awareness | Professionals' Seminar Note Taking |
| 12 | Business and Risk Occupational health and Safety | Professionals' Seminar Note Taking |
| 13 | Business law Business Ethics and Ethics | Professionals' Seminar Note Taking |
| 14 | Defense Industry Companies Consulting Companies | Professionals' Seminar Note Taking |
| 15 | Software Companies Techno parks | Professionals' Seminar Note Taking |
| 16 | FINAL EXAM | |

Textbook(s)/References/Materials:

- No textbook required

| Assessment | | |
|---|---------------|--------------------------------|
| Studies | Number | Contribution margin (%) |
| Active Participation | | |
| Lab | | |
| Application | | |
| Field Study | | |
| Course-Specific Internship (if any) | | |
| Quizzes / Studio / Critical | | |
| Homework | | |
| Presentation | | |
| Projects | | |
| Report | | |
| Seminar | | |
| Midterm Exams / Midterm Jury | 1 | 40 |
| General Exam / Final Jury | 1 | 60 |
| | Total | 100 |
| Success Grade Contribution of Semester Studies | | 40 |
| Success Grade Contribution of End of Term | | 60 |
| | Total | 100 |

| ECTS / Workload Table | | | |
|---|------------------------|-------------------------|-----------------------|
| Activities | Number | Duration (Hours) | Total Workload |
| Course hours (Including the exam week: 16 x total course hours) | 16 | 6 | 96 |
| Laboratory | | | |
| Application | | | |
| Course-Specific Internship | | | |
| Field Study | | | |
| Study Time Out of Class | | | |
| Presentation / Seminar Preparation | | | |
| Projects | | | |
| Reports | | | |
| Homework | | | |
| Quizzes / Studio Review | | | |
| Preparation Time for Midterm Exams / Midterm Jury | 1 | 6 | 6 |
| Preparation Period for the Final Exam / General Jury | 1 | 6 | 6 |
| Total Workload/25 hours | (108/25 = 4,32) | | 108 |
| ECTS | 4 | | |

| Relationship Between Course Learning Outcomes and Program Competencies | | | | | | |
|---|--|---------------------------|----------|----------|----------|----------|
| No | Learning Outcomes | Contribution Level | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| L01 | To be trained in accordance with the needs of the market by making the applications in laboratories that live in the market instead of the laboratories created in the school | | | | | x |
| L02 | To achieve gains about like; Analyzing basic economic indicators, establishing the idea of establishing a business, operating the business, performing management functions, managing human resources, managing the production process, managing marketing and financial activities of the business, managing its structure, knowing and complying with the concepts of professional ethics and morality | | | | | X |
| L03 | To assess practical implications of theoretical knowledge acquired at the university | | | | | x |
| L04 | To present obtained information in a formal report | | | | | x |
| L05 | To produce alternatives individually or collectively in order to solve problems | | | | | X |
| L06 | To reach area-specific information sources by using various databases | | | | | X |

| Relationship Between Course Learning Outcomes and Program Competencies | | | | | | | | |
|---|--|--------------------------|------------|------------|------------|------------|------------|---------------------------|
| No | Program Competencies | Learning Outcomes | | | | | | Total Effect (1-5) |
| | | LO1 | LO2 | LO3 | LO4 | LO5 | LO6 | |
| 1 | Have advanced theoretical and up-to-date knowledge in discipline-specific areas such as international trade, finance, logistics, and general business and international business such as economics, marketing, management, accounting. | X | X | X | | X | X | 5 |
| 2 | Evaluate, follow, absorb and transfer new information in the field of international trade. | X | | X | X | X | X | 5 |
| 3 | Conduct market research, carry out projects and develop strategies for a business to open up to international markets. | X | X | X | X | | X | 5 |
| 4 | Use knowledge of national and international trade law and legislation in the management of international commercial operation processes. | X | | X | X | | X | 4 |
| 5 | Work independently and within an organization, using the knowledge and skills acquired in the field and adopting continuous learning. | X | X | | | X | X | 4 |
| 6 | Have the ability to apply her theoretical knowledge in real life, with the experience she will gain through practice in departments such as marketing, accounting, foreign trade, finance, logistics. | X | X | X | | X | X | 5 |
| 7 | Have the theoretical knowledge to carry out export, import, customs clearance, logistics, taxation and other international trade activities within the scope of global and regional commercial and economic organizations. | X | | X | | X | X | 4 |
| 8 | Can develop a business idea, commercialize the business idea, and design and manage their own venture using their entrepreneurial knowledge. | X | X | X | | X | X | 5 |
| 9 | Using strategic, critical, innovative and analytical thinking skills, actively take part in the decision-making processes of the enterprise in the field of foreign trade and finance. | X | | X | X | X | X | 5 |
| 10 | Act in accordance with ethical values, respectful to the environment, social and universal values in all activities it will carry out in its field. | X | X | | | X | X | 4 |
| 11 | Have the skills to follow up-to-date information at national and international level, to gather information about field, and to communicate with international institutions / organizations using her/him knowledge of English. | X | | X | X | | X | 4 |
| 12 | Gain professional competencies to take charge in national and international businesses, public and private sector organizations | X | X | X | X | X | | 5 |
| 13 | Can evaluate the problems and conflicts encountered in all areas related to international trade from different perspectives with a holistic approach and produce value-based solutions. | X | | X | X | | X | 4 |
| Total Effect | | | | | | | | 59 |

Policies and Procedures

Web page: <https://www.ostimteknik.edu.tr/uluslararasi-ticaret-ve-finansman-bolumu-209>
<https://www.ostimteknik.edu.tr/international-trade-and-finance-232>

Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, i.e. open-ended questions, which can also be in the form of problems or multiple-choice questions. The case could also be carried to the Dean's Office for additional disciplinary action.

Assignments: Quizzes and Homework (Assignments) might be applicable. 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.

Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam. The medical report must be from a state hospital.

Projects: Not applicable

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.