OSTIM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
BUSINESS ADMINISTRATION DEPARTMENT
COURSE SYLLABUS

WAP 225 Workplace Application 1							
Course Name	**Course Code**	**Period**	**Hours**	**Application**	**Laboratory**	**Credit**	**ECTS**
Workplace Application 1	WAP 225	3	7	7	0	3	7

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

Course Objective
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.

Learning Outcomes
The students who succeeded in this course will be able;

1. To be aware of tacit knowledge in the workplace.

2. To give a written report about the job.

3. To know the customers of the workplace, to know their features.

4. To be able to make a SWOT-PESTLE analysis of the workplace.

5. Suggesting at least one accepted idea based on his/her observations and experiences regarding the workplace.

6. To know the package programs used in the workplace at a basic level.

7. To know and apply ethical rules in their work.

Course Outline
Students make observations and experience in the workplace one day of the week. Students take this course in business environment. The tasks and activities of the vocational candidates in this course should provide them with the opportunity to observe experienced superiors and workplace trainers on-the-job, to work individually with the students, even if they are limited.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Orientation Week	
2	Orientation Week / Workplace Application	
3	Workplace Application	
4	Workplace Application	
5	Workplace Application	
6	Workplace Application	
7	Workplace Application	
8	MIDTERM EXAM	
9	Workplace Application	
10	Workplace Application	
11	Workplace Application	
12	Workplace Application	
13	Workplace Application	

14	Workplace Application	
15	**FINAL EXAM**	

Textbook(s)/References/Materials:
Textbook:
Supplementary References:
Other Materials:

Assessment		
Studies	**Number**	**Contribution margin (%)**
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	**1**	**50**
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 totalcourse hours)	14	7	98
Laboratory			
Application			
Course-Specific Internship (if any)	14	7	98
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation			
Projects			
Reports	14	1	14
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury			
Preparation Period for the Final Exam / General Jury	1	6	6
Total Workload		**(216/30 = 7,20)**	**216**

Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
Course' Contribution Level to Learning Outcomes						
LO1	To be aware of tacit knowledge in the workplace.					X
LO2	To give a written report about the job.					X
LO3	To know the customers of the workplace, to know their features.					X
LO4	To be able to make a SWOT-PESTLE analysis of the workplace.					X
LO5	Suggesting at least one accepted idea based on his/her observations andexperiences regarding the workplace.					X
LO6	To know the package programs used in the workplace at a basic level.					X
LO7	To know and apply ethical rules in their work					

Relationship Between Course Learning Outcomes and Program Competencies
(Department of Management Information Systems)

Nu	Program Competencies	Learning Outcomes							Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	LO7	
1	Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security.	x			x	x	x		4
2	Develop and manage databases suitable for collecting, storing, and updating data.						x		4
3	As a result of his/her ability to think algorithmically, and easily find solutions to problems concerning basic business functions.	x	x		x		x		4
4	Learn programming logic, and have information about current programming languages.								
5	Be able to use up-to-date programming languages.								
6	Be able to take part in teamwork or lead a team using knowledge of project management processes.								
7	Know ethical and legal rules, and use professional field knowledge within the scope of ethical and legal rules.							x	4
8	Know the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in at least one of them.	x	x	x		x			5
9	Be able to solve the problems encountered in the field of internet programming by designing web applications.								
10	Develop and manage logistics and supply chain management activities				x	x			3
11	Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life.				x	x			3

12	Be able to develop strategies that will provide a competitive advantage with his/her advanced knowledge of management strategies and management functions.	x		x	x	x				**2**
13	Develop a business idea, commercialize the business idea, and design and manage his/her venture using entrepreneurial knowledge.			x	x	x				**2**
14	By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence.									
Total Effect										**31**

Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915
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, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.
Assignments: 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 beable 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. Studentsare 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 toplace an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.