

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

WAP 226 Workplace Application II							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Application II	WAP 226	4	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.

Course Objective
<p>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.</p>

Learning Outcomes
<p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> • 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
8	MIDTERM EXAM	

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
16	FINAL EXAM	

Textbook(s)/References/Materials:

Textbook: OSTİM Technical University Career Planning Center's Instruction manual.

Supplementary References: Conservatory firm's "business handbook" and company's rules
Business Laws

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 totalcourse hours)			
Laboratory			
Application			
Course-Specific Internship (if any)	16	7	112
Field Study			
Study Time Out of Class			
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
Total Workload		(202/30 = 6,73)	202

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

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 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.