

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

WAP 325 Workplace Application III							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace Application III	WAP 325	5	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 able to make suggestions according to the SWOT-PESTLE analysis made for the workplace. • To be able to analyze customer workplace relations. • To suggest at least two ideas that are accepted to be implemented based on their observations and experiences in relation to the workplace. • To be able to use the package programs used in the workplace at a moderate level. • To know what are the practices that create added value in the workplace. • To know and apply ethical rules in their work. • To work as a member of the team, contributing to team performance.

Course Outline

With this training, which students receive once a week, they have the opportunity to apply the theoretical knowledge they have gained about the Turkish labor market, its rules and business processes. They have practical knowledge of what to do in any situation they may encounter in the workplace. Within the scope of the mid-term project, students propose at least two viable proposals that will enable the development of the workplace in strategic, human resource management, financial marketing, management information systems, decision making, innovation management and technology management and other related subjects. In the end-of-semester studies, students are expected to accept the ideas they have identified during the semester. Students are asked to prepare a comprehensive report on this subject. 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	SWOT-PESTLE analysis	Textbooks and course notes
3	Analyzing customer workplace relations	Textbooks and course notes
4	Computer package programs	Textbooks and course notes
5	Added values for workplaces	Textbooks and course notes
6	Ethical rules in the workplace	Textbooks and course notes
7	Working in a team	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 total course 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	1	16	16
Reports	1	16	16
Homework	1	16	16
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		(210/30 = 7)	210

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	To be able to make suggestions according to the SWOT-PESTLE analysis made for the workplace.					X
LO2	To be able to analyze customer workplace relations.					X
LO3	To suggest at least two ideas that are accepted to be implemented based on their observations and experiences in relation to the workplace.					X
LO4	To be able to use the package programs used in the workplace at a moderate level.					X
LO5	To know what are the practices that create added value in the workplace.					X
LO6	To know and apply ethical rules in their work.					X
LO7	To work as a member of the team, contributing to team performance.					X
Policies and Procedures						
Web page: https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915						
Exams:						
Assignments:						
Missed exams:						
Projects:						
Attendance:						
Objections:						