

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

WED 124 Work Place Education							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Work Place Education	WED 124	2	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

The activities carried out in the workplace education course will provide candidates with various skills that will enable them to become experienced employees. 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

Students who succeed in this course shall be able to;

- To know the Turkish job market in general terms
- To know the Turkish Labor Law No:4857, other work-related legislation and legislation on workplace training at OSTİM Technical University
- To know the Turkish Business sectors and business lines
- To know the general rules of business life
- To know the basic activities carried out in a business according to business functions
- To know the expectations from an employee

Course Outline

With the training 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. Candidates make a sector analysis for a business line they have chosen in the midterm exam and make a detailed report on starting a business in the final. Thus, students have the opportunity to demonstrate their skills in starting a business.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	General rules about workplace education	
2	Introduction to business life and Turkish job market (From practical perspective)	Textbooks and course notes
3	Turkish labor law No:4857 and other workrelated legislation and legislation on workplace training at OSTİM Technical University (From practical perspective)	Turkish Labor Law No:4857 Legislation on workplace training at OSTİM Technical University
4	Turkish business sectors and business lines (From practical perspective)	Textbook and course notes
5	General rules of business life: Behaviors (From practical perspective)	Textbooks and course notes
6	Basic activities carried out in a business according to business functions (From practical perspective)	Textbooks and course notes
7	Expectations of the job market from the employee (From practical perspective)	Textbooks and course notes

8	MIDTERM EXAM	
9	Talks on Business Life No:1 (Jobs, rules, legislations)	Speeches notes
10	Talks on Business Life No:2 (Economics and businesses)	Speeches notes
11	Talks on Business Life No:3 (Strategies)	Speeches notes
12	Talks on Business Life No:4 (Technologies and Information Systems)	Speeches notes
13	Talks on Business Life No:5 (Behaviors)	Speeches notes
14	Talks on Business Life No:6 (Marketing)	Speeches notes
15	Talks on Business Life No:7 (Starting a business)	Speeches notes
16	FINAL EXAM	

Textbook(s)/References/Materials:
Textbook: Textbook: OSTİM Technical University Career Planning Center’s Instruction Manual.
Supplementary References:
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	16	7	112
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation	1	8	8
Projects			
Reports	1	16	16
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		(196/30 = 6.53)	196

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	To know the Turkish job market in general terms					X
LO2	To know the Turkish Labor Law No:4857, other work-related legislation and legislation on workplace training at OSTİM Technical University					X
LO3	To know the sectors and business lines					X
LO4	To know the general rules of business life					X
LO5	To know the basic activities carried out in a business according to business functions					X
LO6	To know the expectations from an employee					X

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	
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.							
2	Develop and manage databases suitable for collecting, storing, and updating data.							
3	As a result of his/her ability to think algorithmically, and easily find solutions to problems concerning basic business functions.							
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.	X	X	X	X	X	X	5
7	Know ethical and legal rules, and use professional field knowledge within the scope of ethical and legal rules.	X	X	X	X	X	X	5
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	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							
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	X	X	X	X	5
12	Be able to develop strategies that will							

	provide a competitive advantage with his/her advanced knowledge of management strategies and management functions.							
13	Develop a business idea, commercialize the business idea, and design and manage his/her venture using entrepreneurial knowledge.							
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.	X	X	X	X	X	X	5
Total Effect								25
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, i.e. 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.								