

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

| WEX 326 Workplace Experience I | | | | | | | |
|---------------------------------------|--------------------|---------------|--------------|--------------------|-------------------|---------------|-------------|
| Course Name | Course Code | Period | Hours | Application | Laboratory | Credit | ECTS |
| Workplace Experience I | WEX 326 | 6 | 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 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. Students will have the opportunity to apply their in-depth knowledge about workplace practices through the studies they will do during this period. Thus, they will have the chance to observe the effects of their actions related to business life in more depth.</p> |

| Learning Outcomes |
|--|
| <p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> • To suggest at least three accepted ideas for workplace based on their observations and experience. • To know what the business negotiations are. • To know the strategic plans of the company where he/she has work experience. • To be able to use the package programs used in the workplace at an advanced level. • To be able to manage a business team. • To participate as an observer in the negotiations at the workplace. • To develop a business strategy by benchmarking the business strategy. (In at least one of the fields of Marketing, Finance, Management and Decision Support Systems) |

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 three 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 experience | Textbooks and course notes |
| 2 | Business Negotiations (Internal/External) | Textbooks and course notes |
| 3 | Develop business strategy (In at least one of the fields of Marketing, Finance, Management and Decision Support Systems) | Textbooks and course notes |
| 4 | Advanced computer package programs | Textbooks and course notes |
| 5 | Strategic Plans | Textbooks and course notes |
| 6 | Participate as an observer in the negotiation | Textbooks and course notes |
| 7 | Manage a business 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 totalcourse hours) | | | |
| Laboratory | | | |
| Application | | | |
| Course-Specific Internship (if any) | 16 | 7 | 112 |
| Field Study | | | |
| Study Time Out of Class | | | |
| Presentation / Seminar Preparation | 2 | 8 | 16 |
| Projects | 1 | 16 | 16 |
| Reports | 1 | 32 | 32 |
| Homework | | | |
| 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 | | (216/30 = 7,20) | 216 |

| Course' Contribution Level to Learning Outcomes | | | | | | |
|--|--|---------------------------|----------|----------|----------|----------|
| Nu | Learning Outcomes | Contribution Level | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| LO1 | To suggest at least three accepted ideas for workplace based on their observations and experience. | | | | | X |
| LO2 | To know what the business negotiations are. | | | | | X |
| LO3 | To know the strategic plans of the company where he/she has work experience. | | | | | X |
| LO4 | To be able to use the package programs used in the workplace at an advanced level. | | | | | X |
| LO5 | To be able to manage a business team. | | | | | X |
| LO6 | To participate as an observer in the negotiations at the workplace. | | | | | X |
| LO7 | To develop a business strategy by benchmarking the business strategy. (In at least one of the fields of Marketing, Finance, Management and Decision Support Systems) | | | | | 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 | 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 | | | | | 2 |
| 2 | Develop and manage databases suitable for collecting, storing, and updating data. | | | | X | | | | | 2 |
| 3 | As a result of his/her ability to think algorithmically, and easily find solutions to problems concerning basic business functions. | | | X | | | | | | 2 |
| 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 | | 2 |
| 7 | Know ethical and legal rules, and use professional field knowledge within the scope of ethical and legal rules. | | | | | | | | | |

| | | | | | | | | | |
|---------------------|--|---|---|---|--|---|---|---|-----------|
| 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 | 4 |
| 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. | X | X | X | | | X | X | 5 |
| 13 | Develop a business idea, commercialize the business idea, and design and manage his/her venture using entrepreneurial knowledge. | X | | | | | | X | 5 |
| 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 | | | | | | | | | 27 |

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: 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.

Projects: A group project with teamwork is welcome.

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.