

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

<b>IUL 152 Building the Future</b>							
<b>Course Name</b>	<b>Course Code</b>	<b>Period</b>	<b>Hours</b>	<b>Application</b>	<b>Laboratory</b>	<b>Credit</b>	<b>ECTS</b>
Building the Future	IUL152	2	1	0	0	1	1

<b>Language of Instruction</b>	English
<b>Course Status</b>	Compulsory
<b>Course Level</b>	Bachelor
<b>Learning and Teaching Techniques of the Course</b>	Lecture, Discussion, Reaction Papers, Seminars and Out of Class Activities, Business Case Studies and Simulation games

<b>Course Objective</b>
This course, which is the continuation of the Introduction to University Life Course, aims to raise the competence of the student in subjects such as career planning, interview processes, image and communication and to highly qualified people. In addition, the course aims to provide students with the knowledge of science, technology, industry, developments in R & D, rational and critical thinking, reasoning ability, generating rational solutions and evaluating future business opportunities through various seminars. This course contributes to the development of the basic sciences in our country, giving students the opportunity to make applied research, renewing the existing knowledge and ideas, enriching and educating the elements needed by the profession branches. Main of the course is to make students become aware of the needs of the 21 <sup>st</sup> century, thus be prepared to new business environment accordingly. Students will be advised some books, documentaries, podcasts etc. each week.
<b>Learning Outcomes</b>
<p>The students who succeeded in this course will be able;</p> <ul style="list-style-type: none"> <li>• To understand what kind of working environment is waiting for them</li> <li>• To prepare a presentable CV and to ready for job interviews</li> <li>• To become alert about sustainable and environmentally friendly business issues</li> <li>• To be aware of 21<sup>st</sup> century skills and emergent career opportunities</li> </ul>
<b>Course Outline</b>
Students will be given information about job market they will face after graduation. First of all, the laws and regulations they have to obey and their rights as workers will be discussed. Then students will be taught about recruitment processes including CV preparation, interviews, communication and image making methods as well. Career planning will be at the heart of this first period of the course including information about basic business management and entrepreneurship. In the second period students will be taught about Turkey and World economy. Industrial history of the world and expected future in the light of recent concepts like artificial intelligence and digital economies. Besides lives of celebrities of business and economic history and scientist will be discussed as well. At the end of the semester, students will be able to synthesize critically the information about history with the needs of the modern era to form a reasonable career path to themselves.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Welcome Session	Introduction to the course Content & Semester information
2	Getting Started (Game Time – Kahoot !!)	Basic Business Management Career Planning- Goal Setting Labor Law
3	Career Starts – 1	CV Writing
4	Career Starts -2	Recruitment Process Job Interviews
5	Seminar Week	Erasmus Mobility Information
6	Seminar Week	Example: Seminar on Career Memories
7	Communication	Emotions Image Management Communication
8	MIDTERM EXAM	
9	Motivation theories	Follow up in career path Motivation
10	History Week	History of Turkish Economy and Business Life Turkey and World Economy
11	Seminar Week	Example: Seminar on Ecocentric Business
12	New Business Era – 1	Artificial Intelligence Digitalization Metaverse
13	New Business Era – 2	21 <sup>st</sup> Century Skills
14	Career Planning End or Start!	Synthesis As a candidate For which jobs/ job markets are we preparing ourselves? Work-Life Balance
15	Sustainability Week	(Bowling Tournament- Team Playing)
16	FINAL EXAM	
Textbook(s)/References/Materials:		
<ul style="list-style-type: none"><li>Eco, U., (2015), <i>How to write a Thesis?</i>. The MIT Press.</li><li>Yülek, M. A. (2018). <i>How Nations Succeed</i>. Palgrave Macmillan US.</li><li>Dessler, G. (2020). Human resource management. Pearson. (16<sup>th</sup> Edition)</li><li>Yülek, M. Â. (Ed.). (2018). Industrial policy and sustainable growth. Springer.</li></ul>		

<b>Assessment</b>		
<b>Studies</b>	<b>Number</b>	<b>Contribution margin (%)</b>
Active Participation		
Lab		
Application		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exams / Midterm Jury	1	40
General Exam / Final Jury	1	60
<b>Total</b>		<b>100</b>
<b>Success Grade Contribution of Semester Studies</b>		40
<b>Success Grade Contribution of End of Term</b>		60
<b>Total</b>		<b>100</b>

<b>ECTS / Workload Table</b>			
<b>Activities</b>	<b>Number</b>	<b>Duration (Hours)</b>	<b>Total Workload</b>
Course hours (Including the exam week: 16 x total course hours)	16	1	16
Laboratory			
Application			
Course-Specific Internship			
Field Study			
Study Time Out of Class			
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	7	7
Preparation Period for the Final Exam / General Jury	1	7	7
<b>Total Workload/25 hours</b>		<b>(30/25 = 1.2)</b>	
<b>ECTS</b>	<b>1</b>		

Relationship Between Course Learning Outcomes and Program Competencies						
No	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	Understand what kind of working environment is waiting for students					x
LO2	To prepare a presentable CV and to ready for job interviews					x

<b>L03</b>	To become alert about sustainable and environmentally friendly business issues					x
<b>L04</b>	To be aware of 21st century skills and emergent career opportunities					x

Relationship Between Course Learning Outcomes and Program Competencies						
No	Program Competencies	Learning Outcomes				Total Effect (1-5)
		L01	L02	L03	L04	
1	Know the basic concepts and practical information about the science of business administration and core business activities	X	X	X	X	4
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems	X	X	X	X	4
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities	X	X	X	X	4
4	Carry out independent studies in the field by utilizing obtained knowledge and skills	X		X	X	3
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative strategies	X	X	X	X	4
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them	X	X	X	X	4
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability	X		X	X	3

<b>8</b>	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs	X	X	X	X	4
<b>9</b>	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues	X	X	X	X	4
<b>10</b>	Use the information and communication technologies and computer software required by the field	X	X	X	X	4
<b>11</b>	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency	X	X	X	X	4
<b>12</b>	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values	X	X	X	X	4
<b>13</b>	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization	X	X	X	X	4
<b>14</b>	Give research proposals, be able to design research studies, prepare and present research reports	X		X	X	3
<b>15</b>	Manage work time and personal time; fulfil the requirements of his/her duties on time	X	X	X	X	4
<b>16</b>	Have the competence to work in non-governmental organizations, private sector and public entities	X	X	X	X	4

Total Effect			61
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Policies and Procedures	
<b>Web page:</b>	<a href="https://www.ostimteknik.edu.tr/business-administration-1240/907">https://www.ostimteknik.edu.tr/business-administration-1240/907</a>
<b>Exams:</b>	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. The case could also be carried to the Dean's Office for additional disciplinary action.
<b>Assignments:</b>	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.
<b>Missed exams:</b>	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.
<b>Projects:</b>	Not applicable
<b>Attendance:</b>	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.
<b>Objections:</b>	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.