

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

WED 124 Workplace Education							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Workplace 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
<p>Students who succeed in this course shall be able to;</p> <ul style="list-style-type: none"> • 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 totalcourse 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 Business Administration)								
Nu	Program Competencies	Learning Outcomes						Total Effect(1- 5)
		LO1	LO2	LO3	LO4	LO5	LO6	
1	Know the basic concepts and practical information about the science of business administration and core business activities	X	X	X	X	X	X	5
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	X	X	5
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	3
4	Carry out independent studies in the field by utilizing obtained knowledge and skills							
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							
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them						X	3
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability							
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs							
9	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							

10	Use the information and communication technologies and computer software required by the field							
11	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							
12	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					5
13	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	X	X	5
14	Give research proposals, be able to design research studies, prepare and present research reports							
15	Manage work time and personal time; fulfil the requirements of his/her duties on time							
16	Have the competence to work in non-governmental organizations, private sector and public entities	X	X	X	X	X	X	5
Total Effect								31

Policies and Procedures	
Web page:	https://www.ostimteknik.edu.tr/business-administration-1240/907
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.