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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course Name** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Workplace Training and Practices** | |  | 4 | 5+35 | 22.5 | 24 | | Prerequisite Courses |  | | | | | | | Language of the Course | Turkish | | | | | | | Type of Course | Compulsory | | | | | | | Course Coordinator |  | | | | | | | Instructor |  | | | | | | | Course Assistants |  | | | | | | | The aim of lesson | It is aimed to prepare the knowledge, skills, behaviors and habits of working together in the business environment, to prepare for life and to train the qualified manpower needed by the business world, and to reinforce the theoretical education that the students received at school with the practical training they receive in these workplaces. | | | | | | | Course Learning Outcomes | At the end of this course, the student;  1. Increases professional knowledge.  2. Gain the ability to work independently and learn by himself.  3.Learns team spirit and working as a team.  4. Learns the concepts of career planning and management.  5. Gains the ability to use tools such as software and computer programs that may be needed in the working environment.  6. Gains the ability to work on computer, software, internet and survey (project, experiment) that may be required in a report or study.  7. Implements the production and service processes in public or private institutions in the workplace, improving their skills and reinforcing their knowledge. | | | | | | | Course Content | Legislation and practices related to workplace education- Presentation of course content–introducing the 3+1 model, determining the institution where students will practice and making the distribution. | | | | | | | **Weeks** | **Topics** | | | | | | | one | Legislation and practices related to workplace education - Presentation of course content – presentation of the 3+1 model, determination of the institution where students will practice and distribution | | | | | | | 2 | Occupational health and safety | | | | | | | 3 | Labor law practices | | | | | | | 4 | Business and professional ethics | | | | | | | 5 | Business and professional ethics | | | | | | | 6 | Organizational structure in businesses | | | | | | | 7 | Corporate communication | | | | | | | 8 | Quality management | | | | | | | 9 | Quality management - Student's report presentation | | | | | | | 10 | Change management | | | | | | | 11 | Change management | | | | | | | 12 | Sample workplace process analysis | | | | | | | 13 | Reporting techniques | | | | | | | 14 | Reporting techniques | | | | | |  |  | | --- | | **General Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **References** | | Since it is an application course, a guide course resource will not be used. | | **Evaluation System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM LEARNING OUTCOMES**  **AND COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** | | | | | | | | | | | | | | | | |  | **PO1** | | **PO2** | **PO3** | | **PO4** | **PO5** | | **PO6** | **PO7** | | **PO8** | **PO9** | | **PO10** | | **LO1** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO2** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO3** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO4** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO5** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO6** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO7** | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | 5 | | 5 | | **LO: Learning Outputs PO: Program Outputs** | | | | | | | | | | | | | | | | | **Contribution**  **level** | | **1 Very Low** | | | **2 Low** | | | **3 Medium** | | | **4 High** | | | **5 Very High** | |   Relation of Program Outcomes and Related Course   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | | **Workplace Training and Practices** | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | |