

ADMINISTRATIVE SCIENCE

1	Course Title:	ADMINISTRATIVE SCIENCE
2	Course Code:	KAM1203
3	Type of Course:	Compulsory
4	Level of Course:	First Cycle
5	Year of Study:	1
6	Semester:	1
7	ECTS Credits Allocated:	5.00
8	Theoretical (hour/week):	3.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Prof. Dr. BEKIR PARLAK
15	Course Lecturers:	Prof. Dr. Mehmet Zahid Sobacı
16	Contact information of the Course Coordinator:	E-posta: bepar@uludag.edu.tr Tel: 0224 2941116 Uludağ Üniversitesi İktisadi İdari Bilimler Fakültesi Siyaset Bilimi ve Kamu Yönetimi Bölümü Görükle, 16059 Nilüfer / BURSA
17	Website:	
18	Objective of the Course:	The course mainly aims to describe the notion of administration and its historical development in the world. Within this general framework, basic concepts in the field of administration and the relation between public administration and the science of administration will be examined. In this way, the content and scope of the science of administration will be presented. This will include the discussion of basic concepts about the notion of organization and organizational structures, an evaluation of the role of institutions within the society and their prominent features as well as an investigation of the changes taking place in public administration systems of different countries in the world and the contemporary approaches in the field of public administration like the new public management perspective.
19	Contribution of the Course to Professional Development:	Students learn the historical development of administrative science and basic concepts about administration.
20	Learning Outcomes:	
	1	To learn the basic concepts about the phenomena of administration as well as the essential features and principles of administration.
	2	To grasp the historical development of administrative science in the world and to evaluate its scope and content.
	3	To be able to evaluate the relation between public administration and the administrative science.
	4	To become familiar with organizational structures, their role and function in the society as well as to have a basic level of knowledge on organizational theory.
	5	To have detailed knowledge on the main functions of administration.

		6	To learn about the latest developments in the field of administrative sciences, the changes taking place in administrative practices as a result of the new public management perspective and to be able to evaluate Turkish public administration system within this perspective.		
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21	Course Content:				
	Course Content:				
Week	Theoretical		Practice		
1	A general introduction to administrative sciences and the main concepts and notions in the field: a) The essence of administrative sciences b) The difference between administrative sciences and public administration				
2	The content, scope and the aim of administrative sciences and other disciplines that deal with administration: a) Business administration b) Military administration c) Sports and education administrations				
Activities			Number	Duration (hour)	Total Work Load (hour)
Theoretical	a) In Europe b) In U.S.A.		14	3.00	42.00
Practicals/Labs			0	0.00	0.00
Self study and preparation	The concept of organisation and the distinction between organisation and		14	4.00	56.00
Homeworks			0	0.00	0.00
Projects	a) Types of organisations b) The role and function of organisations in		0	0.00	0.00
Field Studies			0	0.00	0.00
Midterm exams	c) Organisations and the Environment		1	20.00	20.00
Others			0	0.00	0.00
Final Exams	a) The main elements of organisational		1	32.00	32.00
Total Work Load					170.00
Total work load on organisations					5.00
ECTS Credit of the Course					5.00
	concepts. a) The organization and the upper-lower system b) Organisations as flow systems c) Other concepts related with organisations				
7	Theories on organisations: a) Classical theories on organisations b) Neo-classical theories on organisations c) Modern administrative theories MIDTERM EXAM				
8	Total quality management (TQM) and the organisation: a) The emergence and the development of TQM b) The TQM approach c) The critiques directed to the TQM				

9	An introduction to administrative functions: a) Planning b) Organisation c) Planning and strategy and logistics in organisation	
10	Other administrative functions: a) Coordination b) Motivation c) Coordination and motivation in Turkish public administration	
11	The interaction between administration and control: a) Control b) Coordination c) The process of coordination and control	
12	The humanly face of administration: a) Humanly techniques used in planning b) Humanly techniques used in organisations and necessities c) The human dimensions of planning and organization	
13	The control techniques and their human element: a) The scope of control b) Control techniques c) The relation between different types of control and humans	
14	General evaluation and conclusion: a) Novelties that the concept of administration has brought to our life b) Recent developments in the field of administration c) Participation to administration process	
22	Textbooks, References and/or Other Materials:	A-Textbook: Bekir Parlak, Yönetim Bilimi ve Çağdaş Yönetim Teknikleri, Beta Yayınları.
23	Assesment	
TERM LEARNING ACTIVITIES		NUMBER
Midterm Exam		1
Quiz		0
Home work-project		0
Final Exam		1
Total		2
Contribution of Term (Year) Learning Activities to Success Grade		40.00
Contribution of Final Exam to Success Grade		60.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		Measurement technique within the course includes two examinations: midterm and final exams. Measurement and evaluation are done by multiple choice test questions.
24	ECTS / WORK LOAD TABLE	

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	5	5	5	5	2	3	2	3	3	4	0	0	0	0	0	0
ÖK2	5	5	5	5	3	2	2	3	3	4	0	0	0	0	0	0
ÖK3	5	5	5	5	3	2	2	2	3	3	0	0	0	0	0	0
ÖK4	5	5	5	5	3	1	2	2	3	3	0	0	0	0	0	0
ÖK5	5	5	5	5	3	2	2	2	3	4	0	0	0	0	0	0
ÖK6	5	5	5	5	2	2	2	2	3	4	0	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low		2 low			3 Medium			4 High			5 Very High				