

ADMINISTRATIVE SCIENCE

1	Course Title:	ADMINISTRATIVE SCIENCE
2	Course Code:	IYZ1102
3	Type of Course:	Compulsory
4	Level of Course:	First Cycle
5	Year of Study:	1
6	Semester:	2
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:	Doç. Dr. FATİH GÜRSES
15	Course Lecturers:	Dr. Öğr. Üyesi Fatih GÜRSES
16	Contact information of the Course Coordinator:	Dr. Öğr. Üyesi Fatih GÜRSES İnegöl İşletme Fakültesi, Yönetim Bilişim Sistemleri fatihgurses@uludag.edu.tr (0224) 294 26 95
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:	With this course, the student gets to know the concepts of management and organization in depth, gains the ability to analyze and manage their own organization correctly in business life.
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 administration in the world and to evaluate its scope and content. ;
	3	To be able to evaluate the relation between public administration and the science of administration.;
	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				
3	The historical development of administrative sciences				
Activities			Number	Duration (hour)	Total Work Load (hour)
Theoretical administration: a) Types of organisations b) The role and function of organisations in the field			14	3.00	42.00
Practicals/Labs			0	0.00	0.00
Self study Thesis preparation			14	1.00	14.00
Homeworks			0	0.00	0.00
Projects organisational structures c) Groups in organisations			0	0.00	0.00
Field Studies			0	0.00	0.00
Midterm exams Sub-structures in organisations and other concepts: a) The organization and the upper-level concepts b) The organization and the lower-level concepts c) Other concepts related with organisations			1	45.00	45.00
Others			0	0.00	0.00
Final Exams			1	45.00	45.00
Total Work Load					191.00
Total work load/ 30 hr					4.87
ECTS Credit of the Course					5.00
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:	1) Efil, İsmail, İşletmelerde Yönetim ve Organizasyon, Dora Yayınları, 2015 2) Besler, Senem; Oktal, Özlem; Ağlargoç, Ozan; Baraz, Barış; Şakar, Nurhan; Benligiray, Serap , Yönetim Bilimi I, Anadolu Üniversitesi, 2012
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23	Assesment
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TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	40.00
Quiz	0	0.00
Home work-project	0	0.00
Final Exam	1	60.00
Total	2	100.00
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		Relative Evaluation

24	ECTS / WORK LOAD TABLE
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25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS
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	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	3	2	4	5	4	4	5	4	5	5	4	0	0	0	0	0
ÖK2	5	5	5	5	4	4	5	4	5	5	5	0	0	0	0	0
ÖK3	5	5	4	4	5	4	5	4	4	5	4	0	0	0	0	0
ÖK4	4	5	5	4	4	4	4	4	5	4	4	0	0	0	0	0
ÖK5	5	5	4	4	4	5	4	4	4	5	4	0	0	0	0	0
ÖK6	5	4	4	4	4	4	4	4	4	4	4	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
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