

PUBLIC ADMINISTRATION

1	Course Title:	PUBLIC ADMINISTRATION
2	Course Code:	YRLZ108
3	Type of Course:	Compulsory
4	Level of Course:	Short 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:	Öğr. Gör. AHMET YILMAZ AKBULUT
15	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları
16	Contact information of the Course Coordinator:	Öğr.Gör. AHMET YILMAZ AKBULUT Bursa Uludağ Üniversitesi Sosyal Bilimler Meslek Yüksek Okulu Ali Osman Sönmez Kampusu Yeni Yalova Yolu Osmangazi / BURSA Tel: 0224 26155 40 – 41 Mail: yilmazakbulut@uludag.edu.tr
17	Website:	
18	Objective of the Course:	In order to realize an education that can comprehend the evaluations about Public Administration at the theoretical level; It is aimed to introduce the basic concepts and definitions, to introduce the Public Administration, to transfer the state structure and the functioning of this structure to the student, to develop the ability to analyze the administrative units and the relations between them.
19	Contribution of the Course to Professional Development:	To gain the ability to apply the theoretical knowledge learned in the courses in public institutions and enterprises suitable for the student's program.
20	Learning Outcomes:	
	1	To be able to define the purpose, characteristics, functions and organization of public administration.
	2	To be able to explain the development, characteristics and organization of the Turkish administration system and Turkish public administration.
	3	To define bureaucratic problems in Turkey and to propose solutions .;
	4	To be able to apply new organizational theories and contemporary managerial approaches.
	5	To analyze the struggle between bureaucrats and politicians and their sources of power.
	6	Determining and implementing public policies suitable for priority needs and resources;
	7	To sample and apply a good management system for the execution of managerial functions.

		8	Understanding the units within the public administration organization, comparing them with their advantages and disadvantages.		
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21	Course Content:				
	Course Content:				
Week	Theoretical		Practice		
1	DEFINITION OF PUBLIC ADMINISTRATION B-BASIC ASPECTS OF PUBLIC ADMINISTRATION 1-Functional (Functional) Aspect 2-Structural Aspect C-PURPOSE OF PUBLIC ADMINISTRATION				
2	D-CHARACTERISTICS OF PUBLIC ADMINISTRATION QUALITY OF E-PUBLIC MANAGEMENT 1-State 2-Duties of the State				
3	F-PUBLIC ADMINISTRATION SCIENTIFIC DEVELOPMENT 1-The first works that provide information on the Board of the works advises how to do business the two-State administrators DEVELOPMENT IN TURKEY G-PUBLIC ADMINISTRATION LIP PUBLIC				
Activites			Number	Duration (hour)	Total Work Load (hour)
Theoretical	ADMINISTRATION BETWEEN THE GOVERNMENT IR FEATURES OF PUBLIC		14	3.00	42.00
Practicals/Labs			0	0.00	0.00
Self study and preparation	MANAGEMENT FEATURES TURKEY 2-1 Sensitivity Significance Objective 4		14	2.00	28.00
Homeworks			0	0.00	0.00
Projects	Multi Element Element 6 Decision Making		0	0.00	0.00
4	STRUCTURE AND ORGANIZATION OF		0	0.00	0.00
Field Studies			0	0.00	0.00
Midterm Exams	MANAGEMENT 1-Management from the Political Center 2-Characteristics of Central		1	40.00	40.00
Others			0	0.00	0.00
Final Exams	Management 4-Disadvantages of Central Management 5-Organization Types of Central		1	40.00	40.00
Total Work Load					150.00
Total work load/30 hr					5.00
ECTS Credit of the Course					5.00
	Authorization width				
5	C-DECENTRAL MANAGEMENT 1-Political Decentralization 2-Administrative Decentralization 3-Reasons for Less Importance to Decentralization 4-Reasons for Giving More Importance to Decentralization 5 -Decentralization (Decentralization) Thought D-SERVICE FOUNDATION MANAGEMENT ORGANIZATIONS 1- Universities 2 - SEEs 3- TRT 4- RTÜK 5- Other (SSK. Etc ...) 6- Professional Organizations				

6	ORGANIZATION A-ORGANIZATION B- EXAMPLES OF ORGANIZATION 1-State Administration According to the Constitution 2 -Principles of Separation of Powers 3- Organization of the Ministry C- ORGANIZATION METHODS D- ORGANIZATION TYPES 1-Hierarchical Organization 2-Functional Type 3- Hierarchical and Staff Composition 4 CHARACTERISTICS OF TODAY'S ORGANIZATION F-PRINCIPLES OF A GOOD ORGANIZATION (PRINCIPLES) G- TYPES OF FOUNDATIONS 1-General Staff 2-Technical Staff 3-Assistant Staff	
7	PARTITION A-CENTRAL GOVERNMENT (GENERAL ADMINISTRATION) B-CENTRAL ADMINISTRATION CAPITAL ORGANIZATION 1-President 2-Council of Ministers 3-Prime Minister 4-Ministries and Ministries C-AUXILIARY ORGANIZATIONS AT THE CENTER 1-National Security Council 2- State Planning Organization 3- Undersecretariat of State 4 - Court of Accounts	
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9	BUREAUCRACY A-BUREAUCRACY According to B-MAX WEBER BUREAUCRACY C-BUREAUCRACY HAS TWO SIDES 1-Structural Aspect 2-Functional Aspect D-OFFICE CHARACTERISTICS E- MAX WEBER BUREAUCRACY Bureau 2	
10	F-Ottoman, serving bureaucrats one-loop Class 2-Mülkiye Class 3-seyfe Class 4-pen Class G-BUREAUCRACY and political institutions H-bureaucracy POWER I-political institutions POWER SUPPLY J-bureaucracy problems in Turkey 1-bureaucracy Organizational Problems 2-Operational Problems of Bureaucracy K-SUMMARY PROBLEM OF THE TURKISH PUBLIC OFFICE	
11	POLITICS A-POLITICS FROM OUTSIDE B- ADMINISTRATIVE POLITICS C- FUNCTIONAL POLITICS D-ASSIGNMENT OF STATE POLICY E-PUBLIC POLICY F- BUILDING POLITICS	
12	PLANNING A-PLANNING B-PLANNING STAGES C-SEGMENTATION FACTORS D- PLANNING TYPES E-OBJECTIVES OF DIVISION COORDINATION A-AUTHORITY TYPES B-CREATION OF POLITICS	
13	COMMUNICATION A-CHARACTERISTICS OF COMMUNICATION B-COMMUNICATION DIRECTIONS 1-Upward Communication 2- Top-Down Communication 3-Outward Communication C-COMMUNICATION TYPES 1-Formal Communication 2-Informal Communication 3-Reasons Preventing Effective Communication	

14	SUPERVISION A-EXTERNAL SUPERVISION B-INSIDE INSPECTION C-EFFECTIVE AUDIT FEATURES D-AUDIT ENVIRONMENT LEADERSHIP A-LEADERSHIP METHODS B-ELEMENTS OF LEADERSHIP C-LEADERSHIP TYPES D-X AND Y Theory	
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22	Textbooks, References and/or Other Materials:	1- Bilal Eryılmaz (2010), Public Administration, Instructor Publishing, Ankara. 2- Bekir Parlak (2008), Public Administration in Theory and Practice, Alfa Aktüel Publishing, Bursa. Suggested Resources: Public Administration Books and related periodicals
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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	In order to evaluate students' success in the course, a letter grade is obtained by making 1 midterm exam affecting 40% of the success grade and 1 final exam affecting 60% of the success grade.	

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	5	3	3	3	3	3	3	1	1	1	1	3	0	0	0	0
ÖK2	3	2	3	2	2	2	2	2	1	1	1	2	0	0	0	0
ÖK3	5	4	5	1	5	2	2	3	3	1	1	2	0	0	0	0
ÖK4	5	5	5	4	5	1	3	3	1	1	1	1	0	0	0	0
ÖK5	5	2	4	1	3	3	2	1	1	1	2	1	0	0	0	0
ÖK6	5	5	5	4	5	1	2	1	4	3	2	1	0	0	0	0
ÖK7	5	5	5	4	5	1	3	2	3	1	1	1	0	0	0	0
ÖK8	4	4	4	4	5	1	2	2	1	1	1	4	0	0	0	0

LO: Learning Objectives PQ: Program Qualifications																
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Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High
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