

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:	-
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr.Gör. AHMET YILMAZ AKBULUT
15	Course Lecturers:	Öğr. Gör. A. Yılmaz AKBULUT
16	Contact information of the Course Coordinator:	Öğr. Gör. A. Yılmaz AKBULUT 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:	Reviews the theoretical level for the management of public instruction to perform a grasp of basic concepts, definitions take the issue to introduce Public Administration, Public Administration has its operations in the state structure and functioning of this structure by transferring students, administrative units and aims to develop the ability to analyze the relationships between them.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	The purpose of public administration, features, functions and define the organization.
	2	Turkey and the Turkish public administration, development management system, to explain the characteristics and organization.
	3	Defining the bureaucratic problems in Turkey and to propose solutions.
	4	Contemporary management theories and approaches to implement the new organization.
	5	And power resources to analyze the struggle between the bureaucrats and politicians.
	6	Priority needs and resources, and easily applied to determine the appropriate public policies.
	7	Sampling for the exercise of administrative functions and to implement a good management system.
	8	Concept of public management organization within the units, compare the advantages and disadvantages them.
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21	Course Content:	

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Week	Theoretical	Practice		
1	MANAGEMENT A- MANAGEMENT B- MANAGEMENT CONSIDERATIONS C- MANAGEMENT Features D- COMMON ELEMENTS TO BE managerial activity E- AREA of Management Science			
2	PUBLIC ADMINISTRATION A-DEFINITIONS B- THERE ARE TWO BASIC ASPECTS OF PUBLIC MANAGEMENT 1-Functional (functional) Direction 2- Structural Aspects C- PURPOSE OF PUBLIC MANAGEMENT D- PUBLIC MANAGEMENT FEATURES E- THE NATURE OF PUBLIC ADMINISTRATION 1-State 2-State Duties			
3	F- SCIENTIFIC DEVELOPMENT OF PUBLIC MANAGEMENT 1- Management is the first works in the field of information 2- Advises managers to do with how the business works in the State G- PUBLIC MANAGEMENT DEVELOPMENT IN TURKEY			
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical	PUBLIC MANAGEMENT CHARACTERISTICS	14	3.00	42.00
Practicals/Labs		0	0.00	0.00
Self study and preparation	MODERN MANAGEMENT FEATURES	14	6.00	84.00
Homeworks		0	0.00	0.00
Projects	3- Purpose Certainty	0	0.00	0.00
Field Studies		0	0.00	0.00
Midterm exams	5- Local space of the element 6- Decision-Making	1	1.00	1.00
Others		2	15.00	30.00
Final Exams	PUBLIC MANAGEMENT A-Central Government	1	1.00	1.00
Total Work Load				159.00
Total work load / 30 hr				5.27
ECTS Credit of the Course				5.00
	5- Forms of organization of Central Government Agencies 6- Internal Structure of Institutions B- DECONCENTRATIO 1- Functional deconcentration 2- Geographic deconcentration			

5	<p>C- DISPLACEMENT OF DIRECTORS</p> <p>1-Political Decentralization</p> <p>2-Administrative Decentralization</p> <p>The reason less emphasis on decentralization</p> <p>4-Displacement Reasons More Emphasis in Management</p> <p>5-decentralization (Decentralization Yönetimleştirme) Thought</p> <p>D- Local administrative organizations</p> <p>SERVICE</p> <p>1 - Universities</p> <p>2 - SEE</p> <p>3 - TRT</p> <p>4 - RTÜK</p> <p>5 - Other (SSK. etc ...)</p> <p>6 - Professional Organizations</p>	
6	<p>ORGANIZATION</p> <p>A- ORGANIZATION</p> <p>B- EXAMPLES organization</p> <p>1- According to the Constitution, the State Administration</p> <p>2- Principles of Separation of Powers</p> <p>3- Ministry Organization</p> <p>C- ORGANIZATION METHODS</p> <p>D- ORGANIZATIONAL FORMS</p> <p>1- Hierarchical Organization</p> <p>2- Functional Type</p> <p>3- Hierarchical and Staff Exhibition</p> <p>4- The Committee</p> <p>E- TODAY'S FEATURES Organization</p> <p>F- PRINCIPLES OF A GOOD Organization (PRINCIPLES)</p> <p>G- TYPES STAFFS</p> <p>1- General Staff</p> <p>2- Technical staffs</p> <p>3- Supporting Staff</p>	
7	<p>PARTITIONING</p> <p>A-CENTRAL GOVERNMENT (GENERAL MANAGEMENT)</p> <p>B-CENTER CAPITAL MANAGEMENT ORGANIZATION</p> <p>1- The President</p> <p>2- The Council of Ministers</p> <p>3- Prime Minister</p> <p>4- Ministers and Ministries</p> <p>C-CENTER AUXILIARY ORGANIZATIONS</p> <p>1- National Security Council</p> <p>2- The State Planning Organization</p> <p>3- The Council of State</p> <p>4- Court of Auditors</p>	
8	Repeating courses and midterm exam	
9	<p>A- BUREAUCRACY</p> <p>B- According to Max Weber BUREAUCRACY</p> <p>C- There are two aspects of the bureaucracy</p> <p>1- Structural Aspects</p> <p>2- Functional Aspects</p> <p>D- FEATURES bureaucracy</p> <p>E- MAX WEBER bureaucracy divides</p> <p>1-Patrimonial bureaucracy</p> <p>2-Rational Bureaucracy</p>	

10	<p>F- WORKING IN OTTOMAN BUREAUCRATS</p> <p>1 - Ruling Class Class</p> <p>2 - The Civil Service Class</p> <p>3 - Seyfiye Class</p> <p>4 - My pen Class</p> <p>G- BUREAUCRACY AND POLITICAL INSTITUTIONS</p> <p>H- BUREAUCRACY POWER SUPPLIES</p> <p>I- POLITICAL INSTITUTIONS POWER SUPPLIES</p> <p>J- TURKEY problems with bureaucracy</p> <p>1 - Organizational Problems of Bureaucracy</p> <p>2 - Operational Problems of Bureaucracy</p> <p>K- TURKISH QUESTION IN SUMMARY</p> <p>PUBLIC BUREAUCRACIES</p>	
11	<p>POLITICS</p> <p>A- OUTSIDE POLITICS</p> <p>B- ADMINISTRATIVE POLITICS</p> <p>C- FUNCTIONAL POLITICS</p> <p>D- METHOD OF DETERMINING THE STATE Politics</p> <p>E- GOVERNMENT POLICY</p> <p>F- POLICY MAKING</p>	
12	<p>PLANNING</p> <p>A- PLANNING</p> <p>B- PLANNING STAGES</p> <p>C- PARTITIONING FACTORS</p> <p>D- TYPES OF PLANNING</p> <p>E- OBJECTIVES Partitioning</p> <p>COORDINATION</p> <p>A- TYPES OF AUTHORITY</p> <p>B- POLICY MAKING</p>	
13	<p>COMMUNICATION</p> <p>A- COMMUNICATION FEATURES</p> <p>B- COMMUNICATION ASPECTS</p> <p>1- Top Right Communications</p> <p>2- Top-down communication</p> <p>3- Contact outwards</p> <p>C- COMMUNICATION TYPES</p> <p>1- Formal (official) Communication</p> <p>2- Informal (informal) Communication</p> <p>3 - Causes of Barriers to Effective Communication</p>	
14	<p>AUDIT</p> <p>A- OUTSIDE THE ADMINISTRATION FOR MONITORING</p> <p>B- CONTENT CONTROL</p> <p>C- EFFECTIVE CONTROL FEATURES</p> <p>D- CONTROL AROUND LEADERSHIP</p> <p>A- METHODS OF LEADERSHIP</p> <p>B- ELEMENTS OF LEADERSHIP</p> <p>C- TYPES OF LEADERSHIP</p> <p>D- THEORIES X AND Y</p> <p>1 - X Theory</p> <p>2 - Y Theory</p>	
22	<p>Textbooks, References and/or Other Materials:</p>	<p>1- Bilal Eryılmaz (2010), Kamu Yönetimi, Okutman Yayıncılık, Ankara.</p> <p>2- Bekir Parlak (2008), Kuram ve Uygulamada Kamu Yönetimi, Alfa Aktüel Yayıncılık, Bursa.</p> <p>Other Sources</p> <p>Articles and Books Related to Public Administration</p>
23	Assesment	

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			
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	3	3	3	3	3	3	0	0	0	0	3	0	0	0	0
ÖK2	3	2	3	2	2	2	2	2	0	0	0	3	0	0	0	0
ÖK3	5	4	5	0	5	2	2	3	3	0	0	2	0	0	0	0
ÖK4	5	5	5	4	5	0	3	3	0	0	0	1	0	0	0	0
ÖK5	5	2	5	0	3	3	2	1	0	1	2	0	0	0	0	0
ÖK6	5	5	5	4	5	1	2	0	4	3	2	0	0	0	0	0
ÖK7	5	5	5	4	5	1	3	2	3	1	1	0	0	0	0	0
ÖK8	4	4	4	4	5	0	2	2	0	0	0	4	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low		2 low		3 Medium		4 High		5 Very High							