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| **COURSE DESCRIPTION FORM** | | |
| **Course Code and Name** | **SYB 102 ADMINISTRATION STRUCTURE OF TURKEY** | |
| **Course Semester** | 2nd Semester | |
| **Catalog Content** | Management concepts, management systems, definition of goverments and parts, central and civic management concepts and central and civic management units, political and managerial organization of Turkey, legislation, management and judgement, and civic  public service units of Turkey. | |
| **Textbook** | A. Şeref Gözübüyük: Türkiye’nin Yönetim Yapısı | |
| **Supplementary Textbooks** | -Burhan Aykaç, Şenol Durgun, Hüseyin Yayman: Türkiye’de Kamu Yönetimi  -Murat Kalfa: Türkiye’nin Yönetim Yapısı Ders Notları  -Zafer Çimen: Türkiye’nin Yönetim Yapısı Ders Notları | |
| **Credit** | 6 | |
| **Prerequisites of the Course**  **( Attendance Requirements)** | Attendance Required | |
| **Type of the Course** | Compulsory | |
| **Instruction Language** | Turkish | |
| **Course Objectives** | The aim of this course is to understand the management structure and organization of Turkey, and to make comparison between today’s modern management styles and Turkish management style | |
| **Course Learning Outcomes** | Understanding the constitutional and other principles of managerial structure in Turkey and conceive the interaction between public institutions and difference between central and civic institutions. | |
| **Instruction Methods** | Formal learning | |
| **Weekly Schedule** | 1 | Structural and operational management |
| 2 | Management systems and managerial organizations |
| 3 | Characteristics of Turkish public administration |
| 4 | Constitutional principles on Turkish public administration |
| 5 | The organizational structure of Turkish Public Administration |
| 6 | Management tasks |
| 7 | Mid-term Exam |
| 8 | Principles in central and local administration |
| 9 | Central organization of general organization |
| 10 | President, Ministers, the council of ministers |
| 11 | Provincial organization of general administration |
| 12 | Local authorities |
| 13 | Civic public services in provinces, municipalities |
| 14 | Autonomy services in provinces |
| 15 | Evaluation |
| **Teaching and Learning Methods** | Weekly theoretical course hours  Weekly applied course hours  Reading Activities  Internet browsing, library work  Designing and implementing materials  Report preparing  Preparing a Presentation  Presentations  Preparation of Midterm and Midterm Exam  Final Exam and Preparation for Final Exam | |
| **Assessment Criteria** | |  |  |  | | --- | --- | --- | |  | **Numbers** | **Total Contribution (%)** | | Midterm Exams | 1 | 50 | | Assignment |  |  | | Application |  |  | | Projects |  |  | | Practice |  |  | | Quiz |  |  | | Percent of In-term Studies (%) | 1 | 50 | | Percentage of Final Exam to Total Score (%) | 1 | 50 | | Attendance |  |  | | |
| **Workload** | |  |  |  |  | | --- | --- | --- | --- | | **Activity** | **Total Number of Weeks** | **Duration (weekly hour)** | **Total Period Work Load** | | Weekly Theoretical Course Hours | 14 | 3 | 42 | | Weekly Tutorial Hours |  |  |  | | Reading Tasks | 14 | 4 | 56 | | Studies | 8 | 2 | 16 | | Material Design and Implementation |  |  |  | | Report Preparing |  |  |  | | Preparing a Presentation |  |  |  | | Presentations |  |  |  | | Midterm Exam and Preparation for Midterm Exam | 4 | 4 | 16 | | Final Exam and Preparation for Final Exam | 4 | 4 | 16 | | Other ( should be emphasized) |  |  |  | | Total Workload |  |  | 146 | | Total Workload / 25 |  |  | 5,84 | | Course Credit (ECTS) |  |  | 6 | | |
| **Contribution Level Between Course Learning Outcomes and Program Outcomes** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | No | Program Outcomes | 1 | 2 | 3 | 4 | 5 | | 1 | CO 1 |  |  |  | X |  | | 2 | CO 2 |  |  | X |  |  | | 3 | CO 3 |  | X |  |  |  | | 4 | CO 4 |  |  |  |  | X | | 5 | CO 5 |  |  | X |  |  | | 6 | CO 6 | X |  |  |  |  | | 7 | CO 7 | X |  |  |  |  | | 8 | CO 8 | X |  |  |  |  | | 9 | CO 9 | X |  |  |  |  | | 10 | CO 10 | X |  |  |  |  | | 11 | CO 11 | X |  |  |  |  | | 12 | CO 12 | X |  |  |  |  | | 13 | CO 13 |  |  | X |  |  | | 14 | CO 14 | X |  |  |  |  | | 15 | CO 15 | X |  |  |  |  | | 16 | CO 16 |  | X |  |  |  | | 17 | CO17 |  |  | X |  |  | | 18 | CO18 |  | X |  |  |  | | 19 | CO19 | X |  |  |  |  | | 20 | CO20 |  | X |  |  |  | | 21 | CO 21 |  |  | X |  |  | | 22 | CO 22 | X |  |  |  |  | | |
| **The Course’s Lecturer(s) and Contact Informations** | Dr. Murat KALFA mkalfa@gaziedu.tr | |