AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Public Administration						
Course Code	TAK208		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	80 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	To teach students general characteristics of public administration and their principles and give basic knowledge about administrative working principles.						
Course Content	General knowledge of topics underneith will be given: • General characteristics of public administration • İmportant principles of public administration • Turkey's administrative construction						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Demonstration, Discussion, Case Study, Individual Study					
Name of Lecturer(s)							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	ÖKTEM, Kemal (2011) "Kamu Yönetimi" İmaj Yayıncılık

Week	Weekly Detailed Course Contents	
1	Theoretical	General characteristics of public relations
2	Theoretical	General characteristics of public relations
3	Theoretical	İmportant principles of public relations: Centralized Management, Local Management
4	Theoretical	The administrative construction of Turkey: General knowledge about centralized Management
5	Theoretical	President: duties and power; General Secretariat of the Presidency
6	Theoretical	Council of ministers: Duties and Power
7	Theoretical	Presidency
8	Intermediate Exam	Midterm exam
9	Theoretical	Presidency: Duties and Power
10	Theoretical	Helping organizations in the center and their features
11	Theoretical	The organization of provincial centralized Management: County, city,district
12	Theoretical	Decentralized Management organizations in Turkey
13	Theoretical	Service place of Board of directors
14	Theoretical	Regulative and Supervisory organizations
15	Theoretical	Reform movements in public relations

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	2	56
Midterm Examination	1	7	1	8
Final Examination	1	15	1	16
			Total Workload (Hours)	80
			[Total Workload (Hours) / 25*] = **ECTS**	3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	To be able to analyse general characteristics of public administration

2	to be able to comprehend the important principles.
3	To have knowledge about government management.
4	understanding the functioning of Public Administration
5	To have knowledge about management science.

Programme Outcomes *(Agricultural Management)*

1	To be able to use basic knowledge about agricultural, the struggle to preserve and marketing
2	To be able to use theoretical and practical knowledge gained in the basic fields of farm management
3	To be able to take duties and responsibilities at all levels of the agricultural business management
4	To be able to comprehend economic problems of agriculture, have the abilities of data collection, analysis, interpretation and project based solution production
5	Ability to predict and interpret the potential effects of national and international economical and political developments on Turkish agricultural sector
6	Having necessary skills for management and planning of agricultural and rural development projects
7	To be able to collaborate with stakeholders at producer and institutional levels to improve communication and education
8	To be able to use computer programs and technology to an adequate level required by business practices
9	To be able to comprehend knowledge of law that is necessary for farm management field and to be able to use this information
10	To be able to apply professional, moral values and sense of social responsibility
11	To be able to work independently in the major by communicating effectively through expressing ideas orally and written.

Contribution of Learning Outcomes to Programme Outcomes *1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High*

	L1	L2	L3	L4	L5
P1	2	5	1	2	2
P2	3	3	1	1	2
P3	3	3	1	3	2
P4	2	3	1	1	1
P5	2	4	2	5	1
P6	2	4	1	2	1
P7	1	4	2	3	1
P8	2	4	1	1	1
P9	2	4	1	5	1
P10	2	4	2	3	4
P11	2	4	1	1	4