



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Officer Law							
Course Code		TAK228		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	81 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The concepts related to civil service are to gain students.							
Course Content		Civil service, civil servant concept and related obligations are gained.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Notes of Lecturer.
2	AOF textbooks.

Week	Weekly Detailed Course Contents	
1	Theoretical	Concept of Officer.
2	Theoretical	Basic Principles of Civil Service.
3	Theoretical	Civil Service Security.
4	Theoretical	Civil Service Entry and Appointment Procedures.
5	Theoretical	Rights of Civil Servants.
6	Theoretical	In-service training of civil servants.
7	Theoretical	Freedom of Civil Servants.
8	Intermediate Exam	Midterm Exams.
9	Theoretical	Duties and obligations of Civil Servants.
10	Theoretical	Prohibitions of Government Officials.
11	Theoretical	Employee salary regimes, promotion, displacement.
12	Theoretical	Officer disciplinary investigations, criminal prosecutions and dismissal.
13	Theoretical	Financial responsibility of civil servants.
14	Theoretical	The end of personal officer.

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Midterm Examination	1	8	1	9



Final Examination	1	15	1	16
Total Workload (Hours)				81
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Students learn general information about civil servants.
2	Interpretation and ability about civil servant concept and properties are gained.
3	to learn to civil servants and its property.
4	to learnt to civil servants conditiants.
5	to learn about civil servants ending.

Programme Outcomes (Public Relations and Publicity)

1	1. To have theoretical and practical competence on formation in communication field in general and in Public Relations and Advertising field in particular while learning the historical and transformative process about the field.
2	2. To have an ability to determine the contemporary problems about the field and to solve these problems by using the richness of the interdisciplinary property of the communication field.
3	3. To have a competence to carry the accumulation of the interdisciplinary knowlence to the Public Relations and Advertising field and in this context to solve the problems in the field.
4	4. To have a knowledge on ethical and legal rules about the field and to have an ability to apply these rules.
5	5. To widen the knowledge about the field by using the foreign language and to have an ability to communicate with international stake holders.
6	6. To be competence on computer softwares about the field and on the other communication technologies.
7	7. Graduates are qualified to prepare programmes/campaings and process on public relations, advertising and marketing for an organization.
8	8. Gradutaes are qualified to analyse the contents of the news, advertising, etc. and to prepare innovative and critical contents on the field.

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	2	3	2	3
P2	2	2	3	2	3
P3	2	2	3	2	3
P4	2	2	3	2	3
P5	2	2	3	2	3
P6	2	2	3	2	3
P7	2	2	3	2	3
P8	2	2	3	2	3

