



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Civil Servants							
Course Code		YY254		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	74 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Adopt Basic Concept About Public Person Management							
Course Content		Theme of personnel administration, aim and quality, Public Personnel Management historical evolution, Dominate principle of Contemporary public personnel management, System of Personel, Plan of manpower, entry in public service, In service training, Personnel (staff) is being evaluated and promoted, Status of Public officer, topics of motivation and conferment will be analyzed in this course. Otherwise, Problems of Public Personnel regime in Turkey and reconstruction will be examined							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)		Ins. Yıldırım TOPRAK							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Ders Notları
2	Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005.

Week	Weekly Detailed Course Contents	
1	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
2	Theoretical	Dominate principle of Contemporary public personnel management: merit, career, classification, egalitarianism, impartiality, assurance, an just and adequate fee
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
3	Theoretical	System of Personel (Career): cadre of personnel system-rank of personnel system
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
4	Theoretical	Plan of manpower, entry in public service, exam systems of central and institutional, politics of employment
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
5	Theoretical	Status of Public officer, As to 657 numbers of law, justice, duty and responsibility and aplied of ban of civil servant
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
6	Theoretical	Discipline punishment aplied on public officer and public officer is be tried, As to 3628 and 4483 numbers of laws, public officer is be tried.
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
7	Theoretical	In service training and leading people is brought up.
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
8	Theoretical	Personnel (staff) is being evaluated, system of register and methods of contemporary assesment, promotion.
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
9	Intermediate Exam	Midterm exam.
10	Theoretical	System of due (fee), motivation and conferment
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
11	Theoretical	The Problems of Public Personel Regime, effort of reform and exercises of norm cadre (staff)
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."
12	Theoretical	Approach of Human Research Management
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAİ Yayınları, Ankara, 2005."



13	Theoretical	Administrative Ethic I: Importance of ethic in public sector, ethics principle and standards, Public officers are need availability characteristic
	Preparation Work	Administrative Ethic II: Law of Ethic, declaration of property, informer and prevention, adjudication models of based on ethic, ethic education, committees of ethic.
14	Theoretical	Administrative Ethic II: Law of Ethic, declaration of property, informer and prevention, adjudication models of based on ethic, ethic education, committees of ethic.
	Preparation Work	"1. Lecture Notes 2. Aslan O. Ender, Kamu Personel Rejimi, TODAI Yayınları, Ankara, 2005."
15	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	14	1	15
Final Examination	1	16	1	17
Total Workload (Hours)				74
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Determines the relationship between private and public personnel management.
2	Comment the principles which is dominated on contemporary public personnel management.
3	Compare and criticize personnel systems.
4	Examines all aspects of the Turkish public personnel regime.
5	To be able to define the concepts of public servant, retirement system, organization of public personnel, management of public personnel system, its assessment, types of employment, legal framework, and career systems

Programme Outcomes (Local Authorities)

1	They can be informed in the field of management and follow up improvements in Turkey and the world in the field of local government.
2	They have qualification of solving problems in the local level with following economic and social events up.
3	They will have basic theoretical knowledge to comment with following Turkey's and The World's current political problems up.
4	They will gain the ability of research independently and presenting in the field of Local Government with have basic information about research methods.
5	They will understand the relevant legal texts, interpret, and set up the relationship problems
6	They will be informed about constitution, fundamental rights and freedom, civil service law, public law legislation and professional ethic.
7	They will use information technologies, documents management, archiving and reporting.

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	4	4	4	4	5
P2	4	4	4	3	4
P3	3	3	3	3	4
P4	2	3	2	3	4
P5	5	4	5	5	5
P6	4	4	4	4	3
P7	3	2	2	2	3

