



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Public Administration							
Course Code		HİT151		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	74 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Students are aimed to learn to understand the overall functioning structure of the state.							
Course Content		The management structure of the state and new developments, central and local administrative organizations, personnel and organization.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation)					
Name of Lecturer(s)		Ins. Mehmet DUYAR							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	ar Kamu Yönetimi - Düşünceler – Yapılar – Fonksiyonlar – Politikalar Tükenmek üzere Kamu Yönetimi - Düşünceler – Yapılar – Fonksiyonlar – Politikalar Sembol Kitap Evi- Prof.Dr. Bilal ERYILMAZ
2	Kamu Yönetimi Bekir Parlak-Beta Yayınevi

Week	Weekly Detailed Course Contents	
1	Theoretical	Public Management and Private Management Distinction
2	Theoretical	The Concept of the State and the Elements of the State
3	Theoretical	The concept of the bureaucratic organization of public administration in central and local levels and Applications
4	Theoretical	Public Interest and Approaches to Public Service
5	Theoretical	Public Assistant Position and Public Service
6	Theoretical	What is slogan,the brand and logo?, How to create?
7	Theoretical	Effects of globalization on Public Administration
8	Theoretical	New Techniques and New Developments in Public Administration with their Applicability
9	Theoretical	Concept of governance
10	Theoretical	Ethical Issues in Public Administration and Administrative Corruption
11	Theoretical	Civil Society and Public Sphere Interaction
12	Theoretical	New Public Management and New Public Management Movement
13	Theoretical	Modern Nation State and Public Administration in the Process of Globalization
14	Theoretical	Public Choice Concepts

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	5	2	0	10
Quiz	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				74
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	On the concept of “the Public”, to know and interpret that Public Administration is a management which the will of the people should be reflected
2	Knowing public administration and the historical development of the relations between the government and the public
3	Knowing and analyzing theories and practices developed in the field of management
4	To be able to explain the structure and functioning of public organizations
5	Explain the recent reforms in public administration.

Programme Outcomes (Foreign Trade)

1	To describe the basic concepts of economics, business law, labor and social security law, business, accounting and foreign trade.
2	To know the terms of delivery and payment in foreign trade; to regulate documents used in foreign trade transactions.
3	To understand Turkish foreign exchange regulations, to prepare documents used in these processes, and to make business correspondence.
4	To have a knowledge of Turkish customs legislation, and organize related documents
5	To know Turkish foreign trade legislation, main concepts regarding to logistics, international transporting rules and preparing necessary documents, performing e-trade transactions.
6	Making foreign trade transactions with computer and utilize from a foreign language in foreign trade transactions.
7	To be aware of Business Law, Job Security, environmental protection and quality concepts.
8	To understand and analyze the methods of financing foreign trade, and to know the foreign trade transactions in free zones.
9	To know the international marketing strategies, to recognize the risks of international trade, to analyze international monetary relations and capital markets.
10	To understand the importance of quality and standardization in foreign trade, and to know insurance operations and tax practices in foreign trade.
11	Accounting the transactions as to foreign trade and foreign exchange.
12	Ability to use the methods and techniques of career planning and discussing the effects of character traits on career preferences.

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

	L1	L3
P1	2	1

