



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Public Personnel Administration							
Course Code		İKY218		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		Students will gain competencies for public and private sector structures and relationships.							
Course Content		Information about public sector employees relationships and how they managed							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, 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	Lecturers Lesson Notes
2	AKGÜNER, T., Kamu Personel Yönetimi, Der Yayınları
3	KAYAR, N., Kamu Personel Yönetimi, Ekin Basım Yayın

Week	Weekly Detailed Course Contents	
1	Theoretical	Legislative, executive, judicial
2	Theoretical	Management structure and relationships
	Preparation Work	Examination of course materials
3	Theoretical	Human resources and bureaucracy
	Preparation Work	Examination of course materials
4	Theoretical	State-owned enterprises
	Preparation Work	Examination of course materials
5	Theoretical	Provincial and local governments
	Preparation Work	Examination of course materials
6	Theoretical	Effective management
	Preparation Work	Examination of course materials
7	Theoretical	Autonomous neutral institutions
	Preparation Work	Examination of course materials
8	Preparation Work	Preparation for midterm exam
	Intermediate Exam	Midterm
9	Theoretical	The top of the independent regulatory agencies
	Preparation Work	Examination of course materials
10	Theoretical	Institutions are managed together
	Preparation Work	Examination of course materials
11	Theoretical	Professional organizations of a public nature
	Preparation Work	Examination of course materials
12	Theoretical	Political parties, trade unions and confederations
	Preparation Work	Examination of course materials
13	Theoretical	Agencies, foundations, associations, economic, industrial and commercial institutions
	Preparation Work	Examination of course materials
14	Theoretical	Foundations, associations, economic, industrial and commercial institutions
	Preparation Work	Examination of course materials
15	Theoretical	An overview of the course



15	Preparation Work	Semester term preparation
16	Preparation Work	Semester term preparation
	Final Exam	Final Exam

**Workload Calculation**

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	3	42
Assignment	10	1	0	10
Midterm Examination	1	10	1	11
Final Examination	1	11	1	12
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

1	State-owned enterprises, the central government and provincial administration to examine the recognition and relationships
2	Autonomous, independent of the institutions of public administration, and partly to recognize and investigate the relationships
3	Political parties, trade unions, representation, foundations, associations, service agencies identify and investigate the relationships
4	To comprehend the management understanding of professional institutions as public institutions
5	To have knowledge about the features of effective management.

**Programme Outcomes (Human Resources and Management)**

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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

	L1	L2	L3
P1	5	5	5
P2	4	4	4
P6	4	4	4
P7	4	4	4

