



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Administration Science							
Course Code		KAY107		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	5	Workload	125 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to develop students' knowledge about administration.							
Course Content		The course teaches the schools of administration, history and techniques of administration, types of administrators, leadership.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Lec. Murat YILMAZ							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Kurthan Fişek, Yönetim, Kilit Yayınları, 2012
2	Cahit Emre, Yönetim Bilimi Yazıları, İmaj Yayıncılık, 2003
3	Koray Karasu, Kamu Yönetimi Disiplininin Kökenine İlişkin Bir Not, KAYFOR, 2004
4	Brian Fry, Jos Raadschelders, Max Weber'den Dwight Waldo'ya Kamu Yönetimi, Anı Yayınları, 1992
5	Ahmet Alpay Dikmen, Makine-İş-Kapitalizm ve İnsan, Pratika Yayınları, 2013
6	Turgay Ergun, Aykut Polatoğlu, Kamu Yönetimine Giriş, TODAİE Yayınları, 1992
7	Nuri Tortop vd., Yönetim Bilimi, Nobel Yayınevi, 2010

Week	Weekly Detailed Course Contents	
1	Theoretical	The Conceptualization, Meaning and History of Administration
2	Theoretical	The Evolution of Administrative Thought
3	Theoretical	Administrative Thinkers (Taylor, Fayol, Chester Bernard)
4	Theoretical	The Classical School of Management
5	Theoretical	The Modern School of Management
6	Theoretical	Management and Planning, Planning Types
7	Theoretical	Organization, Organizational Structure, Organization, Organizational Structure
8	Theoretical	Authority, Authority Types (Authorization of Staff, Functional Authority, Power Line)
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Similarities and Differences between Public and Private Administration
12	Theoretical	Public Bureaucracy, Basic Characteristics of Turkish Public Administration
13	Theoretical	Organization of Public Administration
14	Theoretical	The Definition and Features of Bureaucracy
15	Theoretical	Development of Bureaucracy, Bureaucracy and Political Institutions

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	0	3	39
Individual Work	13	0	2	26
Midterm Examination	1	27	1	28



Final Examination	1	31	1	32
Total Workload (Hours)				125
[Total Workload (Hours) / 25*] = ECTS				5
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	To be aware of the concept of administration and the elements of administration.
2	To be able to interpret the meaning of the scientific administration, theories of administrative thinkers and the development of Turkish Public Administration.
3	To comprehend the structure of bureaucratic organizations, new administration techniques, developments in administrative science.
4	To be aware of the concept of administration and the elements of administration.
5	To be able to interpret the meaning of the scientific administration, theories of administrative thinkers and the development of Turkish Public Administration.

Programme Outcomes (Public Administration)

1	To be able to comprehend the basics of Public Administration (politics and social sciences, management sciences, urbanization and the environment, public law).
2	To be able to sense the current problems in the field of Public Administration, to be able to gain the ability to propose solutions to access and make comments.
3	To be able to gain the hardware required for the public and private exam.
4	To be able to comprehend regional and national developments and to be able to set a relationship between these and global developments.
5	To be able to be aware of ethical behavior of social, professional and scientific principles.
6	To be able to comprehend basic and macro economy.
7	To be able to link political philosophy and political life.
8	To be able to have the ability of critical and analytical thinking, and the solution.
9	To be able to internalize democratic, legal and universal human values.
10	To be able to gain the basic professional information for the public and private organizations.
11	Recognizes the bureaucratic procedures and learns bureaucracy's utility, duties and responsibilities in state apparatus.
12	By learning state, society and social systems in a philosophical understanding, earns the ability to approach them in a multiplistic way.
13	Earns the skill to read and evaluate judicial texts.
14	Perceives ideologies and ideological thought and collects an understanding of their social aspects and bases.
15	Learns political history and political thought of the society, develops the skill to evaluate values of the society and renew personal environment.

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

	L1	L2	L3
P1	4	4	4
P2	5	5	5
P3	4	5	5
P4	5	5	5
P5	4	4	5
P7	5	4	4
P8	5	5	4
P9	5	4	4
P10	3	5	4
P11	3	4	5
P12	3	5	5
P13	4	3	3
P14	4		3
P15	4	4	3

