

## 1. Course Description

| COURSE DESCRIPTION FORM                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Course Code and Title                                                         | NTE210 PUBLIC PERSONNEL ADMINISTRATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Course Semester                                                               | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Catalog Description (Content) of the Course                                   | Principles and objectives of personnel management. Differences between public-private sectors' personnel management. Employment of a personal. The rights, responsibilities, obligations, classification, validation, motivation, discipline, judgment and public personal lay-offs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Main Textbook                                                                 | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Supporting Textbooks                                                          | Tortop, Nuri: Kamu Personel Yönetimi, Yargı Yayınları, Ankara, 1999 □ Canman, Doğan A.: Çağdaş Personel Yönetimi, TODAİE Yayını, Ankara, 1995. □ Aykaç, Burhan: İnsan Kaynakları Yönetimi, Nobel Yayın Dağıtım, Ankara, 1999. □ 657 sayılı Devlet Memurları Kanunu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Course Credit (ECTS)                                                          | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Prerequisites of the Course (Compulsory attendance should be indicated here.) | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Type of the Course                                                            | Elective                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Instruction Language of the Course                                            | English                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Object and Target of the Course                                               | Turkish public administration organization personal structure will be comprehend ,basic subjects will be learn about progress and promotion in class , proper and forms of entering public services forms of employment, importance of service training of superior manager will be comprehend                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Learning Outcomes of the Course                                               | Information about business life practices such as project management, risk management, and change management. Knowledge about contemporary issues and the global and societal effects of engineering practices on health, environment, and safety. Knowledge about awareness of the legal consequences of engineering solutions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Mode of Delivery                                                              | The mode of delivery of this course is Face to face                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Weekly Schedule of the Course                                                 | <ol style="list-style-type: none"> <li>1. Week Organization structure of Turkish public management</li> <li>2. Week Public personal system in turkey</li> <li>3. Week Basic concept of personal management</li> <li>4. Week Employment principles and exams</li> <li>5. Week Career system and classifying principle</li> <li>6. Week Progress and promotion in service</li> <li>7. Week Personal 's professional and service training ,training of top management</li> <li>8. Week Salary structure and salary system of public personal</li> <li>9. Week Midterm-exam</li> <li>10. Week The right of public personal</li> <li>11. Week Charged with of public personnel</li> <li>12. Week Evaluation of personal and register</li> <li>13. Week Discipline and discipline punishments</li> <li>14. Week Public personal's social confidence and retirement</li> </ol> |

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| <b>Educative Activities</b><br>(Credit will be determined based on the time given for these activities. Should be filled carefully.) | Theoretical Study Hours of Course Per Week<br>Searching in Internet and Library<br>Mid-Term and Studying for Mid-Term<br>Final and Studying for Final |                 |                  |                               |   |                                  |   |                                   |  |  |
| <b>Assessment Criteria</b>                                                                                                           |                                                                                                                                                       | <b>Quantity</b> |                  | <b>Total Contribution (%)</b> |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Midterm                                                                                                                                               | 2               |                  | 50                            |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Homework                                                                                                                                              | 1               |                  | 10                            |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Assignment                                                                                                                                            |                 |                  |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Projects                                                                                                                                              |                 |                  |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Practice                                                                                                                                              |                 |                  |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Quiz                                                                                                                                                  |                 |                  |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Contribution of In-term Studies to Overall Grade                                                                                                      |                 |                  | 60                            |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Contribution of Final Examination to Overall Grade                                                                                                    |                 |                  | 40                            |   |                                  |   |                                   |  |  |
|                                                                                                                                      | Attendance                                                                                                                                            |                 |                  |                               |   |                                  |   |                                   |  |  |
| <b>Workload of the Course</b>                                                                                                        | <b>Activity</b>                                                                                                                                       |                 |                  | <b>Total Week Count</b>       |   | <b>Weekly Duration (in hour)</b> |   | <b>Total Workload in Semester</b> |  |  |
|                                                                                                                                      | Theoretical Study Hours of Course Per Week                                                                                                            |                 |                  | 14                            |   | 3                                |   | 42                                |  |  |
|                                                                                                                                      | Practicing Hours of Course Per Week                                                                                                                   |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Reading                                                                                                                                               |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Searching in Internet and Library                                                                                                                     |                 |                  | 5                             |   | 5                                |   | 25                                |  |  |
|                                                                                                                                      | Designing and Applying Materials                                                                                                                      |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Preparing Reports                                                                                                                                     |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Preparing Presentation                                                                                                                                |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Presentation                                                                                                                                          |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Mid-Term and Studying for Mid-Term                                                                                                                    |                 |                  | 2                             |   | 10                               |   | 20                                |  |  |
|                                                                                                                                      | Final and Studying for Final                                                                                                                          |                 |                  | 1                             |   | 10                               |   | 10                                |  |  |
|                                                                                                                                      | Other                                                                                                                                                 |                 |                  |                               |   |                                  |   | 0                                 |  |  |
|                                                                                                                                      | Total work load                                                                                                                                       |                 |                  |                               |   |                                  |   | 87                                |  |  |
|                                                                                                                                      | Total work load/25                                                                                                                                    |                 |                  |                               |   |                                  |   | 3.48                              |  |  |
|                                                                                                                                      | ECTS of the course                                                                                                                                    |                 |                  |                               |   |                                  |   | 3                                 |  |  |
| <b>Course's Contribution To Program</b>                                                                                              |                                                                                                                                                       | Number          | Program Outcomes | 1                             | 2 | 3                                | 4 | 5                                 |  |  |
|                                                                                                                                      |                                                                                                                                                       | 1               | PO1              |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      |                                                                                                                                                       | 2               | PO2              |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      |                                                                                                                                                       | 3               | PO3              |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      |                                                                                                                                                       | 4               | PO4              |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      |                                                                                                                                                       | 5               | PO5              |                               |   |                                  |   |                                   |  |  |
|                                                                                                                                      |                                                                                                                                                       | 6               | PO6              |                               |   | X                                |   |                                   |  |  |

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|----------------------------------------------------|------------------------------------------------------|------|---|--|---|---|--|
|                                                    | 7                                                    | PO7  | X |  |   |   |  |
|                                                    | 8                                                    | PO8  |   |  | X |   |  |
|                                                    | 9                                                    | PO9  | X |  |   |   |  |
|                                                    | 10                                                   | PO10 | X |  |   |   |  |
|                                                    | 11                                                   | PO11 |   |  | X |   |  |
|                                                    | 12                                                   | PO12 |   |  | X |   |  |
|                                                    | 13                                                   | PO13 |   |  |   | X |  |
|                                                    | 14                                                   | PO14 |   |  | X |   |  |
|                                                    | 15                                                   | PO15 |   |  |   | X |  |
|                                                    | 16                                                   | PO16 |   |  |   | X |  |
|                                                    | 17                                                   | PO17 | X |  |   |   |  |
| <b>Name of Lecturer(s) and Contact Information</b> | 1. Yrd. Doç. Dr. Hikmet Kavruk<br>kavruk@gazi.edu.tr |      |   |  |   |   |  |