

1. Course Description

COURSE DESCRIPTION FORM	
Course Code and Title	NTE310Administration Science
Course Semester	3
Catalog Description (Content) of the Course	Comprehend organization and management forms of türkishpuplic administration vith basic charesteristic ‘slearning basic concepts of management
Main Textbook	Nuri Tortop, Eyüp G. İsbir ve Burhan Aykaç: Yönetim Bilimi, Yargı Yayınları, Ankara, 2001
Supporting Textbooks	Örnek, Acar: Kamu Yönetimi, Beta Yayın, İstanbul, 1998 Baransel Atilla: Çağdaş Yönetim Düşüncesinin Evrimi, 1.Cilt, İstanbul Üniversitesi İşletme Fakültesi Yayını, İstanbul, 1993.
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	Comprehend organization and management forms of türkishpuplic administration vith basic charesteristic ‘slearning basic concepts of management
Learning Outcomes of the Course	1.Awareness of professional and ethical responsibility. 2.Information about awareness of entrepreneurship, innovation, and sustainable development. 3.Knowledge about contemporary issues and the global and societal effects of engineering practices on health, environment, and safety. 4.
Mode of Delivery	Face to face
Weekly Schedule of the Course	1. Week Science and art dimensions of contemporary management thought 2. Week Basic concepts of managemant science 3. Week Total look to the basic functions of management science 4. Week Planning principle and planning in Turkish public administration 5. Week Organization principle and organizational. Structure of Turkish public administration 6. Week Coordination principle and coordination problems in Turkish public administration 7. Week Management principles and manager’s decision making technics 8. Week Inspection principle and inspection of Turkish public administration 9. Week Midterm-exam 10. Week Total look to modern management technics 11. Week System aproach in management science 12. Week Management according to targets and results 13. Week Sybernetic and operating research in management science 14. Week Total quality management and state aproach in management science

Educative Activities <i>(Credit will be determined based on the time given for these activities. Should be filled carefully.)</i>	Theoretical Study Hours of Course Per Week Mid-Term and Studying for Mid-Term Final and Studying for Final									
Assessment Criteria		Quantity	Total Contribution (%)							
	Midterm	1	60							
	Homework									
	Assignment									
	Projects									
	Practice									
	Quiz									
	Contribution of In-term Studies to Overall Grade									
	Contribution of Final Examination to Overall Grade	1	40							
Workload of the Course	Activity	Total Week Count	Weekly Duration (in hour)	Total Workload in Semester						
	Theoretical Study Hours of Course Per Week	14	3	42						
	Practicing Hours of Course Per Week									
	Reading									
	Searching in Internet and Library	5	5	25						
	Designing and Applying Materials									
	Preparing Reports									
	Preparing Presentation									
	Presentation									
	Mid-Term and Studying for Mid-Term	1	5	5						
	Final and Studying for Final	1	5	5						
	Other									
	Total work load			77						
	Total work load/25			3,08						
	ECTS of the course			3						
Course's Contribution To Program		Number	Program Outcomes	1	2	3	4	5		
		1	PO1							
		2	PO2							
		3	PO3							
		4	PO4							
		5	PO5							
		6	PO6		X					
		7	PO7		X					

	8	PO8		X				
	9	PO9	X					
	10	PO10						
	11	PO11			X			
	12	PO12				X		
	13	PO13	X					
	14	PO14			X			
	15	PO15			X			
	16	PO16			X			
	17	PO17						
Name of Lecturer(s) and Contact Information		1. Prof. Dr. Hayati BEŞİRLİ, hbesirli@gazi.edu.tr						

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