

1. Course Description

COURSE DESCRIPTION FORM	
Course Code and Title	TOS210 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	Turkish
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	1. Week Organization structure of Turkish public management 2. Week Public personal system in turkey 3. Week Basic concept of personal management 4. Week Employment principles and exams 5. Week Career system and classifying principle 6. Week Progress and promotion in service 7. Week Personal 's professional and service training ,training of top management 8. Week Salary structure and salary system of public personal 9. Week Midterm-exam 10. Week The right of public personal 11. Week Charged with of public personnel 12. Week Evaluation of personal and register 13. Week Discipline and discipline punishments 14. Week Public personal's social confidence and retirement

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 Searching in Internet and Library Mid-Term and Studying for Mid-Term Final and Studying for Final									
Assessment Criteria		Quantity		Total Contribution (%)						
	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									
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							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		
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	X				
	11	PO11			X		
	12	PO12			X		
	13	PO13				X	
	14	PO14			X		
	15	PO15				X	
	16	PO16				X	
	17	PO17	X				
Name of Lecturer(s) and Contact Information	1. Yrd. Doç. Dr. Hikmet Kavruk kavruk@gazi.edu.tr						