

## 1. Course Description

| COURSE DESCRIPTION FORM                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Course Code and Title                                                         | TOS310Administration 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                                            | Türkçe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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.<br>2.Information about awareness of entrepreneurship, innovation, and sustainable development.<br>3.Knowledge about contemporary issues and the global and societal effects of engineering practices on health, environment, and safety.<br>4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Mode of Delivery                                                              | Face to face                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Weekly Schedule of the Course                                                 | 1. Week Science and art dimensions of contemporary management thought<br>2. Week Basic concepts of managemant science<br>3. Week Total look to the basic functions of management science<br>4. Week Planning principle and planning in Turkish public administration<br>5. Week Organization principle and organizational. Structure of Turkish public administration<br>6. Week Coordination principle and coordination problems in Turkish public administration<br>7. Week Management principles and manager’s decision making technics<br>8. Week Inspection principle and inspection of Turkish public administration<br>9. Week Midterm-exam<br>10. Week Total look to modern management technics<br>11. Week System aproach in management science<br>12. Week Management according to targets and results<br>13. Week Sybernetic and operating research in management science<br>14. Week Total quality management and state aproach in management science |

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|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------|-----------------------------------|---|---|---|---|--|--|
| <b>Educative Activities</b><br><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<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                                                                                                          | 1                       | 60                               |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Homework                                                                                                         |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Assignment                                                                                                       |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Projects                                                                                                         |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Practice                                                                                                         |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Quiz                                                                                                             |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Contribution of In-term Studies to Overall Grade                                                                 |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | Contribution of Final Examination to Overall Grade                                                               | 1                       | 40                               |                                   |   |   |   |   |  |  |
| <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                                                                              |                         |                                  |                                   |   |   |   |   |  |  |
|                                                                                                                                             | 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                                 |   |   |   |   |  |  |
| <b>Course's Contribution To Program</b>                                                                                                     |                                                                                                                  | <b>Number</b>           | <b>Program Outcomes</b>          | 1                                 | 2 | 3 | 4 | 5 |  |  |
|                                                                                                                                             |                                                                                                                  | 1                       | PO1                              |                                   |   |   |   |   |  |  |
|                                                                                                                                             |                                                                                                                  | 2                       | PO2                              |                                   |   |   |   |   |  |  |
|                                                                                                                                             |                                                                                                                  | 3                       | PO3                              |                                   |   |   |   |   |  |  |
|                                                                                                                                             |                                                                                                                  | 4                       | PO4                              |                                   |   |   |   |   |  |  |
|                                                                                                                                             |                                                                                                                  | 5                       | PO5                              |                                   |   |   |   |   |  |  |
|                                                                                                                                             |                                                                                                                  | 6                       | PO6                              |                                   | X |   |   |   |  |  |
|                                                                                                                                             |                                                                                                                  | 7                       | PO7                              |                                   | X |   |   |   |  |  |

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|----------------------------------------------------|----|---------------------------------------------------|---|---|---|---|--|--|
|                                                    | 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                                              |   |   |   |   |  |  |
| <b>Name of Lecturer(s) and Contact Information</b> |    | 1. Prof. Dr. Hayati BEŞİRLİ, hbesirli@gazi.edu.tr |   |   |   |   |  |  |

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