



TR
SIIRT UNIVERSITY
Vocational School of Social Sciences
Department of Management and Organization
Local Governments Program
2018 Curriculum Course Contents

1ST GRADE FALL SEMESTER

Course Code	Course Name	T	P	LC	ECTS
ATA101	PRINCIPLES OF ATATURK AND HISTORY OF TURKISH REPUBLIC-I	2	0	2	2
COURSE CONTENT					
The meaning of Revolution History – The Importance of Turkish Revolution, General View to the reasons of Turkish Revolution, Dividing of Ottoman Empire, The situation of Turkey in the face of invasions, the attitude of Mustafa Kemal Paşa, First step for Independence, organization with the help of congresses, communities, Kuvay-ı Milliye, Misak-ı Milli, The Opening of Turkish Grand National Assembly, Founding of national army, two important event: Seyres Peace and Gümrü Peace. Independence struggle until the Sakarya War, Sakarya War- Büyük Taarruz, From Mudanya to Lozan, Two big Revolution in political area, “Passing to the Period of Takrir-i Sükun”					

Course Code	Course Name	T	P	LC	ECTS
TUR101	TURKISH LANGUAGE-I	2	0	2	2
COURSE CONTENT					
What is Language, Language and Culture, World Languages and the Place of Turkish Language among the World Languages, Current Status and Spreading Areas of Turkish Language, Turkish Phonetics, Turkish Morphology I, Turkish Morphology II, Classification of Words, Word Groups, Sentence Knowledge, Written and Oral Expression Mistakes, Spelling Rules, Punctuation Rules, Interaction of Turkish Language with Other Languages					

Course Code	Course Name	T	P	LC	ECTS
ING101	FOREIGN LANGUAGE-I (ENGLISH)	2	0	2	2
COURSE CONTENT					
Markers; Prepositions: space, time, motion, singular and plural nouns, countable and uncountable nouns, times, simple present tense, present tense, past tense structures, modes, will, should, should not, must, must not, can not, comparative structures, pronouns, personal pronouns, possessive pronouns, adjectives, positive sentences, negative sentences and interrogative sentences, conjunctions, and, but					

Course Code	Course Name	T	P	LC	ECTS
YEL101	BASIC LAW	2	0	2	4
COURSE CONTENT					
Law and Other Rules Regulating Social Life, Limits of the Application of the Rules of Law, Application of the Rules of Law to the Concrete Event, The Concept and Elements of the State, Natural Persons in Turkish Law, Legal Persons in Turkish Law, Legal Event, Legal Act and Legal Transaction, Rights in Public Law, Rights in Private Law, Sanction in Law, The Concept and Types of Litigation, Administrative Judiciary, Constitutional Judiciary and European Court of Human Rights, Judicial Judiciary and Other Judicial Branches, Basic Principles of Law					

Course Code	Course Name	T	P	LC	ECTS
YEL103	GENERAL ACCOUNTING	2	2	4	5
COURSE CONTENT					
Definition of accounting, objectives, departments and accounting theory, Definition of balance sheet and basic equality of balance sheet, Account concept, definition, form and statements related to accounts, Rules of functioning of accounts, Accounting system, Double-sided recording system, Arrangement of initial balance sheet, arrangement of documents and information, Arrangement of journal, ledger and trial balance, Making period-end inventory transactions and arrangement of final trial balance, Arrangement of period-end balance sheet and period income statement, Closing of period accounts					

Course Code	Course Name	T	P	LC	ECTS
YEL105	INTRODUCTION TO POLITICAL SCIENCE	2	0	2	5
COURSE CONTENT					
Politics as a Science branch, Political Power as the Most Comprehensive and Intensive Form of Power, The State as the Institutional Order of Political Power, The Method and Order of Politics: Political Regimes and Systems, Political Compasses of the Modern World: Political Ideologies, Democracy as the Most Popular Form of Government of Our Age, The Founding Element of the Political System: Sovereignty, Dynamic Aspect of Political System: Political Participation, Political Parties as the Intermediary Institution of Political Participation, Increasingly Important Structures of Political Life: Pressure Groups and Civil Society Organizations, The Administrative Device of the Political System: Bureaucracy, Cultural and Social Dimensions of the Political Process: Political Culture, Political Socialization and Public Opinion, Elections as a Periodic Scheme of Political Participation, Global Politics					

Course Code	Course Name	T	P	LC	ECTS
YEL107	COMMERCIAL MATH	2	0	2	4
COURSE CONTENT					
Rooted Numbers Exponents and Simple Mathematical Formulas Polynomials Logarithms Sets Definition Interval Absolute Value Boolean Algebra Morgan's Rule Probability Functions Series Mathematics of Finance: Compound Interest, Present Value, Future Value Slope and Equation of Lines Differential Rules Elasticity Limits Graphs of					

Functions.

Course Code	Course Name	T	P	LC	ECTS
YEL109	INTRODUCTION TO ECONOMICS	2	0	2	2
COURSE CONTENT					
Science of Economics and Basic Concepts, Supply Demand Market Equilibrium and Elasticities, Consumption Theory and Utility Analysis, Production and Cost Theory, Goods and Services Markets, Factor Markets and Factor Income, Macro Economics: Definition, Historical Development and Output, Macroeconomic Equilibrium, Aggregate Demand Aggregate Supply Analysis, Fiscal Policy, Money and Banking, Foreign Trade Theory, Foreign Trade Policy, Economic Growth and Development.					

Course Code	Course Name	T	P	LC	ECTS
YEL111	USE OF TECHNOLOGY	1	2	3	4
COURSE CONTENT					
To explain the basic concepts of information technologies, To explain the concepts of software and hardware, To use the operating system effectively, to make settings, to manage files, To create and edit files with word processing program, To use spreadsheet and calculation program, To create and edit database					

1ST GRADE SPRING SEMESTER

Course Code	Course Name	T	P	LC	ECTS
ATA102	PRINCIPLES OF ATATURK AND HISTORY OF TURKISH REPUBLIC-II	2	0	2	2
COURSE CONTENT					
Features in Turkish Revolution Managing, Founding of Law System, Founding of Education System, Economic and Financial Efforts, Other Renovations which Regulates Community Living, Domestic Politics of Turkish Republics in the time of Atatürk, Foreign Policy of Turkish Republics in the time of Atatürk, Unit Adding: Death of Atatürk, Domestic and Foreign Policy of Turkish Republic after Atatürk's time (1938-1983 Summary), Atatürk's Doctrines - (2) Nationalism, Atatürk's Doctrines (3)-(4) (Populism and Statism), Atatürk's Doctrines (5) Secularism, Atatürk's Doctrines (6) Revolutionism, General Evaluation.					

Course Code	Course Name	T	P	LC	ECTS
TUR102	TURKISH LANGUAGE-II	2	0	2	2
COURSE CONTENT					
Spelling Rules, Punctuation Marks, Features of a Good Expression and Expression Disorders, Written Expression, Types of Written Expression, Types of Written Expression II, Types of Written Expression (Literary Types), Summary Extraction and Note Taking Techniques, Oral Expression Effective Speaking, Body					

Language, Body Language II, Types of Oral Expression, Types of Oral Expression II.

Course Code	Course Name	T	P	LC	ECTS
ING102	FOREIGN LANGUAGE-II (ENGLISH)	2	0	2	2
COURSE CONTENT					
Indirect speech, sentences directory, adjective clauses, and the middle and upper levels of vocabulary, basic time and mode in English under the initial intermediate level; names, adjectives, pronouns, prepositions and adverbs; conditionals; gerund; passive; compare the structure, sentence directory; indirect object; question-answer patterns; adjective clauses and English vocabulary.					

Course Code	Course Name	T	P	LC	ECTS
YEL102	LOCAL GOVERNMENTS AND PUBLIC SERVICES	2	1	3	5
COURSE CONTENT					
Concept of Local Government and Historical Development of Local Government, Constitutional Principles Dominating Central Government-Local Government Relations, Special Provincial Administration, Municipality I Section, Municipality II Section, Metropolitan Municipality, Village, Local Government Unions, Local Government Finance, İlbank AŞ, European Charter of Local Self-Government, Local Elections, Local Democracy and Participation, Strategic Planning.					

Course Code	Course Name	T	P	LC	ECTS
YEL104	KEYBOARD TECHNIQUES	1	1	2	3
COURSE CONTENT					
10 Finger Keyboard program, Keyboard usage information, typing techniques, posture positions, working environment features to know, 10 finger keyboard learning techniques to understand, basic rules, basic keys, upper and lower row keys, special keys and punctuation marks to know how to write.					

Course Code	Course Name	T	P	LC	ECTS
YEL106	PROFESSIONAL CORRESPONDENCE	2	1	3	4
COURSE CONTENT					
Official writings, business writings and private writings, standards used to prepare writing					

Course Code	Course Name	T	P	LC	ECTS
YEL108	PROTOCOL AND RULES OF SOCIAL BEHAVIOR	2	1	3	3
COURSE CONTENT					
Protocol Concept and Importance, Protocol Types and Protocol Order Arrangements, Protocol in Institutions and Organizations, State Protocol, Ceremony and Meeting					

Protocol, Flag and Vehicle Protocol, Speech and Invitation Protocol, Visit Protocol, Dress Protocol, Correspondence and Communication Protocol, Secretarial Protocol, Work Environment Protocol, Social Behavior Rules, Courtesy and Etiquette Rules.

Course Code	Course Name	T	P	LC	ECTS
YEL110	PUBLIC ADMINISTRATION	3	0	3	5
COURSE CONTENT					
Basic Characteristics of Public Administration, State, Development of Public Administration Discipline, Traditional Public Administration Approach, New Public Management Approach, Governance Approach, Organization of Public Administration, Bureaucracy, Public Policy, Supervision of Public Administration, Human Resources Management in Public Administration, Public Administration and Ethics, Globalization and Public Administration, Reform in Public Administration.					

Course Code	Course Name	T	P	LC	ECTS
YEL112	MANAGEMENT SCIENCE	3	0	3	4
COURSE CONTENT					
Explaining the phenomenon of management in the world from past to present and introducing management science. Explanation of the concepts related to management science. Examination of the relationship between public administration and management science. Evaluation of the scope and content of management science. Explanation of the basic elements of organizations and organizations. Questioning the place and functions of organizations in society. Explaining the basic characteristics of organizations and introducing new concepts and theories on the subject. Evaluation of the functions of management in detail. Examining the changes in public administration in the world and the new public administration concept.					

2ND GRADE FALL SEMESTER

Course Code	Course Name	T	P	LC	ECTS
YEL201	ADMINISTRATIVE LAW	3	0	3	4
COURSE CONTENT					
The Concept of Administration and Administrative Law, Organization of Administration-I-Central Administration, Organization of Administration II-Distral Administrations, Administrative Transactions, Administrative Contracts, Law Enforcement, Public Service, Public Officials-I, Obligations and Limitations of Civil Servants, Disciplinary Regime of Civil Servants, Cases of Reduction in Civil Servant Status, Trial of Civil Servants, Cases Terminating Civil Servantship, Property of the Administration and Methods of Acquisition of Property, Responsibility of the Administration, Supervision of the Administration - Judicial Supervision, Supervision of the Administration - Non-Judicial Supervision.					

Course Code	Course Name	T	P	LC	ECTS
YEL203	PUBLIC PERSONNEL MANAGEMENT	3	0	3	5
COURSE CONTENT					
To examine the rights, responsibilities, powers and obligations of public personnel in the public sector from past to present, and to evaluate them in the context of all kinds of current constitutional, legal and institutional regulations.					

Course Code	Course Name	T	P	LC	ECTS
YEL205	LOCAL GOVERNMENT FINANCE	2	1	3	4
COURSE CONTENT					
Social Needs and Producer Units, Various Local Government Organizations and Scope, The Concept of Local Government and Types of Local Governments, Approaches Explaining the Reasons for the Existence of Local Governments, Relations between the Center and Local and Regulation (distribution of income and expenses, Local Governments and Determination of Optimum Service Area, Sources of Income in Local Governments, Services Provided by Local Governments, Local Governments in Turkey (Municipalities and Metropolitan Municipalities), Local Governments in Turkey (Special Provincial Administrations and Villages), Borrowing and Privatization Practices in Local Governments in Turkey, Local Government Practices in Selected Countries in the World, Problems Encountered in Local Governments, Evaluation and Discussion of Local Governments in Turkey					

Course Code	Course Name	T	P	LC	ECTS
YEL207	ELECTIVE GENERAL COMMUNICATION	2	1	3	5
COURSE CONTENT					
Definition, elements and characteristics of communication and effective communication, language used, self-recognition, effective listening and feedback, factors that prevent and facilitate communication, persuasive communication, the role and use of emotions in communication, effective communication techniques, conflict and prevention in communication, non-verbal communication skills, rules of behavior in social life; etiquette and courtesy, communication practices and communication includes the adoption of relations with other disciplines.					

Course Code	Course Name	T	P	LC	ECTS
YEL209	SECTOR APPLICATIONS-I	0	8	8	5
COURSE CONTENT					
To reinforce and practice the reflections of the subjects transferred theoretically in the courses by taking the reflections in practice from the field experts with sector experience.					

Course Code	Course Name	T	P	LC	ECTS
YEL211	ELECTIVE PUBLIC RELATIONS	2	1	3	4
COURSE CONTENT					
Definition of public relations in local governments, content, principles to be followed, methods used, related theories, examination of concepts such as advertising, marketing, propaganda and examination of the importance of communication and the characteristics that should be carried by the staff.					

Course Code	Course Name	T	P	LC	ECTS
YEL213	ELECTIVE PUBLIC FINANCE	2	1	3	4
COURSE CONTENT					
Introduction to Public Finance, Public Economy, Public Expenditures in General, Classification and Effects of Public Expenditures, Public Revenues in General, Tax Theory, Taxation Principles and Problems Related to Taxation, Distinction in Taxes and Tax System, Public Debt in General, Classification of Public Debt and Debt Management, Public Budget in General, Historical Development of Budget in Turkey and Budget Process, Local Government Finance, Fiscal Policy					

Course Code	Course Name	T	P	LC	ECTS
YEL215	ELECTIVE LOCAL GOVERNMENT AUTOMATION	2	1	3	5
COURSE CONTENT					
Introduction of automation in local governments, application, examination of the benefits.					

Course Code	Course Name	T	P	LC	ECTS
YEL217	ZONING LAW	2	1	3	4
COURSE CONTENT					
This course includes; Zoning concept, Basic Concepts of Zoning Law, Basic Concepts of Zoning Law, Plan Types, Conservation Planning, Zoning Programs, Legal Procedures in Planning, Midterm Exam, Legal Procedures in Planning, Legal Aspects of Structuring, Legal Aspects of Structuring, Legal Issues in Urban Transformation Process, Legal Issues in Urban Transformation Process, Student Presentations, General Evaluation.					

Course Code	Course Name	T	P	LC	ECTS
YEL219	ELECTIVE ACADEMIC TURKISH	2	1	3	4
COURSE CONTENT					
Characteristics of Turkish academic language and writing. Utilizing definitions, concepts and terms in Turkish academic writing. Recognizing the types of Turkish academic texts. Recognizing the steps of writing a scientific report in Turkish and writing them. To be able to scan Turkish academic texts and associate them with the academic text to be written. To be able to cite in-text and end-of-text references in Turkish academic texts. To be able to write title, abstract, keyword, introduction, method, findings, conclusion, discussion and recommendations sections of an article in Turkish.					

2ND GRADE SPRING SEMESTER

Course Code	Course Name	T	P	LC	ECTS
YEL202	URBANIZATION AND HOUSING POLICIES	2	1	3	4
COURSE CONTENT					
Causes of urbanization, Urbanization and development, Underdeveloped countries and over-urbanization, Urbanization and political behavior, Urbanization policies, Urbanization in Turkey Urban and urban definitions, Urban theories, Urban planning theories, Planning for regional development, Housing and housing policies, Slum phenomenon.					

Course Code	Course Name	T	P	LC	ECTS
YEL204	CONSTITUTIONAL LAW	3	0	3	4
COURSE CONTENT					
Introduction to Constitutional Law and Basic Concepts, Constitutionalism Movements. State, Sovereignty, Political Power. Unity of Powers and Separation of Powers. Forms of Government and Forms of State. Democracy, Representative Democracy. Elections, Referendum, Political Parties. Rights and Freedoms, Regulation and Limitation System. State of Law, Institutions of the State of Law. Established Power: Legislative, Executive, Judiciary. Constituent Power: Making and Amending the Constitution. Constitutional Compliance Review, Constitutional Jurisdiction and the Function of Constitutional Jurisdiction. Internationalization of Constitutional Law. Constitutional Developments in the Ottoman Empire. Constitutional Developments of the Republic of Turkey, Preparation and Adoption of the 1982 Constitution. General Characteristics of the 1982 Constitution, Comparison with the 1961 Constitution, Basic Characteristics of the Republic of Turkey according to the 1982 Constitution, Fundamental Rights and Freedoms Regime according to the 1982 Constitution, Establishment and Functioning of the State according to the 1982 Constitution, According to 1982 Constitution, Legislative Body and Legislative Function according to 1982 Constitution, According to 1982 Constitution, Executive Body and Executive Function according to 1982 Constitution, The Issue of Amending the Constitution in Turkish Constitutional Law, Turkish Constitutional Law and Constitutional Jurisdiction, Constitutional Court in Turkish Constitutional Law.					

Course Code	Course Name	T	P	LC	ECTS
YEL206	SECTOR APPLICATIONS-II	0	8	4	5
COURSE CONTENT					
To reinforce and practice the reflections of the subjects transferred theoretically in the courses by taking the reflections in practice from the field experts with sector experience.					

Course Code	Course Name	T	P	LC	ECTS
YEL208	THE SOCIAL AND ADMINISTRATIVE STRUCTURE OF TURKEY	2	2	4	5

COURSE CONTENT

Social Structure and Theoretical Background, Historical and Social Structure of Turkey, Modernization Processes during the Republican Period, Politics as a Structural Element of Change in Turkey, Political Thought Movements in Turkey, Religion and Politics, Economic Structure in Turkey and Elements Affecting the Economic Structure, Demographic Structure and Health from their Appearance in the Change of Social and Cultural Structure, Urbanization from Their Appearance in the Change of Social and Cultural Structure, Family from the Appearance of Social Structure and Culture, Education from the Appearance of Social Structure and Culture, Youth, Sociology of Work, Globalization and Turkey from their Views on the Change of Social and Cultural Structure.

Course Code	Course Name	T	P	LC	ECTS
YEL210	ELECTIVE TURKISH TAX SYSTEM	2	1	3	5
COURSE CONTENT					
Basic principles of tax law, basic concepts related to taxation, tax crimes and penalties, Turkish tax system, income tax and its application, corporate tax and its application, property tax and its application, inheritance and transfer tax, motor vehicles and vehicle purchase tax, value added tax, stamp duty and fees.					

Course Code	Course Name	T	P	LC	ECTS
YEL212	ELECTIVE LABOR AND SOCIAL SECURITY LAW	2	1	3	4
COURSE CONTENT					
Concept of Labor Law and Sources of Labor Law, Basic Concepts of Labor Law, Scope of Labor Law, Concept and Types of Labor Contract, Formation of Labor Contract, Employee and Employer Obligations, Termination of Labor Contract with Termination Notice, Termination of Labor Contract for Just Cause, Legal Consequences of Termination of Labor Contract, Working Hours, Right to Rest and Vacation, Occupational Health and Safety, Trade Union Law, Collective Labor Contract and Collective Labor Disputes.					

Course Code	Course Name	T	P	LC	ECTS
YEL214	ELECTIVE NEW APPROACHES IN PUBLIC ADMINISTRATION	2	1	3	4
COURSE CONTENT					
Management and Public Administration Concept, Basic Features of Traditional Public Administration Approach, Paradigm Shift in Public Administration: New Public Administration, Governance, New Public Management, E-Government, Ethics in Public Administration, Crisis Management in Public Administration, Accountability in Public Administration, Total Quality Management in Public Administration, Conflict Management in Public Administration, Postmodernism and Postbureaucracy, Performance Management in Public Administration, Examination of Turkish Public Administration in the Perspective of Contemporary Public Administration Approaches					

