

TR
SIIRT UNIVERSITY
Vocational School of Social Sciences
Department of Management and Organization
Local Governments Program
Course Contents (2020)

1.SEMESTER COURSE PLAN

Course Code	Course Name	T	P	LC ¹	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 Tahrir-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, The Place of the World Languages and the Turkish Language Among the World Languages Dec, The Current State of the Turkish Language and its Areas of Spread, Turkish Phonology, Turkish Form Knowledge I, Turkish Form Knowledge II, Classification of Words, Word Groups, Sentence Knowledge, Written and Oral Expression Errors, Spelling Rules, Punctuation Rules, Interaction of the Turkish Language with Other Languages					

Course Code	Course Name	T	P	LC	ECTS
ING101	FOREIGN LANGUAGE-I (ENGLISH-I)	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					

¹ Local credit



Course Code	Course Name	T	P	LC	ECTS
YNT101	BASIC LAW	2	0	2	4
COURSE CONTENT					
Law and Other Rules Governing Social Life, Limits of Application of Legal Rules, Application of Legal Rules to a Concrete Event, The Concept and Elements of the State, Natural Persons in Turkish Law, Legal Entities in Turkish Law, Legal Event, Legal Act and Legal Action, Rights in Public Law, Rights in Private Law, Sanctions in Law, The Concept and Types of Litigation, Administrative Jurisdiction, Constitutional Jurisdiction and the European Court of Human Rights, Judicial Jurisdiction and Other Judicial Branches, Basic Principles of Law.					

Course Code	Course Name	T	P	LC	ECTS
YNT103	GENERAL ACCOUNTING	2	2	4	5
COURSE CONTENT					
Definition, aims and sections of accounting, Definition of basic equation of balance sheet Definition of account and expressions related to account, Operation rules of accounts, Accounting system, Double entry bookkeeping, Preparing daybook and trial balance, Preparing year-end inventory transactions, Preparing year-end balance sheet and year income statement, Preparing year balancing					

Course Code	Course Name	T	P	LC	ECTS
YNT105	INTRODUCTION TO POLITICAL SCIENCE	2	0	2	5
COURSE CONTENT					
Comprehensive and Intensive Form of Power, The State as the Institutional Order of Political Power, The Method and Order of Functioning of Politics: Political Regime and Systems, Political Compass of the Modern World: Political Ideologies, Democracy as the Most Popular Form of Governance of Our Time, Constituent Element of the Political System: Sovereignty, Dynamic Aspect of the Political System: Political Participation, Political Parties as the Intermediary Institution of Political Participation, Increasingly Important Structures of Political Life: Pressure Groups and Non-Governmental Organizations, Administrative Apparatus 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
YNT107	COMMERCIAL MATHEMATICS	2	0	2	4
COURSE CONTENT					
An overview of Radicals, Exponents and Basic Mathematical Formulas Polynomials Logarithms Set theory: Intervals, Absolute value, Boole algebra, Morgan rule Probability Functions Series Mathematics of finance: Compound interest, Present Value, Future value Slope and Equations of lines Rules for differentiation Elasticity Limit Graphs of functions					

Course Code	Course Name	T	P	LC	ECTS
YNT09	INTRODUCTION TO ECONOMICS	2	0	2	2



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COURSE CONTENT					
To determine the principles of economics, To define consumer preferences, To define supplier preferences, to determine Sunday types, To make macroeconomic calculations, to follow money market and policies, To analyze macroeconomic balance					

Course Code	Course Name	T	P	LC	ECTS
YNT11	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 files with a word processing program, to edit, to use a spreadsheet and a calculation program, to create and edit databases					

1.SEMESTER COURSE PLAN

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, Characteristics of a Good Expression and Expression Disorders, Written Expression, Types of Written Expression, Types of Written Expression II, Types of Written Expression (Literary Genres), Methods of Abstract Extraction and Note-Taking, Oral Expression Effective Speech, 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-II)	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					



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and English vocabulary.

Course Code	Course Name	T	P	LC	ECTS
YNT102	LOCAL GOVERNMENTS AND PUBLIC SERVICES	2	1	3	5
COURSE CONTENT					
The Concept of Local Governments and the Historical Development of Local Governments, Constitutional Principles that Dominate Central Government-Local Government Relations, Special Provincial Administration, Municipality I Part, Municipality II Part, Metropolitan Municipality, Village, Local Government Associations, Local Government Finance, Ilbank INC., European Charter of Autonomy of Local Governments, Local Elections, Local Democracy and Participation, Strategic Planning.					

Course Code	Course Name	T	P	LC	ECTS
YNT104	KEYBOARD TECHNIQUES	1	1	2	3
COURSE CONTENT					
Ten-finger typing programme, To grasp how to use a keyboard, writing techniques, and features of a work environment and also to understand ten-finger typing techniques, basic and special keys					

Course Code	Course Name	T	P	LC	ECTS
YNT106	PROFFESIONAL CORRESPONDENCE	2	1	3	4
COURSE CONTENT					
Formal correspondence, official and private correspondence, standards of correspondence					

Course Code	Course Name	T	P	LC	ECTS
YNT108	PROTOCOL AND RULES OF SOCIAL BEHAVIOR	2	1	3	3
COURSE CONTENT					
The Concept and Importance of the Protocol, Types of Protocols and Protocol Order Patterns, Protocol in Institutions and Organizations, State Protocol, Ceremony and Meeting Protocol, Flag and Vehicle Protocol, Speech and Invitation Protocol, Visiting Protocol, Dress Protocol, Correspondence and Communication Protocol, Secretarial Protocol, Working Environment Protocol, Rules of Social Behavior, Politeness and Etiquette.					

Course Code	Course Name	T	P	LC	ECTS
YNT110	PUBLIC ADMINISTRATION	3	0	3	5
COURSE CONTENT					
Basic Characteristics of Public Administration, The State, the Development of Public Administration Discipline, Traditional Public Administration Approach, New Public Administration 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.					



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Course Code	Course Name	T	P	LC	ECTS
YNT112	MANAGEMENT SCIENCE	3	0	3	4
COURSE CONTENT					
<p>The course mainly aims to describe the notion of administration and its historical development in the world. Within this general framework, basic concepts in the field of administration and the relation between public administration and the science of administration will be examined. In this way, the content and scope of the science of administration will be presented. This will include the discussion of basic concepts about the notion of organization and organizational structures, an evaluation of the role of institutions within the society and their prominent features as well as an investigation of the changes taking place in public administration systems of different countries in the world and the contemporary approaches in the field of public administration like the new public management perspective.</p>					

2.SEMESTER COURSE PLAN

Course Code	Course Name	T	P	LC	ECTS
YNT201	ADMINISTRATIVE LAW	3	0	3	4
COURSE CONTENT					
<p>Concept of Administration and Administrative Law, Organization of Administration-I-Central Administration, Organization of Administration II-Local Administrations, Administrative Operations, Administrative Contracts, Law Enforcement, Civil Service, Public Servants-I, Obligations and Limitations to which Officers are Subject, Disciplinary Regime of Officers Cases that Restrict the Status of Officers, Trial of Officers Cases that Terminate the Office, Methods of Acquiring Goods and Property of the Administration, Responsibility of the Administration, Supervision of the Administration- Judicial Supervision, Supervision of the Administration- Ways of Non-Judicial Supervision.</p>					

Course Code	Course Name	T	P	LC	ECTS
YNT203	PUBLIC PERSONNEL MANAGEMENT	3	0	3	5
COURSE CONTENT					
<p>The course aims to examine in detail the rights, responsibilities, authorities and obligations of public sector personnel in a historical perspective and to evaluate them within the legal framework provided by the Constitution, laws and other institutional regulations.</p>					

Course Code	Course Name	T	P	LC	ECTS
YNT205	INDUSTRY APPLICATIONS-I	0	8	8	5
COURSE CONTENT					
<p>this course is to reinforce and apply the reflections of the theoretical topics in the courses from field experts who have industry experience.</p>					

Course Code	Course Name	T	P	LC	ECTS
YNT207	LOCAL GOVERNMENT FINANCES	2	1	3	4



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COURSE CONTENT

Social Needs and Productive Units, Various Local Administrative Organizations and Their Scope, The Concept of Local Government and Types of Local Government, Approaches that Explain the Reasons for the Existence of Local Governments, Relations between the Center and the Local and their Regulation (distribution of income and expenses, Local Governments and Determination of the Optimal Service Area, Sources of Income in Local Governments, Services Seen by Local Governments, Local Governments in Turkey (Municipalities and Metropolitan Municipalities), Local Governments in Turkey (Special Provincial Decrees and Villages), Borrowing and Privatization Practices in Local Governments in Turkey, Local Government Practices in Selected Countries around the World, Problems Encountered in Local Governments, Evaluation and Discussion of Local Governments in Turkey.

Course Code	Course Name	T	P	LC	ECTS
YNT209	ELECTIVE LOCAL GOVERNMENT AUTOMATION	2	1	3	4
COURSE CONTENT					
Introduction, application and examination of the benefits of automation in local administrations.					

Course Code	Course Name	T	P	LC	ECTS
YNT213	ELECTIVE PUBLIC RELATIONS	2	1	3	5
COURSE CONTENT					
Definition of public relations in local administrations, content, principles to be followed, methods used, related theories, examination of concepts such as advertising, marketing, propaganda and examination of the characteristics that personnel should carry with the importance of communication.					

Course Code	Course Name	T	P	LC	ECTS
YNT215	ELECTIVE PUBLIC FINANCE	2	1	3	5
COURSE CONTENT					
Introduction to Public Finance, Public Economics, Public Expenditures in General, Classification and Effects of Public Expenditures, Public Revenues in General, Tax Theory, Principles of Taxation and Problems Related to Taxation, Separation of Taxes and Tax System in Taxes, Government Debt in General, Classification of Government Debt and Debt Management, Public Budget in General, Historical Development of the Budget in Turkey and Budget Process, Finances of Local Administrations, Fiscal Policy					

2.SEMESTER COURSE PLAN

Course Code	Course Name	T	P	LC	ECTS
YNT202	URBANIZATION AND HOUSING POLICIES	2	1	3	4
COURSE CONTENT					
Causes of urbanization, Urbanization and development, Underdeveloped countries and excessive urbanization, Urbanization and political behavior, Urbanization policies.					



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Definitions of urbanization and urbanization in Turkey, Urban theories, Urban planning theories, Planning for regional development, Housing and housing policies, The phenomenon of slums

Course Code	Course Name	T	P	LC	ECTS
YNT204	CONSTITUTIONAL LAW	3	0	3	4
COURSE CONTENT					
<p>Introduction to The Constitutional Law, Basic Notions, Movements of Constitutionalism, State, Sovereignty, Administrative Power, Non Separation of Powers, Separation Of Powers, Government Forms, State Forms, Democracy, Representative Democracy, Elections, Referendum, Political Parties, Rights and Freedoms, Regulation, Restriction, Rule of Law, Institutions, Constituted Power: Legislation, Execution, Jurisdiction, Constitutive Power: Making and Changing The Constitution, Constitutionalisation, Constitutional Jurisdiction, The Function of Constitutional Jurisdiction, International Dimension of Constitutional Law.</p> <p>Constitutional Developments of Ottoman Empire, Constitutional Developments of Turkey, Preparation and The Admission of The Constitution of 1982, Comparative Study of General Characteristics of Two Constitutions 1982-1961, Basic Characteristics of The State According to the Constitution of 1982, Human Rights and Freedoms Regime, Under 1982 Constitution, The Structure and The Actions of The State Under 1982 Constitution, Legislative Body Under 1982 Constitution, The Functions of The Legislative Body Under 1982 Constitution, Executive Power Under 1982 Constitution, The Functions of The Executive Power Under 1982 Constitution, Changing the Constitution According to the Turkish Constitutional Law, Constitutional Jurisdiction According to the Turkish Constitutional Law, Turkish Constitutional Court.</p>					

Course Code	Course Name	T	P	LC	ECTS
YNT206	INDUSTRY APPLICATIONS-II	0	8	4	5
COURSE CONTENT					
<p>this course is to reinforce and apply the reflections of the theoretical topics in the courses from field experts who have industry experience.</p>					

Course Code	Course Name	T	P	LC	ECTS
YNT208	THE SOCIAL AND ADMINISTRATIVE STRUCTURE OF TURKEY	2	2	4	5
COURSE CONTENT					
<p>To enable students to learn about the social structure and problems of Turkey in the historical process and to help them make a healthier analysis about today's Turkey and to provide information about the administrative structure of Turkey to determine the agenda of the meeting, to attend the meeting by preparing the agenda in accordance with the agenda and to keep the minutes of the meeting, to organize an inter-departmental meeting</p>					

Course Code	Course Name	T	P	LC	ECTS
YNT210	ELECTIVE THE TURKISH TAX SYSTEM	2	1	3	4
COURSE CONTENT					



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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
YNT212	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, Occurrence of an Employment Contract, Employee and Employer Debts, Termination of an Employment Contract with a Notice of Termination, Termination of an Employment Contract for a Justified Reason, Legal Consequences of Termination of an Employment Contract, Working Periods, the Right to Rest and Vacation, Occupational Health and Safety, Trade Union Law, Collective Bargaining and Collective Labor Disputes.

Course Code	Course Name	T	P	LC	ECTS
YNT214	ELECTIVE-NEW APPROACHES TO PUBLIC ADMINISTRATION	2	1	3	4

COURSE CONTENT

The concepts of Administration and Public Administration, Basic Characteristics of the Traditional Approach to Public Administration, Paradigm Shift in the Public Administration: The New Public Management, Governance, New Public Management, E-Government, Ethics in Public Administration, Crisis Management in the Public Administration, Accountability in the Public Administration, Total Quality Management in the Public Administration, Conflict Management in Public Administration, Postmodernism and Post-bureaucracy, Performance management in the public administration, To analyze the Turkish public administration in the context of new public administration approach



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