



TR
SIIRT UNIVERSITY
Vocational School of Social Sciences
Department of Management and Organization
Local Governments Program
2022 Curriculum Course Contents

I. 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
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					

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					



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Course Code	Course Name	T	P	LC	ECTS
YON101	GENERAL ACCOUNTING	2	1	3	4
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
YON103	LOCAL GOVERNMENTS	3	0	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
YON105	GENERAL ECONOMY	2	1	3	4
COURSE CONTENT					
Economics Science and its Basic Concepts, Supply and Demand Market Equilibrium and Flexibilities, Consumption Theory and Utility Analysis, Production and Cost Theory, Goods and Services Markets, Factor Markets and Factor Incomes, Macroeconomics: Definition, Historical Development and Output, Macroeconomic Equilibrium, Total Demand Total 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
YON107	BASIC LAW	3	0	3	5
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
YON109	KEYBOARD TECHNIQUES	1	1	2	3
COURSE CONTENT					
Ten-finger typing programme, To grasp how to use a keyboard, writing techniques, and					



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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
YON111	POLITICAL SCIENCE	2	0	2	3
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					

2. 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
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 and English vocabulary.					



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Course Code	Course Name	T	P	LC	ECTS
TUR102	TUSKISH 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
YON102	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.					

Course Code	Course Name	T	P	LC	ECTS
YON104	LAW OF LOCAL GOVERNMENTS	3	0	3	5
COURSE CONTENT					
Introduction to Local Governments, Concept of Administrative Activities, Public Corporations, The Constitutional Foundations of Local Governments, Principle of Central Administration, Principle of Local Administration, Special provincial administration, Municipality and Metropolitan Municipality, Village, Administrative Control: Hierarchy and Administrative Tutelage, Judicial Review-I, Judicial Review-II					

Course Code	Course Name	T	P	LC	ECTS
YON106	PROTOCOL AND RULES OF SOCIAL BEHAVIOR	2	1	3	4
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
YON110	BASIC INFORMATION TECHNOLOGIES	2	1	3	4
COURSE CONTENT					
To explain the basic concepts of information technologies, to explain the concepts of					



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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

Course Code	Course Name	T	P	LC	ECTS
YON118	HISTORY OF LOCAL GOVERNMENTS	2	0	2	3
COURSE CONTENT					
To examine the important internal and external factors in the emergence of local governments in Turkey from the past to the present, to reveal what are the legal regulations that local governments in Turkey have passed in their current situation.					

Course Code	Course Name	T	P	LC	ECTS
YON120	ELECTIVE URBAN ECONOMY	2	0	2	3
COURSE CONTENT					
Urban economy, urban management, development, rural development, local development, sustainable development, cities system and urban hierarchy (central area theory and central areas hierarchy), economic theories and urbanization process, selection and economic principles of residential areas, urban structure theories, optimal urban scale, crowding and pollution, urban economy and scale economy theories, urban land supply and demand, theories of rent, historical development process of cities, types of cities: smart city, slow city, world city, attraction city and shrinking city, urban economy and management Examination of actors and vehicles, urban transport, urban infrastructure, housing problem and policy, urban financial structure, social classes and gender in cities, education and inequality, urban poverty, crime and punishment, and environmental issues					

Course Code	Course Name	T	P	LC	ECTS
YON122	ELECTIVE-URBAN TRANSFORMATION	2	0	2	3
COURSE CONTENT					
City, urbanization, historical development of urbanization, urban transformation, elements and basic principles of urban transformation, slum concept, analyse of the history and application examples of urban transformation practices in our country. To evaluate the social, economic and psychological effects of urban transformation practices.					

Course Code	Course Name	T	P	LC	ECTS
YON134	ELECTIVE CAREER PLANING	2	0	2	3
COURSE CONTENT					
Career concept, career theories, career planning, career planning stages, career planning methods, career awareness building, types of resume and examples, CV preparation process, interview stages, interview techniques. In this course, we create career awareness and students are provided to gain self-awareness in accordance with their interest, abilities and values					



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3. SEMESTER

Course Code	Course Name	T	P	LC	ECTS
YON201	ADMINISTRATIVE LAW	3	0	3	4
COURSE CONTENT					
The Concept of Administration, Definition of Administrative Law, Emergence, Characteristics, Basic Principles of Administrative Law, Administrative Organization, Central Administration, Decentralization Institutions, Administrative Actions, Regulatory Actions, Administrative Contracts, Public Service, Law Enforcement, Means of Action of the Administration: Public Officials, Public Property, Responsibility of the Administration, Extrajudicial and Judicial Control of the Administration.					

Course Code	Course Name	T	P	LC	ECTS
YON203	LOCAL GOVERNMENTS ACCOUNTING	2	1	3	4
COURSE CONTENT					
The basic concepts of Local Government Accounting, local government accounting account layout, account plan, asset accounts functioning, debt accounts functioning, equity accounts functioning, end-of-term transactions, financial statements arrangement, many issues such as closing accounts will be covered in detail.					

Course Code	Course Name	T	P	LC	ECTS
YON205	LOCAL GOVERNMENTS FINANCE	2	1	3	3
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
YON209	ZONING LAW	2	1	3	4
COURSE CONTENT					
Within the scope of urban law, subjects such as the importance of urban law with respect to other branches of law, statute regarding construction, fundamentals of zoning plans, buildings and principles on buildings, liabilities and sanctions in construction, inspection of building and judiciary control are examined.					



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Course Code	Course Name	T	P	LC	ECTS
YON207	INDUSTRY APPLICATIONS-I	0	8	8	4
COURSE CONTENT					
This course is to reinforce and apply the reflections of the theoretical topics in the courses from field experts who have industry experience.					

Course Code	Course Name	T	P	LC	ECTS
YON213	ELECTIVE IMMIGRATION AND URBANIZATION PROBLEMS	2	1	3	4
COURSE CONTENT					
The concept of migration and its types and theories. The relationship between migration and urbanization. Urbanization, population distribution, metropolitan cities and their management, environmental problems, national and international environmental law and institutionalization in Turkey. Current situation regarding migration and urbanization problems in Turkey. Integration and social work practices in the migration and urbanization process.					

Course Code	Course Name	T	P	LC	ECTS
YON217	ELECTIVE HUMAN RESOURCES MANAGEMENT IN LOCAL GOVERNMENTS	2	1	3	4
COURSE CONTENT					
The concept of human resources management, the basic principles, objectives and qualities of human resource management, characteristics and employment conditions of the Turkish public personnel regime, principles of training managers within the institution, evaluation practices and motivation of public personnel, principles of teamwork, the concept of ethics, principles of Professional ethical behavior, disciplinary penalties applied to public personnel, human resources practices in local governments.					

Course Code	Course Name	T	P	LC	ECTS
YON219	ELECTIVE PUBLIC RELATIONS IN MUNICIPALITIES	2	1	3	4
COURSE CONTENT					
The concept of public relations, concepts in which public relations interact, basic objectives of public relations, tools used in public relations, municipality, importance, purpose and principles of public relations in municipalities, examples of public relations practices of municipalities.					

Course Code	Course Name	T	P	LC	ECTS
YON227	ELECTIVE CURRENT PROBLEMS IN LOCAL GOVERNMENTS	2	1	3	4
COURSE CONTENT					
First, the local government units, mainly located within the public administration teşkilatımız identify chronic problems, provide information on administrative approaches					



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aimed at solving these problems.

Course Code	Course Name	T	P	LC	ECTS
OSD201	COMMON ELECTIVE COURSE	2	0	2	3
COURSE CONTENT					
Students have to choose one of the courses opened with the OSD code from the OSD pool, which contains various subjects that will contribute to personal change and development in a quality and variety appropriate to their interests and competencies.					

4. SEMESTER

Course Code	Course Name	T	P	LC	ECTS
YON202	URBANIZATION AND HOUSING POLICIES	3	0	3	4
COURSE CONTENT					
Causes of urbanization, Urbanization and development, Underdeveloped countries and excessive urbanization, Urbanization and political behavior, Urbanization policies, 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
YON204	RISK AND CRISIS MANAGEMENT IN DISASTERS	3	0	3	3
COURSE CONTENT					
Risk and Crisis Management in Disasters Basic Definitions, Disaster Management, Crisis Management, Legal Regulations Related to Risk and Crisis Management in Disasters, Risk Management in Disasters, Institutional and Organizational Organizations in Disaster Risk and Crisis Management, Examples of Risk and Crisis Management in Eastern Countries, Risk and Crisis Management in Western Countries Crisis Management Examples					

Course Code	Course Name	T	P	LC	ECTS
YON206	INDUSTRY APPLICATIONS-II	0	8	8	4
COURSE CONTENT					
This course is to reinforce and apply the reflections of the theoretical topics in the courses from field experts who have industry experience.					

Course Code	Course Name	T	P	LC	ECTS
YON208	CONSTITUTIONAL LAW	3	0	3	3
COURSE CONTENT					
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,					



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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.

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.

Course Code	Course Name	T	P	LC	ECTS
YON210	PROFESSIONAL CORRESPONDENCE	2	1	3	4
COURSE CONTENT					
Formal correspondence, official and private correspondence, standards of correspondence					

Course Code	Course Name	T	P	LC	ECTS
YON214	URBAN AESTHETICS	2	1	3	4
COURSE CONTENT					
Concepts of the city and aesthetics, the change of the concept of urban aesthetics in history, approaches to urban aesthetics, the modernist urban approach, urban aesthetics and art, to examine, compare and evaluate national and international modern practices within the scope of urban aesthetics.					

Course Code	Course Name	T	P	LC	ECTS
YON216	LOCAL ELECTION SYSTEMS	2	1	3	4
COURSE CONTENT					
Election, election system, democracy, voting concepts, elections in Turkey, electoral systems in Turkey, local electoral system, local electoral systems in European countries, history of local electoral systems in Turkey, exemplification of local electoral systems, investigation and analysis of the effects of different election systems.					
Course Code	Course Name	T	P	LC	ECTS
YON226	LOCAL GOVERNMENTS AUTOMATION	2	1	3	4
COURSE CONTENT					
Introduction, application and examination of the benefits of automation in local administrations.					



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