

# TOROS ÜNİVERSİTESİ

Vocational School  
Justice

## Course Information

PUBLIC PERSONNEL MANAGEMENT					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
ADL116	Spring	2	0	2	3

Prerequisites and co-requisites	NONE
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	ÖĞR.GÖR.HAVİN ÖNER GÖREN
Mode of Delivery	Face to Face
Suggested Subject	
Professional practise ( internship )	None
Objectives of the Course	The aim of this course is to familiarize the students with the professional life and current events.
Contents of the Course	Public sector employment, rights, obligations, discipline, retirement.

## Learning Outcomes of Course

#	Learning Outcomes
1	To be able to train qualified personnel in the Personnel Management
2	To be able to produce knowledge in the field of Personnel Management
3	To be able to train experts who are able to follow current developments in Personnel Management
4	To be able to train experts who are able to evaluate the historical development of Personnel Management

## Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Introduction to Public Personnel Management	
2	Forms of public employment	Lecture, discussion
3	Contracted Personnel	Lecture, discussion
4	Civil Service System	Lecture, discussion
5	Entry into Civil Service	Lecture, discussion
6	Assessment, Progress, Promotion and Service Training	Lecture, discussion
7	Requirements And Prohibitions of The Civil Servants	Lecture, discussion
8	Midterms	
9	Rights of civil servants	Lecture, discussion
10	Rights of civil servants	Lecture, discussion
11	Suspension of Civil Servants	Lecture, discussion
12	About the Method of Criminal Investigation Officers	Lecture, discussion
13	Legal responsibilities of the civil servants	Lecture, discussion
14	Legal responsibilities of the civil servants	Lecture, discussion

15	Retirement	Lecture, discussion
16	Final Exam	

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Nihat Kayar, Kamu Personel Yönetimi, 2. Baskı, Ekin Yayınevi, Bursa, 2010.		
2	Tayfun Akgüner, Kamu Personel Yönetimi, Der Yayınevi, İstanbul, 2009		
3			

## Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

## Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	To be able to train qualified personnel in the Personnel Management	11,13,14	1,2
2	To be able to produce knowledge in the field of Personnel Management	1,2,6	1,2
3	To be able to train experts who are able to follow current developments in Personnel Management	1	1,2
4	To be able to train experts who are able to evaluate the historical development of Personnel Management	1,9,13,14	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

## Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	2	28
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	10	10
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	10	10

16	Final Exam	1	1	1
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