

T.C
MUNZUR UNIVERSITY
PERTEK SAKİNE GENÇ VOCATIONAL SCHOOL

Department of Management and Organization / Curriculum of the Local Governments Program

1. st Year , 1. St Semester Fall Term Courses

S	Code	Course Title	Z/S	Teoric	Practical	Credit	Akts
1	AİT-101	Principles of Atatürk and History of Turkish Reforms - I	Z	2	0	2	2
2	ENF-101	Fundamentals of Information Technologies I	Z	1	2	3	3
3	MAT-101	Maths	Z	3	0	3	3
4	PYY-101	Fundamental Concepts of Law	Z	2	0	2	3
5	PYY-103	Management Science	Z	3	0	3	3
6	PYY-105	Local Governments-I	Z	4	0	4	4
7	PYY-107	General Business Administration	Z	3	0	3	3
8	PYY-109	General Accounting	Z	3	0	3	4
9	TRD-101	Turkish Language I	Z	3	0	3	3
10	YDİ-101	Foreign language I	Z	2	0	2	2
Total				26	2	28	30

1. st Year , 2. St Semester Spring Term Courses

S	Code	Course Title	Z/S	Teoric	Practical	Credit	Akts
1	AİT-102	Principles of Atatürk and History of Turkish Reforms - II	Z	2	0	2	2
2	ENF-102	Fundamentals of Information Technologies II	Z	1	2	3	3
3	PYY-102	Information and Document Management	Z	2	0	2	3
4	PYY-104	Public Administration	Z	3	0	3	3
5	PYY-106	Local Governments-II	Z	4	0	4	4
6	PYY-108	Political Science	Z	3	0	3	4
7	PYY-110	Administrative Structure of Türkiye	Z	2	0	2	2
8	TRD-102	Turkish Language II	Z	2	0	2	2
9	YDİ-102	Foreign language II	Z	3	0	3	3
10	PYY-120	Internship	Z	0	3	3	4
Total				22	5	27	30

2. st Year , 3. St Semester Fall Term Courses

S	Code	Course Title	Z/S	Teoric	Practical	Credit	Akts
1	PYY-201	Behavioral Sciences I	Z	4	0	4	4
2	PYY-203	Directed Study I	Z	3	0	3	3
3	PYY-205	Protocol Knowledge	Z	2	0	2	3
4	PYY-207	Organizational Behavior	Z	3	0	3	3
5	PYY-209	Labor and Social Security Law	Z	3	0	3	4
6	PYY-211	Urbanization and Environmental Issues	Z	3	0	3	3
7	PYY-213	Office Management and Correspondence Rules	Z	2	1	3	4
8	PYY-215	Principles of Restoration and Conservation	Z	3	0	3	3
9	PYY-217	Communication	Z	3	0	3	3
10	GÖN-101	Volunteering Activities	S	1	2	3	4
Total				27	3	30	34

2. st Year , 4. St Semester Spring Term Courses

S	Code	Course Title	Z/S	Teoric	Practical	Credit	Akts
1	PYY-202	Entrepreneurship	Z	2	0	2	2
2	PYY-204	Behavioral Sciences II	Z	4	0	4	4
3	PYY-206	Human Resource Management	Z	3	0	3	4
4	PYY-208	Strategic Management	Z	2	0	2	3
5	PYY-210	Local Government Finance	Z	3	0	3	3
6	PYY-212	Urban Planning	Z	3	0	3	4
8	PYY-216	Public Relations	Z	3	0	3	3
9	PYY-218	Directed Study II	Z	2	0	2	4
10	PYY-220	Professional Ethics	Z	2	0	2	4
Total				24	0	24	30

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1. st Year , 1. St Semester Fall Term Courses

Course Title	Z/S	Teoric	Practical	Credit	Akts
Principles of Atatürk and History of Turkish Reforms - I	Z	2	0	2	2

Atatürk Principles and the Revolution History Course Purpose Relations with the Revolution and the Revolution Concepts of the Ottoman Empire Collapse XIX. Innovation Movements in the Ottoman State in the 20th Century Intellectual Movements Towards the Saving of the State in the Last Period of the Ottoman State XX. The Situation of the Ottoman State at the Beginning of the Century The State of the State after the Mudros Armistice Treaty The Preparatory Period for the National Struggle The Opening and the Work of the Grand National Assembly Political and Military Developments after the Grand National Assembly Opening Lausanne Peace Treaty,

Course Title	Z/S	Teoric	Practical	Credit	Akts
Fundamentals of Information Technologies I	Z	1	2	3	3

Basic information, (DOS, WINDOWS). Word processing. Using databases. Structure and types of office software, Usage of page structure and printers, Preparation of presentations. Graphical applications (CAD). Using information networks: Internet (E-Mail, WWW, HTML Programming, JAVA).

Course Title	Z/S	Teoric	Practical	Credit	Akts
Fundamental Concepts of Law	Z	2	0	2	3

Legal sanction, law and legal policy, law and law factor, law and law factor, law and law factor, law and law faculty concepts and examples of law, public law, private law and mixed law branches. Constitution, administration, criminal law and judicial laws in the sub-branches of public law, making the Turkish judicial system. Concepts and examples of legal action, legal action and legal action, Concepts and examples of rights and rights in the acquisition and use of rights, examples of the use of high juridical organs, acquisition of rights, acquisition of rights, acquisition of rights, acquisition of rights.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Management Science	Z	3	0	3	3

Universal management theories examine functions and their management functions, use and problems in public administration. With the formation given to the students, it is trying to establish the necessary infrastructure in order to become a successful manager in future by providing them to know both the private and the public sector, especially the management elements and principles. In addition, this course includes modern management techniques such as system approach, management by purpose and directional research, but these techniques include use and problems in public administration.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Local Governments-I	Z	4	0	4	4

Definition of local governments, causes of birth, basic principles of local administrations, distribution of duties and income in local administrations, types and introduction of local administrations, organs and formation of local administrations, income and resources of local administrations and their expenditure, relations between local administrations and central administration , local government unions constitute the main topics of the course, constitutional principles affecting administration, development and basic principles of local administrations, duty in local administrations, income distribution, budget, special provincial administrations, municipal administration, metropolitan municipality, village administration.

Course Title	Z/S	Teoric	Practical	Credit	Akts
General Business Administration	Z	3	0	3	3

Concepts in business science, objectives pursued, responsibilities of the enterprise to the environment, structural functional analysis of the business and basic principles. Business size, capacity, management and organization, financing, production marketing, public relations and accounting.

Course Title	Z/S	Teoric	Practical	Credit	Akts
General Accounting	Z	3	0	3	4

Definition and form of the trial balance, the basic concepts of accounting and accounting, the generally accepted accounting principles, the balance sheet regulation, the definition of the account, the form, the operation rules of the accounts, the active and passive accounts, the definition of the journal, account plan, asset accounts and operations, source accounts, income statements accounts of income and expenses

Course Title	Z/S	Teoric	Practical	Credit	Akts
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Turkish Language I	Z	3	0	3	3
Language and Language: Language and Relation, Relation between Language and Culture Language on Earth and Place of Turkish Language among World Languages; History of Turkish Language Language in terms of sources, formation of sound and voice, big and small celebrity harmony, major sound events in Turkic; Voice features of Turkish, syllable structure of Turkish, sentence accent. Shape information, words in terms of form, roots, bodies, attachments (construction suffixes, suffixes), words in terms of expression and duties; nouns, adjectives, pronouns, verbs, verb conjugation, form and time suffixes, predicates, prepositions, verb derivation and derivation from nouns, semantics; meaning in the word.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Foreign language I	Z	2	0	2	2
Students will learn basic concepts and expressions necessary for everyday life and simple phrases to express themselves and to express themselves with them, to introduce themselves and others, to ask questions about other people's personal information and to respond to such questions (verb to be, Simple Present , can, a / an, some, any, object pronouns, there is / are, have got, past of to be, Simple Past, etc.).					

1. st Year , 2. St Semester Spring Term Courses

Course Title	Z/S	Teoric	Practical	Credit	Akts
Principles of Atatürk and History of Turkish Reforms - II	Z	2	0	2	2
Reform movements in the Ottoman Empire, the French Revolution and its impact on the Ottoman thereof, Balkan and World Wars, national struggle, Erzurum and Sivas Congress, the proclamation of the Republic, Modernization and Reform movements, the principles of Atatürk, Turkey Republic's basic qualities, the Republic of Turkey's strategic location (1923-1938), Revision of the subject and abstracts, Evaluation					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Fundamentals of Information Technologies II	Z	1	2	3	3
Describe the Windows operating system. Introducing Word, Excel and Power Point systems.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Information and Document Management	Z	2	0	2	3
Knowledge, information needs, information and document management concepts, types and properties with resources, information centers types (libraries, archives, documentation centers) and exit and development occurring in Turkey the world, information services, and systems for organizing information, knowledge access to basic principles , concept of system analysis, management in information centers, writing, publishing and printing history, information center-society relations					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Public Administration	Z	3	0	3	3
What is to demonstrate that the public administration in the world and Turkey. It is the study of the effects of public administration on the central government of an individual. Examination center management features and affiliate centers in Turkey are defined as a course.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Local Governments-II	Z	4	0	4	4
Municipal and Urban Services, Neighborhood Organization and Services, Financial Structure of Municipalities, Local Government and Public Service Relationship, Service Approach and Development in Local Administration Today, Legislation and Analysis of Special Provincial Administrations, Local Services and Municipalities in the Ottoman Period, Foundations, Municipality Companies Village Administrations, Provincial Bank and Public Expenditures, Development Agencies and Local Governance, Cooperation in Local Corporate and Social Responsibility Projects.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Political Science	Z	3	0	3	4
Introduction to politics, state, power, sovereignty, electoral systems, political parties and their theories.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Administrative Structure of Türkiye	Z	2	0	2	2
Turkey's Administrative Structure of the Center's Capital Organization Management, Rural Organization of General Management, Service Decentralization Institutions, Independent Administrative Authorities, Geographical Decentralization Organizations, Local Authorities, Nullity, Full Jurisdiction of Law Ways					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Turkish Language I I	Z	2	0	2	2
To be able to comprehend the vocabulary structure of the Turkish language. To be able to comprehend the importance of pointing in written expression. To understand the importance of correct expression in personal and social communication. To be able to apply research, reading and information skills. To learn the structural features of Turkish, roots and suffixes. Makes planning and application in composition writing.					

Expression forms are used in connection and communication. Written and oral expression types are known. Punctuation and spelling rules. Expression disorders use the correct word and Turkish

Course Title	Z/S	Teoric	Practical	Credit	Akts
Foreign language II	Z	3	0	3	3

This is to provide basic grammar (grammar) information about the students of DerTe. In a systematic way of teaching foreign languages, students improve their speaking, writing, reading and listening skills from the basic elements of language teaching. In these lessons, which are put into practice in order to improve the level of English knowledge of the students, the students form the foundation of the foreign language needed to understand the academic texts as well as the foreign language they can use in their daily life.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Internship	Z	0	3	3	4

30 days internship at work places.

2. st Year , 3. St Semester Fall Term Courses

Course Title	Z/S	Teoric	Practical	Credit	Akts
Behavioral Sciences I	Z	4	0	4	4

Basic concepts about Behavioral Sciences. Science branches covered by Behavioral Sciences. Behavioral sciences that contribute to the investigation of organizations. Behavioral science's place in practice. Behavioral Approaches. Individual Basic Behavioral Model. They need the basic reason of behavior. Behavioral level. Status and role behaviors. Place and importance of social institutions in human behavior. Interpersonal communication. Groups. Culture.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Directed Study I	Z	3	0	3	3

To have the project work and research for the students in the determined issues

Course Title	Z/S	Teoric	Practical	Credit	Akts
Protocol Knowledge	Z	2	0	2	3

Place and importance of protocol in social life and business environment. Types and characteristics of protocols applied in institutions and organizations. Protocol rules to be applied in corporate events. The protocol rules that the secretary will implement in his or her job and institutional representation.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Organizational Behavior	Z	3	0	3	3

Scientific Basis of Organizational Behavior; Historical Development of Organizational Behavior; Research Techniques; Individual and Personality in Organization; Attitudes and Job Satisfaction; The Basics of Individual Differences Biographical Characteristics Skills and Learning; Organizational Culture, Groups and Processes in Organizations; Group Working Techniques and Participatory Management in Organizations; Motivation Processes and Theories in Organizations; Leadership and Theories in Organizations; Conflict in Organizations; Stress and Management in Organizations; Organizational Environment and Technology; Organizational Change, Development, Teamwork; Power and Politics in Organizations; Ethical Behavior in Organizations, Management and Control.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Labor and Social Security Law	Z	3	0	3	4

The concept of law, the nature of labor law, historical development of labor law, basic concepts of labor law, individual labor law, concept of employment contract, establishment of labor contract, debts arising from labor contract, work regulation, welfare guarantee, worker health and work security, , legal consequences of the ending labor contract, collective labor law, basic concepts about union rights, right and concept of collective labor contract, right and concept of strike, lockout, collective rights dispute and application to court

Course Title	Z/S	Teoric	Practical	Credit	Akts
Urbanization and Environmental Issues	Z	3	0	3	3

Urbanization causes, urbanization and development, underdeveloped countries and excessive urbanization, urbanization and political behavior, urbanization policies, Turkey urbanization, urban theories, urban planning theory, planning for regional development, environmental issues, environmental policy, development plans and environment in Turkey policies.

Course Title	Z/S	Teoric	Practical	Credit	Akts
Office Management and Correspondence Rules	Z	2	1	3	4

Office management, Machines used in the office, Use of copy machines, Use of fax machines, Use of computer. Correspondence rules

Course Title	Z/S	Teoric	Practical	Credit	Akts
Principles of Restoration and Conservation	Z	3	0	3	3

Protecting and Planning in Urban Space, Policies for Protecting with Various Samples, Conservation Concepts and Preservation Process, Documentation History in the Restoration Process New Design Problems in Doku

Course Title	Z/S	Teoric	Practical	Credit	Akts
Communication	Z	3	0	3	3
Communication concept, definition, communication process, explanation of elements in communication process, effective speaking techniques, functions of organizational communication and purposeful and organizational communication					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Volunteering Activities	S	1	2	3	4
Management and organization concepts, volunteering concept and volunteer management, basic volunteering areas (disaster and emergency, environment, education and culture, sports, health, social services), project development related to volunteer work, participation in volunteer work in the field, ethical, moral, religious, traditional values and principles, participation in voluntary work in public institutions, local governments and non-governmental organizations (NGOs), risk groups and volunteering in societies, immigrants and volunteering.					

2. st Year , 4. St Semester Spring Term Courses

Course Title	Z/S	Teoric	Practical	Credit	Akts
Entrepreneurship	Z	2	0	2	2
Concepts Related to Entrepreneurship; The Importance and Development of Entrepreneurship; Characteristics of Entrepreneurs; Internal and External Entrepreneurship; Motivation in Entrepreneurship; Creativity and Innovation in Entrepreneurship; Inventions, Protection of Trademarks and Designs; Business Ideas in Entrepreneurship; Preparing a Business Plan and Becoming a Document; Management, Marketing, Finance and Production Plans in Business Plan; Entrepreneurship Stories; Case Studies in Entrepreneurship.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Behavioral Sciences II	Z	4	0	4	4
Perception: Definition of perception, process and organization of formation, factors affecting perception, individuality and perception errors in perception, perception's effects on behavior, development of perception ability. Learning: The nature and definition of learning, stages of learning, learning theories, learning principles, implementation of behavioral learning theories in organizations. Personality and Self: Concepts related to personality, definition of person, measurement and evaluation of characteristics through description and measurement, development of self and importance. Attitudes.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Human Resource Management	Z	3	0	3	4
The Meaning, Advantage, Functions of Human Resource Management, Organizing the HRM Section within the Organization. Job Power Planning, Job Analysis, Job Seeking and Selection. Recruitment, Job Seeking Assessment. Wage Management and Job Evaluation. Discipline. Personal Rights and Trade Union Relations					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Strategic Management	Z	2	0	2	3
Strategic planning, vision approach and annual strategic plans of municipalities, Strategic Planning Approaches in urban planning process in the world and European Union countries, the concept of "local service" and "public benefit" related to strategic management, participation and governance issues will be explained with current researches and examples.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Local Government Finance	Z	3	0	3	3
Explanation of the evolution of the concept of local government finance, the current situation, the sharing of income and expenditure of structures such as special provincial administrations, municipalities and villages, the optimum, democratic and rational structure of income and expenditure.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Urban Planning	Z	3	0	3	4
Course, urbanism, urban policies, urban policies, urban policies in Turkey, urban theories; urban planning, urban planning, urban planning, slum settlement, regional plans, environmental planning, metropolitan area planning, zoning plans, urban transformation and urban transformation will also be included in the historical process of urbanism, industrial cities, global cities, urban aesthetics.					

Course Title	Z/S	Teoric	Practical	Credit	Akts
Public Relations	Z	3	0	3	3

Investigation of concepts such as definition, content, principles to be obeyed, methods used, related theories, advertising, marketing and propaganda in local administrations and the characteristics of personnel

Course Title	Z/S	Teoric	Practical	Credit	Akts
Directed Study II	Z	2	0	2	4

To have the project work and research for the students in the determined issues

Course Title	Z/S	Teoric	Practical	Credit	Akts
Professional Ethics	Z	2	0	2	4

Ethics, Ethics and Professional Ethics will be explained in the theoretical framework.