**VOCATIONAL SCHOOL OF HIGHER EDUCATION   
LOCAL ADMINISTRATION PROGRAM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FIRST SEMESTER** | | | | | | |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| YY-101 | Local Administrations | M | 2 | 1 | 3 | 4 |
| YY-103 | Introduction to Economics | M | 2 | 1 | 3 | 4 |
| YY-105 | General Accounting | M | 2 | 1 | 3 | 4 |
| YY-107 | Basic Law | M | 2 | 0 | 2 | 3 |
|  |  |  |  |  |  |  |
| MAT101 | Mathematics-I | Z | 2 | 0 | 2 | 3 |
| TD101 | Turkish Language-I | Z | 2 | 0 | 2 | 2 |
| YD101 | Foreign Language-I | Z | 2 | 0 | 2 | 2 |
| ATA101 | Atatürk’s Principles and History of Turkish Revolution-I | Z | 2 | 0 | 2 | 2 |
| BIL101 | Computer-I | Z | 1 | 1 | 2 | 3 |
|  | **TOTAL** |  | **17** | **4** | **21** | **27** |
|  |  |  |  |  |  |  |
| **OPTIONAL COURSES (\*)** |  |  |  |  |  |  |
| YY-107 | University and Career Success | MS | 2 | 0 | 2 | 3 |
| YY-109 | Management Science | MS | 2 | 0 | 2 | 3 |
| YY-111 | Foreign Trade Operations | MS | 2 | 0 | 2 | 3 |
| SS-101 | Communication | S | 2 | 0 | 2 | 3 |
| SS-103 | Occupational Health and Safety | S | 2 | 0 | 2 | 3 |
| SS-105 | Life Skills and Social Activity | S | 2 | 0 | 2 | 3 |
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|  | **FINAL TOTAL** |  | **19** | **4** | **23** | **30** |

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| **SECOND SEMESTER** | | | | | | |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| YY-102 | General Administration | M | 2 | 1 | 3 | 5 |
| YY-104 | Public Administration | M | 2 | 1 | 3 | 5 |
| YY-106 | Administrative Law | M | 4 | 0 | 4 | 5 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| MAT102 | Mathematics-II | Z | 2 | 0 | 2 | 3 |
| TD102 | Turkish Language-II | Z | 2 | 0 | 2 | 2 |
| YD102 | Foreign Language-II | Z | 2 | 0 | 2 | 2 |
| ATA102 | Atatürk’s Principles and History of Turkish Revolution-II | Z | 2 | 0 | 2 | 2 |
| BIL102 | Computer-II | Z | 1 | 1 | 2 | 3 |
|  | **T O P L A M** |  | **17** | **3** | **20** | **27** |
|  |  |  |  |  |  |  |
| **SEÇMELİ DERSLER (\*)** |  |  |  |  |  |  |
| YY-108 | Introduction to Behavioural Sciences | MS | 2 | 0 | 2 | 3 |
| YY-110 | Local Administration Accounting | MS | 2 | 0 | 2 | 3 |
| YY-112 | Statistics | MS | 2 | 0 | 2 | 3 |
| YY-114 | Management Skill Group Work | MS | 2 | 0 | 2 | 3 |
| YY-116 | General Accounting | MS | 2 | 0 | 2 | 3 |
| SS-102 | Entrepreneurship | S | 2 | 0 | 2 | 3 |
| SS-104 | Quality Management and Quality Assurance Standards | S | 2 | 0 | 2 | 3 |
| SS-106 | Environmental Protection | S | 2 | 0 | 2 | 3 |
| SS-108 | Business Ethics | S | 2 | 0 | 2 | 3 |
|  | **FINAL TOTAL** |  | **19** | **3** | **22** | **30** |

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| **THIRD SEMESTER** | | | | | | |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| YY-201 | Labour and Social Security Law | M | 4 | 0 | 4 | 6 |
| YY-203 | Human Resources Management | M | 3 | 0 | 3 | 6 |
| YY-205 | Introduction to Political Sciences | M | 3 | 0 | 3 | 6 |
| YY-207 | Public Relations | M | 2 | 0 | 2 | 4 |
| YY-209 | Municipal Services | M | 2 | 0 | 2 | 4 |
|  |  |  |  |  |  |  |
|  | **TOTAL** |  | **14** | **0** | **14** | **26** |
|  |  |  |  |  |  |  |
| **SEÇMELİ DERSLER (\*)** |  |  |  |  |  |  |
| YY-211 | Local Administration Law | MS | 2 | 0 | 2 | 4 |
| YY-213 | Foreign Trade Operations | MS | 2 | 0 | 2 | 4 |
| YY-215 | Research Methods and Techniques | MS | 2 | 0 | 2 | 4 |
| YY-217 | Urban Plan and Development Plan Implementation | MS | 2 | 0 | 2 | 4 |
| YY-219 | Turkish Criminal Law | MS | 2 | 0 | 2 | 4 |
|  | **FINAL TOTAL** |  | **16** | **0** | **16** | **30** |

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| **FOURTH SEMESTER** | | | | | | |
| **COURSE CODE** | **COURSE NAME** | **Z/S/M** | **T** | **U** | **TS** | **ECTS** |
| YY-202 | Office Management Correspondence Techniques | M | 3 | 1 | 4 | 6 |
| YY-204 | Constitutional Law | M | 3 | 0 | 3 | 5 |
| YY-206 | Turkish Political History | M | 3 | 0 | 3 | 5 |
| YY-208 | Public Finance | M | 2 | 0 | 2 | 4 |
| YY-210 | The European Union and Turkey Relations | M | 2 | 0 | 2 | 4 |
|  |  |  |  |  |  |  |
|  | **TOTAL** |  | **13** | **1** | **14** | **24** |
|  |  |  |  |  |  |  |
| **OPTIONAL COURSES (\*)** |  |  |  |  |  |  |
| YY-212 | Foreign Trade Operations Accounting | MS | 3 | 0 | 3 | 6 |
| YY-214 | Turkish Tax System | MS | 3 | 0 | 3 | 6 |
| YY-216 | Project Cycle Education | MS | 3 | 0 | 3 | 6 |
| YY-218 | Turkish Economy | MS | 3 | 0 | 3 | 6 |
|  |  |  |  |  |  |  |
|  | **FINAL TOTAL** |  | **16** | **1** | **17** | **30** |

|  |  |  |  |  |  |  |  |  |  |  |
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| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YY-101 | | **Local Administrations** | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | | 1 | | 3 | |
| **Course Content** | | Local administration concept, the historical development of local administration, local administrations in the world, local administration systems, local administrations in Turkey. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YY-103 | | Introduction to Economics | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | | 1 | | 3 | |
| **Course Content** | | Students have the knowledge of the roles of consumers, businesses, public and private sector in economic life. In the second section of the course, price theory within the frame of macroeconomics, theory of money, national income, supply and demand function and relation, price formation, and inflation, devaluation, and revaluation topics are discussed. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YY-105 | | **General Accounting** | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | | 1 | | 3 | |
| **Course Content** | | Basic Concepts About Accounting: The definition of accounting, the groups about accounting, accepted accounting principles and the basic concepts that guide practice, accounting recording tools  Accounts About Accounting: The account concept and grouping in accounting, the account area and the operation of accounts,  Accounting Record: Working assets, fixed assets, short- and long-term liabilities, and accounting applications about equities. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YY-107 | | **Basic Law** | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | |  | | 2 | |
| **Course Content** | | In this course, after an introduction with the definition of law, the place and function of law in community life, the relations and differences between law rules and the other rules that regulate the social life, the similarities between social behaviour rules and law rules and their separation points are discussed. The basic concepts of law, the sources of law, the process of establishment of law rules and the comments of law rules are examined in separate titles. In addition, the logic rules in comments and comment techniques, the branches of law and the sanction of law rules, judicial discretion, the problem of lacunae in law, the parts of law and branches are discussed. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| MAT101 | | **Mathematics- I** | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | |  | | 2 | |
| **Course Content** | | Business mathematics, fractions, ratio and proportion, interest and discount, investment assessment, profit accounts. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| TD101 | | **Turkish Language-I** | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | |  | | 2 | |
| **Course Content** | | The written and oral expression of the structure and functioning properties of native language in terms of language-thought relation, to be able to use Turkish in a correct and effective way. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YD101 | | **Foreign Language-I** | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| 2 | |  | | 2 | |
| **Course Content** | | Grammar, vocabulary, grammar achievement with listening and reading methods. | | | | | | | | |
| **Course Code** | **Course Name** | | | **Semester** | | **Weekly Hour of Lecture** | | | | |
| **ATA101** | **Atatürk’s Principles and History of Turkish Revolution -I** | | | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** |
| **2** | |  | | **2** |
| **Course Content** | A general outlook on the issue of the collapse of Ottoman Empire, the way to Turkish Republic establishment, the movements of thought in the last period of Ottoman Empire, the situation of the country after Armistice of Montrose and Atatürk’s Samsun trip, the first step of National Struggle, national power and National Pact, the establishment of TBMM, obtaining the conduct of war, and the wars at western front, the Great Offensive, and victory. | | | | | | | | | |
| **Course Code** | **Course Name** | | | **Semester** | | **Weekly Hour of Lecture** | | | | |
| **BIL101** | **Computer- I** | | | **First Semester** | | **Theoretical** | | **Practice** | | **Credit** |
| **1** | | **1** | | **2** |
| **Course Content** | The historical development of computer, the development of innovations in computer technology, the understanding of the computer’s operating system, the analysis of software and hardware structures, opening a file in Microsoft Word, text formatting, custom icons, borders, word finding, tables, copying, page setup, correction, adding an object, plotting, using toolbars. | | | | | | | | | |

**FIRST SEMESTER OPTIONAL COURSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-107 | University and Career Success | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** |  | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-109 | Management Science | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** |  | | | | |

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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-111 | Foreign Trade Operations | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The basic concepts in foreign trade operations, foreign trade operations theories, from past to present the development of foreign trade operations, the aspects that separate foreign trade from local trade, the incoterms that are used in foreign trades, Incoterms 2000, the documents used in foreign trade (Commercial Documents, official documents, transport documents, insurance documents, financing documents) and their intended uses | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-101 | Communication | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course content** | The analysis of description of public relations from several sources, watching movies about public relations, knowing short world history in order to know the starting point of public relations, and the analysis of World War I and II, and 1929 economic crisis. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-103 | Occupational Health and Safety | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The courses in Occupational Health and Safety program are mainly about worker health and work safety. Besides the basic courses, there are courses like first aid, environmental protection, occupational health and safety management systems, total quality integrated management, chemicals and their hazards, fire protection methods, work safety legislation, work safety education methods, occupational accidents-occupational diseases, ergonomics, statistics, basic law, labour and social security law. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-105 | Life Skills and Social Activity | **First Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | Self-realization, self-knowledge, communication, the factors that avoid communication, social skills, saying no, solving problems, self-assertion, anger, stress, excitement, coping with emotions like anxiety and fear, healthy decision making, public speaking, self-concept, career and career planning, preparing cv, studying efficiently, being entrepreneur, emotional intelligence. | | | | |

**SECOND SEMESTER**

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| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| İY-102 | | General Accounting | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| **2** | | **1** | | **3** | |
| **Course Content** | | In general accounting course, the basic concepts of business administration, the reason for existence of businesses, establishment workings of the business, and the functions of businesses will be mainly discussed. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YY-104 | | Public Administration | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| **2** | | **1** | | **3** | |
| **Course Content** | | The definition of public administration, the comparison of public and private administrations, the organization of public establishments, the properties of public establishments, the supervision of public administration. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| YY-106 | | Administrative Law | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| **4** | | **0** | | **4** | |
| **Course Content** | | In the first part of the course, the concept of administration is defined, and administration-individual relations are emphasized. In the second part of the course, police and public service, administrative transactions and actions the missions and authorities of administrations topics are emphasized, and the concept of public personnel and its rights and obligations are examined in the light of state council decisions. The administrative structuring of Turkish Republic and local administrations and centralized management mechanism are told by stating the last legal changes about public administration with practical works. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| MAT102 | | Mathematics-II | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| **2** | |  | | **2** | |
| **Course Content** | | Business mathematics, fractions, ratio and proportion, interest and discount, investment assessment, profit accounts. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| TD102 | | Turkish Language-II | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| **2** | |  | | **2** | |
| **Course Content** | | The written and oral expression of the structure and functioning properties of native language in terms of language-thought relation, to be able to use Turkish in a correct and effective way. | | | | | | | | |
| **Course Code** | | **Course Name** | **Semester** | | **Weekly Hour of Lecture** | | | | | |
| **YD101** | | **Foreign Language-II** | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** | |
| **2** | |  | | **2** | |
| **Course Content** | | Grammar, vocabulary, grammar achievement with listening and reading methods. | | | | | | | | |
| **Course Code** | **Course Name** | | | **Semester** | | **Weekly Hour of Lecture** | | | | |
| **ATA102** | Atatürk’s Principles and History of Turkish Revolution-II | | | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** |
| **2** | |  | | **2** |
| **Course Content** | National Struggle in education, culture, social and economic areas, Atatürk’s life, the strategy of Turk reform, the reforms in political, social, cultural and law areas and the process of formation of those reforms, internal and external political events in Atatürk period, Atatürk’s efforts for world peace, to warn the youth for the threats to Atatürk’s principles and internal and external threats, and to give information about Turkey’s geopolitical position. | | | | | | | | | |
| **Course Code** | **Course Name** | | | **Semester** | | **Weekly Hour of Lecture** | | | | |
| **BIL102** | **Computer- II** | | | **Second Semester** | | **Theoretical** | | **Practice** | | **Credit** |
| **1** | | **1** | | **2** |
| **Course Content** | The historical development of computer, the development of innovations in computer technology, the understanding of the computer’s operating system, the analysis of software and hardware structures, opening a file in Microsoft Word, text formatting, custom icons, borders, word finding, tables, copying, page setup, correction, adding an object, plotting, using toolbars. | | | | | | | | | |

**SECOND SEMESTER OPTIONAL COURSES**

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| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-108 | Introduction to Behavioural Sciences | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | Individual-Group Relationships, organization and organizational Structure, leadership in organizations, human relations in organizations, communication between individuals, communication and persuasion | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-110 | Local Administration Accounting | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** |  | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-112 | Statistics | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The concept of statistics and its historical development, basic concepts, measurement and scales, statistical data collection, the regulation of statistical data and its summary with tables, measures of central tendency (arithmetic mean, geometric mean, harmonic mean, quadratic mean, weighted mean, mode, median), ratios and percentages, change measures (ranj, mean deviation, standard deviation, variation, variation coefficient, coefficient of skewness, and coefficient of kurtosis), moments, the regulation of statistical data with two variables and its demonstration with tables, correlation coefficients, Pearson multiplication moment correlation, partial correlation, coefficient of contingency, pi coefficient, Spearman’s rank correlation coefficient, Cramer’s correlation coefficient, simple linear regression, some important probability distributions (binomial Poisson, normal) and their properties, standard scores. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-102 | Entrepreneurship | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The focus of this course is the entrepreneur. For this reason, the nature of the place that the entrepreneur works, and the trademarks of an entrepreneur manager are discussed in this course. In addition, how entrepreneurs think about a new business formation and their approach to this issue will be discussed. Students will learn to determine the necessary sources for an enterprise, and they will learn how to obtain these sources. The course will provide awareness for students about the various working environments that the entrepreneurs work in, and it will make the students question themselves about the role of the entrepreneurship in their career. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| **YY-114** | Management Skill Group Work | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | Busines administration, the administration of conflicts and problem solving in businesses, meeting management with individual and organizational communication, human relations in organizations, the discipline and groups in organizations, work ethics and social responsibility, motivation in business life, self-development with performance and organizational development, self-management, time management, stress management, oratory, the success in job applications, job interviews, and business life. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| **YY-116** | **General Accounting** | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course content** | The definition of accounting, the basic concepts of accounting, basic financial statements, balance sheet and income statement, accounting account, asset accounts, liability accounts, income and expenditure account balance, uniform accounting plan, bookkeeping practices in accounting, accounting records, off-balance sheet items, recognition of current term transactions in businesses based on “Uniform Accounting Policies”, the regulation of income table, and general trial balance. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-104 | Quality Management and Quality Assurance Standards | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | The description of quality, standard and standardization, the importance of standard in production and service sector, management quality and its standards, environment standards, quality management system models | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-106 | Environmental Protection | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | To provide knowledge and skills about the rules of protection of environment and human health, environment regulations information, risk analysis, personal protection precautions. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| SS-108 | Business Ethics | **Second Semester** | **Theoretical** | **Practice** | **Credit** |
| **2** |  | **2** |
| **Course Content** | To examine the concepts of ethics and morals, to examine ethics systems, to examine the factors that have a role in the formation of morals, to examine the business ethics. | | | | |

**THIRD SEMESTER**

|  |  |  |  |  |  |
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| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-201 | Labour and Social Security Law | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 4 |  | 4 |
| **Course Content** | The topic of business law, the basic principles and thoughts in business law, the basic concepts of business law ( employee, employer, workplace), the scope of labour law, labour contract (making the labour contract, ending the judgments), the regulation of the labour, paid holidays and paid annual leave, collective labour law (trade-unions, collective agreement, strike lockout). | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-207 | Public relations and Communication | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course content** | The history of public relations, public relations in Turkey and in the world, the description of public relations, its aims and social responsibilities, public relations and advertisement, public relations and propaganda, public relations and marketing, public relations and introduction, public relations and communication, the organizational structure of public relations, public relations expert’s qualities, the target audience for public relations. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-203 | Human Resources Management | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | |  | | --- | | The definition of human resources management, its scope, its importance in organizational structure, personnel management, the functions underlying human resources management, labour analysis and labour design, human resources planning, human resources provision process, performance assessment system, the concept of price, price systems, labour grading, work safety and worker health, manager’s properties, working principles, organizational culture, and new formations in human resources. | | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-205 | Introduction to Political Sciences | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course content** | The meaning of policy and its qualities, the concept of state and its origin, the concept of political power, political participation, political parties. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-209 | Municipal Services | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The organizational structure of municipalities, the executive functions of municipalities, the role of municipalities in social services, environmental missions of municipalities, the missions of municipalities in social supervision. | | | | |

**THIRD SEMESTER OPTIONAL COURSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-211 | Local Administration Law | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** |  | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-213 | Foreign Trade Operations | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The basic concepts in foreign trade operations, foreign trade operations theories, from past to present the development of foreign trade operations, the aspects that separate foreign trade from local trade, the incoterms that are used in foreign trades, Incoterms 2000, the documents used in foreign trade (Commercial Documents, official documents, transport documents, insurance documents, financing documents) and their intended uses | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-215 | Research Method and Techniques | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | Scientific Knowledge, Science, Scientific Method, method comparison in natural sciences and social sciences, method approaches in social sciences, the process of scientific research, hypothesis, observation techniques, question sheet, questionnaire and interview, measurement accuracy, the evaluation of data | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-217 | Urban Plan and Development Plan Implementation | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The concept of urbanization, the properties of modern urbanization, developing countries and urbanization, urban planning, environmental problems. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-219 | Turkish Criminal Law | **Third Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The development of criminal law, the aim of crime, its qualities and types, penalty theories, penance and justice theories, repression and dissuasiveness theories, compromissary theories, classical doctrine, positivist doctrine and social defending doctrine, the systematic of Turkish Criminal law, material and moral elements of crime, criminal attempt, personal criminal liability, accomplicity, the classification of crimes; crime, offense, and guilt, the general rules of Turkish Criminal Law, the practice of law with regards to place, time, and person, extradition, international judicial assistance are the topics of this course. The weekly course hours are 5, and the course credit is 4. The course is taught in Turkish. | | | | |

**FOURTH SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-202 | Office Management Correspondence Techniques | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 | 1 | 4 |
| **Course Content** | Office management, the machines that are used in offices, the use of photocopy machines, the use of fax machines, the use of computers. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-204 | Constitutional Law | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | The types of constitutions, the movement of constitutionalism, the source of constitutions and its properties, political power, state as an institutional form of political power, the qualities of the state, forms of state ( representative, semi-representative, forms of government in semi-direct systems of representative democracy) are analysed and discussed with the examples taken from modern constitutions. Another topic of the course is the developments in human rights in the light of European Court of Human Right. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-206 | Turkish Political History | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | The meaning of policy and its qualities, the concept of state and its origin, the concept of political power, political participation, political parties. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-208 | Public Finance | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | The course begins with the definition of public finance, and then the differences between market economy and public economy are discussed. In addition, public expenditures and the taxes that form main incomes of public are emphasized, and the qualities of these concepts, their classifications, and basic principles are taught. Government budget is discussed relatedly with these topics, budget theories, principles, and types are analysed, and, in this context, public debts are reported. Economic growth and inflation are emphasised, and the role of financial institutions like Central Bank, State Planning Organization, and the place of local administrations in government budget are examined by taking into consideration the last legal changes of public administration. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-210 | The European Union and Turkey Relations | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 2 |  | 2 |
| **Course Content** | EU Historical Development, EU Principle Organs and Governing Structure, new public administration model and localness principle, local administrations in EU legal acquis, the place of localness concept in EU regulations and relevant regulations, local administrations in Turkey, Turkey-EU relations, the comparison of local administrations regulations of Turkey and EU, local administrations in England, local administrations in France, local administrations in German, local administrations in Switzerland, local administrations in Bulgaria, Turkey’s adaptation workings to EU politics within the frame of localization policy. | | | | |

**FOURTH SEMESTER OPTIONAL COURSES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-212 | Foreign Trade Operations Accounting | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | Recognition of foreign exchange transactions, recognition of imports and exports transactions, KDV application for imports and exports and its recognition, state supports in foreign trade and the recognition of promotion. | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-214 | Turkish Tax System | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** |  | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-216 | Project Cycle Education | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | |  |  | | --- | --- | | |  | | --- | |  | | | | | | |
| **Course Code** | **Course Name** | **Semester** | **Weekly Hour of Lecture** | | |
| YY-218 | Turkish Economy | **Fourth Semester** | **Theoretical** | **Practice** | **Credit** |
| 3 |  | 3 |
| **Course Content** | The definition of Turkish economy and its scope. 1923-1960 period Turkish Economy: economic development and production structure, savings, internal terms of trade and taxation, developments in employment, developments in foreign trade. 1960-1994 period Turkish Economy: economic development, production, efficiency, intersectoral relations, financing, employment, foreign trade. The developments after 1995: basic economic problems and solutions. | | | | |