EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE

Course Code and Name: AİT101* Atatürk's First and Revolution History-I				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Fall Semester	2	0	2	2	2	Türkish	Compulsory

Prerequisites of Course	There are no prerequisites.	
Course Instructor	Lecturer Adem KIZKAPAN	**Mail :** akizkapan@munzur.edu.tr **Web :** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/tibbi/Pages/akadro.aspx
Aims of Course	It aims to let the student who attends the courses to acquire the ability of classification, description, explanation, analysis of the current social and individual problems in Turkey by taking rationality and science, norms of modernity into account with respect to the Kemalist thought and the Turkish Revolution	
Course Learning Outcomes and Competencies	1.Have knowledge about the developments in European History, and Ottoman modernization 2. Have knowledge about the causes of the Collapse of the Ottoman Empire 3. Have knowledge about the First World War 4. Have knowledge about the Turkish National Struggle 5. Have knowledge about the founding philosophy of the Republic of Turkey.	
Textbooks and /or Other Required Materials	Images/visuals, slides, videos and lecture notes on the course content.	
Method of delivery of the course	Face-to-face to Face-to-face / Online	
Teaching Methods and Techniques	Explanation, Question-Answer	

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Concepts Related to the Revolution
2	Developments in Europe
3	Ottoman Political Life
4	Political Developments Before World War I
5	World War I and the Ottoman
6	World War I and the Ottoman
7	National Struggle: Preparation Period
8	Midterm
9	Mustafa Kemal Pasha's Passage to Anatolia
10	Congress Period
11	Opening of the Turkish Grand National Assembly
12	National Struggle: Period of Wars
13	Mudanya Armistice
14	Treaty of Lausanne

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE

Course Code and Name: AIT102- Atatürk's First and Revolution History-II				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Spring Semester	2	0	2	2	2	Türkish	Compulsory

Prerequisites of Course	There are no prerequisites.	
Course Instructor	Lecturer Adem KIZKAPAN	**Mail :** akizkapan@munzur.edu.tr **Web :** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/tibbi/Pages/akadro.aspx
Aims of Course	Understanding the Turkish National Struggle and Atatürk's Principles and Revolutions	
Course Learning Outcomes and Competencies	1.Have knowledge about Ataturk's reforms 2.Have knowledge about the Turkish Foreign Policy in Ataturk's period 3.Have knowledge about Ataturk's principles 4.Have basic level of knowledge about the political developments in Turkey and the world during and after the Second World War.	
Textbooks and /or Other Required Materials	Images/visuals, slides, videos and lecture notes on the course content. Speech; Publication of the Ministry of Culture and Tourism of the Republic of Turkey Ataturk's Principles and History of Revolution I-II, Council of Higher Education, Ankara, 1986.	
Method of delivery of the course	Face-to-face to Face-to-face / Online	
Teaching Methods and Techniques	Explanation, Question-Answer, Presentation	

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Revolutionary Movements in the Political Field
2	Revolutionary Movements in the Legal Field
3	Revolutionary Movements in the Education and Culture Field
4	Regulation of Social Life, Developments in the Economic Field, Health Services, Turkish Foreign Policy in the Atatürk Period
5	Principles on which the Turkish Revolution is based and the characteristics of the Turkish Revolution
6	Republicanism, Nationalism and Populism
7	Secularism
8	Midterm
9	Statism, Revolutionaryism
10	National Sovereignty, National Independence
11	National Unity and Solidarity, Territorial Integrity, Peacemaking
12	Scientificity, Rationalism, Modernity and Westernization, Humanity and Love of Humanity, Characteristics of the Turkish Revolution
13	Death of Atatürk, Aspects at Home and Abroad
14	Developments After World War II

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: GON101 Volunteering Activities				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	1	2	3	2	2	Turkish	**Elective**

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Dr. Kadri Kınık	**E-posta :** kadri.kinik@munzur.edu.tr **Web :** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	The aim is to strengthen the ties between the university and society by encouraging students to utilize the knowledge, skills, and experiences they have acquired throughout their academic lives; to support the development of their human, social, cultural, and moral values and competencies through participation in various voluntary activities; and to raise visibility and awareness in society on sensitive issues such as life with disabilities, migration, and disasters. In this context, students are expected to engage in voluntary work for a certain period in a field of their own choosing, based on a pre-prepared plan, and to share the outcomes of their efforts	
Course Learning Outcomes and Competencies	1. Learns the concept of volunteering and volunteer management. 2. Recognizes the concept of civil society and non-governmental organizations. 3. Recognizes the concept of civil society and non-governmental organizations. *(Note: This is a repetition of item 2 — would you like me to revise or merge it?)* 4. Gains knowledge and skills about volunteering and volunteer management in civil society organizations. 5. Learns the main areas of volunteering. 6. Understands the importance of community service practices. 7. Can develop projects to find solutions to current social issues. 8. Gains experience in social responsibility and social entrepreneurship.	
Textbooks and/or Other Necessary Materials	Current reports of international and national organizations, Lecture notes	
How the course is presented	Face-to-face-to-Face-to-face, Virtual	
Teaching Methods and Techniques	Explanation / Clarification, Presentation, Group work / Teamwork, Field work / Field study	

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**

Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Concepts of Management and Organization
2	The Concept of Volunteering and Volunteer Management
3	The Concept of Civil Society and Non-Governmental Organizations (NGOs)
4	The State and Civil Society in Turkey
5	Volunteering and Volunteer Management in Civil Society Organizations
6	Main Fields of Volunteering *(Disaster and Emergency, Environment, Education, Culture, Sports, Health, Social Services)*
7	*(Repeated)* Main Fields of Volunteering *(Disaster and Emergency, Environment, Education, Culture, Sports, Health, Social Services)*
8	Midterm Exam
9	The Importance of Community Service Practices
10	Developing Projects to Identify and Solve Current Social Issues
11	*(Repeated)* Developing Projects to Identify and Solve Current Social Issues
12	Ractical Examples / Case Studies
13	Evaluation of the Projects Developed
14	Ractical Examples / Case Studies

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1003 Introduction to Psychology				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	3	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Dr. Kadri Kınık		**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx				
Course Objectives	The topics covered include introducing the basic concepts of psychology, gaining insight into human behavior, the objectives of psychology as a scientific discipline, the relationship between heredity and environment, the neurobiological basis of psychology, psychological development, sensory processes and perception, as well as consciousness and altered states of consciousness.						
Course Learning Outcomes and Competencies	1. Learns the definition of psychology. 2. Recognizes the development of psychology, its basic concepts, subject matter, and objectives. 3. Gains knowledge and skills related to psychological development, behavior, perception, emotion, affect, and motivation. 4. Learns and applies information about learning principles and personality theories. 5. Understands the importance of social psychology and the role of psychology in social work, conducts research, and prepares various projects.						
Textbooks and/or Other Necessary Materials	Books in international and national literature Lecture Notes, Hayati Hökelekli, Introduction to Psychology						
How the course is presented	Face-to-face-to-Face-to-face						
Teaching Methods and Techniques	Mutual interactive discussions, presentations prepared by students and the instructor to be discussed in class, and observation and discussion of relevant topics through various visual materials.						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**

Evaluation Criteria	**2. Midterm Exam**		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction, Overview of Course Content
2	The Nature of the Science of Psychology
3	Biological Foundations of Behavior
4	Sensation and Perception
5	Learning
6	Memory
7	Midterm Exam
8	Cognition: Thought in Language, Concepts, and Problem Solving
9	Motivation
10	Emotions
11	Motivation and Emotions in Our Daily Lives
12	Personality and Personality Theories I
13	Personality and Personality Theories II
14	Psychology of Abnormal Behavior

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1006 History of Social Work				**Program: Social Services Program**			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Dr. Kadri Kınık			**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx			
Course Objectives	This course provides an overview of the key topics in the history of social work.						
Course Learning Outcomes and Competencies	• The reasons behind the emergence of social work are learned. • Students gain knowledge about the concepts of social work and the history of social work. • Information is acquired about the first institutions that emerged in the field of social work. • Students become familiar with the early pioneers in the history of social work.						
Textbooks and/or Other Necessary Materials	Books from international and national literature, lecture notes, e-books, course presentations, and instructional videos						
How the course is presented	Face-to-face-to-Face-to-face						
Teaching Methods and Techniques	The course materials include a textbook, pre-recorded lectures, and presentation slides.						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Social History and Social Work
2	The Historical Formation and Development of Social Work
3	The Idea of Social Welfare and the Historical Development of the Welfare State
4	The Development of Social Work as a Discipline and a Profession
5	The Historical Development of the Social Work Profession and Services in the West
6	Pioneers of the Social Work Discipline/Profession
7	Midterm Exam
8	The Development of Social Services and Institutional Structure in Anatolia
9	The Emergence of Social Work Understanding and Institutions in the Islamic World
10	The Development of Social Services and Institutional Structure during the Ottoman Period
11	The Pre-Professionalization Period of Social Work in Turkey (1900–1960)
12	The Historical Development of Social Services within the Framework of Development Plans
13	The Development and Institutional Structure of Social Services in Turkey / The Development of Local Social Service Practices in Turkey
14	The Historical Development of Social Work Education in the World and in Turkey

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1010 Social Service Institutions				**Program: Social Services Program**			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Dr. Kadri Kınık		**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx				
Course Objectives	This course provides an overview of the fundamental concepts related to social service organizations.						
Course Learning Outcomes and Competencies	• The reasons behind the emergence of social service organizations are learned. • Students gain knowledge about the concepts of social work, organization, and social service institutions. • Information is acquired about the first institutions and organizations that emerged in the field of social work. • Students become familiar with the first social institutions and organizations established in Turkey. • The ability to acquire and apply knowledge in the field of social services is developed. • Students gain the ability to research community resources that can help solve social problems. • Knowledge and skills are acquired to identify and classify the types and characteristics of social service organizations.						
Textbooks and/or Other Necessary Materials	Books from international and national literature, lecture notes, e-books, course presentations, and instructional videos						
How the course is presented	Face-to-face-to-Face-to-face						
Teaching Methods and Techniques	The course materials include a textbook, pre-recorded lectures, and presentation slides.						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**

Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	General and Conceptual Introduction
2	Social Service Organizations for Families and Women
3	Social Service Organizations for Children and Youth
4	Social Service Organizations for Persons with Disabilities and the Elderly
5	Institutions and Organizations in the Field of Health
6	Social Service Organizations Related to Criminal Justice
7	Midterm Exam
8	Social Service Institutions for the Families of Martyrs and Veterans
9	Social Service Institutions for Social Assistance
10	Social Service Institutions within Local Governments
11	Social Service Institutions Providing Services in the Field of Education
12	National and International Social Service Organizations Serving Migrants and Refugees
13	Social Service Institutions Related to Green Social Work
14	International Social Service Organizations

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1013 Human Behavior and the Social Environment I				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	3	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Dr. Kadri Kınık		**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx				
Course Objectives	The primary aim of this course is to examine human behavior and development within social systems through major social science theories. *Human Behavior and the Social Environment I* focuses on the life cycle from the prenatal period to adulthood, addressing each stage on a theoretical basis.						
Course Learning Outcomes and Competencies	• Explain the role of social work in understanding human behavior and the social environment. • Describe developmental stages in terms of human behavior and the social environment. • Explain the prenatal stage. • Explain the infancy stage. • Explain the childhood stage. • Explain the adolescence stage. • Explain the youth/early adulthood stage. • Explain the adulthood stage. • Explain the old age stage.						
Textbooks and/or Other Necessary Materials	Books from international and national literature, lecture notes, e-books, course presentations, and instructional videos						
How the course is presented	Face-to-face-to-Face-to-face						
Teaching Methods and Techniques	The course materials include a textbook, pre-recorded lectures, and presentation slides.						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**

Evaluation Criteria	**2. Midterm Exam**		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to Human Behavior and the Social Environment: Basic Concepts and the Role of Social Work
2	Prenatal Period: Biological Reproduction and the Prenatal Stage
3	Factors Affecting Prenatal Development
4	Infancy: Physical Growth and Development in Infancy
5	Childhood (Early and Middle Childhood): Physical Growth and Cognitive Development
6	Childhood: Socio-Emotional and Moral Development
7	Midterm Exam
8	Adolescence: Physical Development
9	Adolescence: Cognitive, Psychosocial, and Moral Development
10	Youth/Early Adulthood: Physical Development
11	Youth/Early Adulthood: Psychosocial and Emotional Development
12	Young Adulthood: Independence and Intimacy
13	Adulthood: Midlife Crisis
14	Old Age

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1014 Social Work Theories and Approaches				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	4	Turkish	Compulsory

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Dr. Kadri Kınık	**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	The core philosophy of social work centers on the problem-solving process. In line with this objective, the course aims to teach the stages of social work intervention and practice—how, with which methods and techniques, and in what manner interventions should be carried out with cases or clients. These stages include gathering information, identifying the problem, planning, developing an intervention action plan, implementing the necessary interventions, and finally, termination and evaluation—across micro (individual), mezzo (group), and macro (community) levels. Within the scope of this course, students will learn the intervention process within the framework of "generalist social work practice" and develop the ability to understand and apply appropriate methods of intervention to various problems.	
Course Learning Outcomes and Competencies	• Develop the ability to relate social work practice areas, social work theories, human development and social environment, communication, and management processes to the ethical principles of the social work profession and discipline. • Acquire the skills to understand, interpret, and address a process, event, case, or context based on field knowledge in social work, using a holistic perspective and contemporary methods. • Cultivate an understanding of practice at the individual, family, group, institutional, community, societal, and global levels to enhance social functioning and facilitate social change. • Gain the ability to identify and collect relevant information for social assessment, evaluation, and report writing, and to interpret research findings and professional literature related to the field. • Acquire guiding knowledge and skills in critical thinking and analytical reasoning.	
Textbooks and/or Other Necessary Materials	Books from international and national literature, lecture notes, e-books, course presentations, and instructional videos	
How the course is presented	Face-to-face-to-Face-to-face	
Teaching Methods and Techniques	The course materials include a textbook, pre-recorded lectures, and presentation slides.	

Evaluation Criteria		**If yes, please tick (X).**	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	What Are Theory and Method? What Are the Differences Between Them?
2	Systems Theory
3	Ecological Approach
4	Empowerment Approach
5	Psychoanalytic Theory
6	Transactional Analysis
7	Midterm Exam
8	Existential Approach
9	Reality Therapy / Task-Centered Approach
10	Gestalt Approach
11	Person-Centered Approach
12	Structural Theory
13	Cognitive Behavioral Approach
14	Crisis Intervention Approach / Feminist Approach

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1020 Human Behavior and the Social Environment II				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Compulsory

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Dr. Kadri Kınık	**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	The primary aim of this course is to examine human behavior and development within social systems through key social science theories. *Human Behavior and the Social Environment I* addresses the life cycle from young adulthood through old age and death, based on the aforementioned theoretical framework. By exploring the relationship between certain issues and human behavior, the course seeks to develop students' capacity for critical thinking within the context of the social work discipline.	
Course Learning Outcomes and Competencies	• Explain social diversity. • Define the concept of social structure. • Distinguish between types of social categories. • Compare different forms of social stratification. • List various types of identity. • Relate discrimination to social justice and human rights. • Define discrimination. • Identify the ways in which discrimination is legitimized. • Propose human rights as a means of preventing discrimination. • Discuss the unique mechanisms of operation for each form of discrimination. • Explain the conceptualization of disability and discrimination based on disability. • Explain the concepts of poverty and social exclusion. • Critically evaluate the intervention process in social work. • Discuss the concepts of empowerment, participation, and minimal intervention in social work practice.	
Textbooks and/or Other Necessary Materials	Books from international and national literature, lecture notes, e-books, course presentations, and instructional videos. Kağıtçıbaşı, Ç. (2010). *Contemporary Human and Humanity: An Introduction to Social Psychology*. Istanbul: Evrim Publishing. • Adler, A. (1984). *The Art of Living*. Istanbul: Say Publishing. • Emiroğlu, V. (1995). *Aging and the Social Adaptation of the Elderly*. Istanbul: Şafak Printing.	

	• Hacettepe University Center for Geriatric Studies. (2004). *The Reality of Aging*. Ankara. • İl, S. (1999). *Marriage and Mate Selection*. Hacettepe University Journal of Social Services, Special Issue on the Earthquake, Vol. 1, No. 10, pp. 16–20. • Zastrow, C., & Kirst-Ashman, K. (2016). *Human Behavior and the Social Environment*. Ankara: Nika Publishing.
How the course is presented	Face-to-face-to-Face-to-face
Teaching Methods and Techniques	The course materials include a textbook, pre-recorded lectures, and presentation slides.

Evaluation Criteria		**If yes, please tick (X).**	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Social Diversity
2	Identity
3	Social Justice
4	Discrimination
5	Human Rights
6	Nation and Nationalism
7	Midterm Exam
8	Gender
9	Disability
10	Poverty

11	Social Exclusion
12	Intervention Process in Social Work
13	Anti-Oppressive Practice in Social Work
14	General Evaluation

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1021 Principles and Techniques of Report Writing				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Dr. Kadri Kınık		**E-mail :** kadri.kinik@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx				
Course Objectives	To ensure the acquisition of knowledge and skills related to report and interview writing, along with related topics, based on con						
Course Learning Outcomes and Competencies	• Be able to write effective reports. • Be able to deliver effective presentations. • Be able to prepare and use effective visual aids (e.g., PowerPoint presentations). • Understand the essential components and expectations of a well-structured report. • Not only present effectively, but also actively participate in presentations as attentive listeners and engaged learners. • Be able to formulate and ask insightful questions that reflect a clear understanding of the subject in verbal settings. • Acquire knowledge and skills related to various types of reports used in social work. • Develop proficiency in report writing.						
Textbooks and/or Other Necessary Materials	Books from international and national literature, lecture notes, e-books, course presentations, and instructional videos						
How the course is presented	Face-to-face						
Teaching Methods and Techniques	The course materials include a textbook, pre-recorded lectures, and presentation slides.						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**

Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	General Introduction to the Principles and Techniques of Report Writing
2	The Importance of Report Writing and Types of Reports
3	Ethics in Report Writing
4	General Writing Rules and Types of Written Expression
5	Citation Rules and Referencing Techniques
6	Computer-Based Document Management I
7	Midterm Exam
8	Computer-Based Document Management II
9	How to Prepare a Project Form and Report
10	The Importance of Report Writing in the Field of Social Work
11	Examples of Reports in Social Work (According to Institutions and Fields)
12	Sample Reports Used in Social Work Practice
13	Management Information Systems in Social Services
14	Sample Report and General Evaluation

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE

Course Code and Name: TRD109* Turkish Language-I				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Fall Semester	2	0	2	2	2	Türkish	Compulsory

Prerequisites of Course	There are no prerequisites.	
Course Instructor	Lecturer Seval PERK	**Mail :** sperk@munzur.edu.tr **Web :** https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp
Aims of Course	It aims to show students the characteristics and rules of the Turkish Language with examples; to provide them with the skills and habits of expressing their feelings, thoughts, plans, impressions, observations, and experiences correctly and effectively in words and writing; to develop their vocabulary through written and spoken texts; to teach them the rules of correctly understanding the texts they read or the programs they listen to; and to develop their language skills, which are the basis of communication between individuals and masses.	
Course Learning Outcomes and Competencies	1. Will be able to have general information about the concept of language. 1.1. Definition and birth of language; culture, thought and communication. 1.2. Understands the differences between written language and spoken language. 2. Will be able to gain correct and planned writing skills. 2.1. Learns the details of paper layout and paragraph information. 2.2. Gains competence in written communication by doing writing studies. 3. Will be able to have information about spelling rules and punctuation marks. 3.1. Uses punctuation marks correctly in the text. 3.2. Eliminates ambiguity in written communication by learning the details of spelling rules. 4. Will be able to have general information about the rules of petition. 4.1. Learns how to write a petition correctly. 4.2. Applies the rules in official correspondence.	
Textbooks and /or Other Required Materials	Images/visuals, slides, videos and lecture notes on the course content.	
Method of delivery of the course	Face-to-face to Face-to-face / Online	
Teaching Methods and Techniques	Explanation, Question-Answer, Discussion, Brainstorming, Individual Work, Team/Group Work	

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**

Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Definition and Function of Language
2	Languages/Birth of Language
3	Written Language and Spoken Language
4	Paper Layout and Paragraph Information
5	Paragraph Plan
6	Writing and Writing Plan
7	Writing Practices
8	Midterm
9	Writing Rules
10	Writing Rules
11	Punctuation Marks
12	Punctuation Marks
13	Petition
14	Writing Studies

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE							
Course Code and Name: TRD102- Turkish Language-II				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Spring Semester	2	0	2	2	2	Türkish	Compulsory
Prerequisites of Course	There are no prerequisites.						
Course Instructor	Lecturer Seval PERK			**Mail :** sperk@munzur.edu.tr **Web :** https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp			
Aims of Course	To teach and/or remind the importance and subtleties of Turkish and to reinforce this with correct Turkish and its resources. In addition, to ensure that students use Turkish more consciously in daily conversations and correspondence throughout the course.						
Course Learning Outcomes and Competencies	1. Will be able to learn information for correct and proper expression. 1.1. Knows the importance of written expression and writes compositions. 1.2. Knows the rules of communication in oral expression. 2. Will be able to comprehend Turkish grammar. 2.1. Knows and applies sound events. 2.2. Understands morphology (root-stem-suffixes). 3. Will be able to analyze words in terms of their structure. 3.1. Develops and changes words. 3.2. Derives new words. 4. Uses the principles and techniques of speaking and discussion. 4.1. Applies Turkish spelling rules in speaking and discussion. 4.2. Can notice and correct expression errors in oral and written expressions.						
Textbooks and /or Other Required Materials	• Zeynep Korkmaz et al., *Turkish Language and Composition Knowledge*, 6th Edition, Ankara: Yargı Publishing, 2003. • Yusuf Çotuksöken, *Turkish Language*, Vol. I–II, Papatya Publishing, 2003. • Akın Önen, *Speaking Turkish in Turkish (Diction – Announcing – Effective Speaking)*, İnkılap Publishing, Istanbul, 2007. • Mustafa Durmuş, *Turkish Language Handbook*, Grafiker Publishing, 2009. • Muharrem Ergin, *Turkish Grammar*, Bayrak Printing Publishing Promotion, Istanbul. • İbrahim Delice, *Turkish Syntax*, Kitabevi Publishing, 2007.						
Method of delivery of the course	Face-to-face / Online						
Teaching Methods and Techniques	Explanation, Question-Answer, Discussion, Brainstorming, Individual Work, Team/Group Work						

Evaluation Criteria		**If yes, please mark (X)**	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Punctuation marks (Period, comma, semicolon, colon, exclamation point ...)
2	Spelling rules (Writing of capital letters, numbers, compound words)
3	Spelling rules (Writing of idioms, reduplications, loanwords and foreign proper names)
4	Spelling rules (Writing of abbreviations and some suffixes)
5	Composition (definition, purpose, methods of being successful in composition)
6	Methods in writing composition (formation of supporting and main ideas, planning)
7	Methods in writing composition (paragraph creation, methods of developing thought in paragraph)
8	Midterm Exam
9	Expression characteristics
10	Expression characteristics
11	Expression disorders
12	Types of expression (oral expression)
13	Types of expression (written expression: resume, petition...)
14	Types of expression (written expression: story, novel, theater, poetry...)
15	Final exam

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1002 Publıc Admınıstratıon				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	4	Turkish	Compulsory

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	To prepare students to have an idea about Turkish Public Administration and to prepare them academically for the structure of public order in their future professional lives.	
Course Learning Outcomes and Competencies	1. Learns the concept of public administration and its duties. 2. Recognize theories of public administration. 3. Have knowledge about the development and future of public administration in the world. 4. Recognize the political and administrative organizational structure in Turkey. 5. Comprehend the differences between public administration and private administration. 6. Recognizes the branches of science close to public administration. 7. Learns about the history and characteristics of Turkish public administration. 8. Learns public administration reforms and new approaches. 9. Comprehend the basic principles of managerial organizations. 10. It recognizes the constitutional principles related to administrative organizations. 11. Have knowledge about the processes of auditing the management. 12. Analyzes the tasks, growth and transformation of the state. 13. Learns the concept of bureaucracy and its functioning. 14. Gain experience in social responsibility and social entrepreneurship.	
Textbooks and/or Other Necessary Materials	Current reports of international and national organizations Lecture Notes	
How the course is presented	Face-to-face	
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork	

Evaluation Criteria		**If yes, please tick (X).**	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to Public Administration
2	Theories of Public Administration
3	Historical Development of Public Administration
4	Structure and Characteristics of Public Administration
5	Duties and Functions of Public Administration
6	Political and Administrative Organization
7	Public Administration and Constitutional Principles
8	Midterm Exam (Midterm)
9	Bureaucracy and Bureaucratic Structures
10	Public Administration and Auditing
11	Reform and New Approaches in Public Administration
12	Disciplines Related to Public Administration
13	The Role, Growth and Transformation of the State
14	General Evaluation and End of Term Discussions

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1005 Introduction to Sociology				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Language**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	4	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Abdulkadir SONAKALAN		**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx				
Course Objectives	To give the basic concepts and theories of Sociology to the students of the Department of Social Work in accordance with scientific methods and techniques. To enable students to apply sociological knowledge to the field of social work and to equip them to perform sociological analysis.						
Course Learning Outcomes and Competencies	• Describes a general sociological point of view. • Explain the main features of the sociological method and the stages of sociological research. • List the main features of traditional and contemporary sociological theories. • Explain the process of mutual social interaction between the individual, group and society. • Define the concepts of culture and socialization. • Explain the functions of the socialization process. • Explain how structural relationships shape individual behavior. • Explain social institutions on the basis of sociological thought. • Explain the functions and interdependencies of social institutions.						
Textbooks and/or Other Necessary Materials	Current reports of international and national organizations Lecture Notes						
How the course is presented	Face-to-face						
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		

Evaluation Criteria	**3. Midterm Exam**		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to Sociology and Sociological Perspective
2	The Birth and Historical Development of Sociology
3	Basic Concepts in Sociology: Society, Individual, Role, Status
4	Sociological Method and Research Process
5	Culture and Cultural Differences
6	Socialization Process and Agents
7	Social Groups and Group Behaviors
8	Midterm Exam (Midterm)
9	Social Stratification and Inequality
10	Social Institutions: Family, Religion, Education
11	Economic, Political and Legal Institutions
12	Social Change and Modernization
13	Social Deviance and Crime
14	General Evaluation and End of Term Discussions

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1007 Social and Economic Structure of Turkey				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Imperative

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	The aim of this course is to present the basic sociological and social scientific discussions on the modernization process and its critiques, social structure/social institutions and social change, in the case of Turkey in the Republican period.	
Course Learning Outcomes and Competencies	1. It describes the basic elements of the social structure. 2. Defines the basic concepts and analysis methods of the phenomenon of social structure. 3. Analyze the social structure of Turkey in a historical line. 4. Apply social structure theories by comparing them with the Ottoman and Turkish social structure. 5. Analyze the process of social change and the structural effects of this process. 6. Explain the effects of modernization, industrialization and migration on social structure. 7. Evaluates the role of basic social institutions such as family, education, religion, and economy in the structure. 8. □ Discuss the concepts of class, status and inequality in the structure of Turkish society.	
Textbooks and/or Other Necessary Materials	International and national academic publications and lecture notes	
How the course is presented	Face-to-face	
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork	

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**

Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to the Course: An Overview of Turkey's Social and Economic Structure
2	The Concept of Social Structure and the Basic Elements of Social Structure in Turkey
3	Family Structure and Change in Turkey
4	The Impact of Education, Religion and Culture on Social Structure
5	The Phenomenon of Migration in Turkey and Its Causes (Internal and External Migrations)
6	Rural-Urban Separation and Urban Transformation Processes
7	Problems of Social Class, Stratification and Inequality
8	Midterm Exam (Midterm)
9	Historical Development of the Turkish Economy (From the Ottoman Empire to the Present)
10	Structure and Transformation of Agriculture, Industry and Service Sectors
11	Regional Development and Income Distribution Issues
12	Labor Force, Employment and Unemployment: Labor Market in Turkey
13	Poverty, Social Assistance and Social Policies
14	General Evaluation and Current Discussions

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1009 Human Rights and Public Freedoms				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	3	Turkish	Compulsory

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	The aim of this course is to comprehend the historical development, legal bases and basic principles of human rights and public freedoms; To enable students to develop sensitivity and awareness for the protection of rights and freedoms by recognizing human rights mechanisms at national and international level.	
Course Learning Outcomes and Competencies	• Explain the historical development of human rights. • Define the basic concepts and principles of human rights. • List and interpret national and international human rights documents. • It recognizes the fundamental rights and freedoms enshrined in the Constitution of the Republic of Turkey. • Analyzes the scope of public freedoms and the conditions under which they are delimited. • It recognizes international organizations for the protection of human rights (UN, ECHR, ECHR, etc.). • Evaluates human rights practices in Turkey. • Explains the legal remedies that can be applied in case of human rights violations.	
Textbooks and/or Other Necessary Materials	International and national academic publications and lecture notes	
How the course is presented	Face-to-face	
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork	

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**

Evaluation Criteria	**2. Midterm Exam**		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to the Course: Overview of the Concept of Human Rights
2	Historical Development of Human Rights: From Antiquity to the Modern Age
3	Natural Rights, Civil Rights and Universal Human Rights Understanding
4	The United Nations and the Universal Declaration
5	European Convention on Human Rights and the European Court of Human Rights
6	Fundamental Rights and Freedoms in the Constitution of the Republic of Turkey
7	Public Freedoms: Definition, Scope and Conditions of Limitation
8	Midterm Exam (Midterm)
9	Rights and Freedoms of the Person (Right to life, immunity of the person, fair trial)
10	Social and Economic Rights (Education, health, right to work, etc.)
11	Political Rights and Freedoms (Election, expression, meeting, association)
12	Violation of Human Rights and Ways to Protect Them (Domestic law, ECtHR applications)
13	Human Rights Practices and Criticism in Turkey
14	General Assessment and Current Human Rights Debates

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1012 Communication and Public Relations				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	4	Turkish	Compulsory

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx
Course Objectives	At the end of this course, the student will be able to; Will be able to define the importance and function of public relations in the communication and communication process. Will be able to explain interpersonal communication. Will be able to discuss the process of developing personal relationships and behavior. Will be able to interpret the concepts of agreement and reconciliation in the communication process. Will be able to define the concepts of communication and perception. Will be able to explain the elements of persuasion and their functions in communication. Will be able to interpret empathy behavior in the communication process. It is aimed to be able to convey corporate communication and functions.	
Course Learning Outcomes and Competencies	1. Define public relations and explain its basic functions. 2. Define the process and types of communication; Describes effective communication rules. 3. It analyzes the public relations process between an organization and its target audience. 4. Explain research methods in the discipline of public relations. 5. Identify problems and apply situation analysis. 6. Analyzes the target audience and develops a communication strategy. 7. It enumerates the basic public relations campaign planning steps. 8. Creates a public relations message using media tools. 9. Recommends appropriate communication strategies in times of crisis. 10. Evaluates public relations practices in accordance with ethical principles and social responsibility.	
Textbooks and/or Other Necessary Materials	International and national academic publications and lecture notes	
How the course is presented	Face-to-face	
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork	

Evaluation Criteria		**If yes, please tick (X).**	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to the Course and Basic Concepts
2	What is Communication? Types and Process
3	Mass Media and Their Features
4	Definition and Importance of Public Relations
5	Historical Development of Public Relations
6	The Relationship Between Public Relations and Communication
7	Target Audience and Public Opinion in Public Relations
8	Midterm Exam (Midterm)
9	Research and Planning Process in Public Relations
10	Practice and Evaluation in Public Relations
11	Corporate Identity and Image
12	Crisis Communication and Public Relations
13	New Media and Digital Public Relations
14	General Evaluation and Student Presentations

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1015 Social Work Legislation				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Language**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	3	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx					
Course Objectives	The aim of this course is to introduce the legislation that forms the legal and administrative basis of social work practices; To enable students to gain the knowledge and skills to act in accordance with the legal framework in professional practices by understanding the laws, regulations and related regulations in the field of social work.						
Course Learning Outcomes and Competencies	1. It defines the basic laws, regulations and statutes that regulate the field of social work. 2. Explain the legal framework concerning the social work profession. 3. Analyze the legal processes encountered in social work practices. 4. It recognizes legal regulations for vulnerable groups such as children, women, disabled, elderly, and immigrants. 5. Interprets the relevant basic legislation, especially the Social Services Law No. 2828. 6. Relates ethical principles and legal responsibilities in the social work profession. 7. Develops awareness of following current changes in social work legislation.						
Textbooks and/or Other Necessary Materials	International and national academic publications and lecture notes						
How the course is presented	Face-to-face						
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to the Course and Legal Foundations of Social Work
2	Basic Legislation Regulating the Field of Social Work in Turkey
3	Social Services Law No. 2828
4	Child Protection Law No. 5395
5	Law No. 6284 on the Protection of the Family and the Prevention of Violence Against Women
6	Rights of Persons with Disabilities and Related Legislation
7	Elderly Rights and Social Security
8	Midterm Exam (Midterm)
9	Legislation on Immigrants and Refugees
10	Social Assistance and Solidarity Law (Law No. 3294)
11	Duties, Powers and Responsibilities of Social Workers
12	The Place of Public Institutions and Civil Society in Social Service Legislation
13	Ethical and Legal Responsibilities in Social Work Practices
14	General Evaluation and Current Legislation Follow-up

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1023 Social Security System				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx					
Course Objectives	The aim of the course; The aim of the program is to train students who can perform social security transactions in public institutions and private enterprises with computer aid, have strong social relations and communication, are successful in mathematical operations and logic calculations, have a strong memory, can focus on details, closely follow current legislation, are aware of their legal responsibilities, and have basic administrative knowledge and skills.						
Course Learning Outcomes and Competencies	1. Explain the concept, scope and basic principles of social security. 2. Identifies social risks and analyzes the social security measures developed against these risks. 3. Recognize the historical development and institutional structure of the social security system in Turkey. 4. Defines and evaluates social insurance branches (pension, health, unemployment, work accidents, etc.). 5. Analyze current social security problems and develop solutions.						
Textbooks and/or Other Necessary Materials	International and national academic publications and lecture notes						
How the course is presented	Face-to-face						
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		

Evaluation Criteria	**3. Midterm Exam**		
	Oral Exam		
	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to the Course and the Concept of Social Security
2	Objectives and Basic Principles of Social Security
3	Social Risks and Types of Assurances
4	Historical Development of Social Security Systems in the World
5	Historical Process of Social Security in Turkey
6	Social Security Institutions
7	Social Insurance Branches: Sickness, Maternity, Disability
8	Midterm Exam (Midterm)
9	Old Age, Death and Work Accident Insurances
10	Unemployment Insurance and Short-Time Working Allowance
11	General Health Insurance (GSS) and Health Services
12	Social Assistance and Social Work Practices
13	Current Problems of Social Security and Reforms in Turkey
14	General Evaluation and Current Discussions

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1026 Crisis and Stress Management				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Compulsory
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Abdulkadir SONAKALAN	**E-mail :** abdulkadirsonakalan@munzur.edu.tr **Web:** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/sosyalhizmetler/Pages/akadro.aspx					
Course Objectives	The aim of this course is to recognize the crisis situations and sources of stress Face-to-faced by individuals and institutions; developing appropriate coping strategies for these situations; to gain knowledge, skills and awareness about crisis and stress management processes.						
Course Learning Outcomes and Competencies	1. Explain the concepts, types and causes of crisis and stress. 2. Analyze individual and organizational responses in times of crisis. 3. Recognize and explain the physical, mental, and emotional effects of stress. 4. Apply methods of coping with crisis and stress. 5. Evaluates leadership, communication and decision-making skills in crisis and stress management processes.						
Textbooks and/or Other Necessary Materials	International and national academic publications and lecture notes						
How the course is presented	Face-to-face						
Teaching Methods and Techniques	Explanation, presentation, group work, fieldwork						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam		
	Final Exam	**X**	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to the Course: Definition and Importance of Crisis and Stress Management
2	**Crisis Concept, Types and Characteristics**
3	The Concept of Stress, Causes and Types
4	Crisis Process and Stages
5	Effects of Stress on the Individual (Physical, Psychological, Behavioral)
6	Individual and Corporate Responses in Crisis
7	Methods and Techniques for Coping with Stress
8	Midterm Exam (Midterm)
9	Crisis Management Process: Planning, Response, Improvement
10	Leadership and Communication in Crisis Management
11	Corporate Crisis Management: Case Studies and Applications
12	Stress Management in Disasters, Traumas and Extraordinary Situations
13	Developing Self-Knowledge, Awareness and Mental Resilience
14	General Assessment and Discussions on Current Crises

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1019 Social Work with Individuals				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3	4	Turkish	Imperative

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Rukiye ŞİMŞEK	**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**
Course Objectives	It is aimed to examine the theories and approaches related to social work with the individual, to integrate and discuss these theories and approaches in line with the objectives of social work, and to teach the stages of social work intervention with the individual.	
Course Learning Outcomes and Competencies	History and scope of social work with the individual, Social work theories and approaches with the individual I, Social work theories and approaches with the individual II, Social work theories and approaches with the individual III, Social work theories and approaches with the individual IV Theories and approaches of social work with the individual V Tools used in social work intervention with the individual Meeting with the individual Examining and evaluating the individual and the problem Making a plan for the solution of the problem, Social work intervention and problem solving process with the individual, Evaluating social work intervention with the individual, Ending social work intervention with the individual, Ending and monitoring social work intervention with the individual	
Textbooks and/or Other Necessary Materials	Duyen V. (2010) Social Work: Foundations, Approaches, Intervention Methods. Ankara: SHUDer. Duyan, V. (2001) "Cognitive Behavioral Approach in Social Personal Work Practices". New Approaches and Problem Areas in Social Work. (Ed. Veli Duyen and Aliye Mavili AktaG). Hacettepe University School of Social Services Publication No: 008. Ankara. Turan, N. (2009). Social Personal Work (Social Work for Individuals and Families) Ankara: Aydınlar Printing.	
How the course is presented	Face-to-face-to-Face-to-face, Online	
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis	

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	History and scope of social work with individuals
2	Social Work Theories and Approaches with Individuals I
3	Theories and approaches to social work with individuals II
4	Theories and approaches of social work with individuals III
5	Social Work Theories and Approaches with Individuals IV
6	Theories and approaches of social work with individuals V
7	Tools used in social work intervention with individuals
8	Midterm Exam
9	Meeting the individual
10	Examine the individual and the problem
11	Plan to resolve the issue
12	Social work intervention and problem-solving process with individuals
13	Assessing social work intervention with individuals
14	Termination and monitoring of the social work process with individuals

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1024 Social Work Ethics				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	2	0	3	2	3	Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK			**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**			
Course Objectives	The aim of the course is to provide social work students with knowledge and skills about professional ethics and values in practice and practice.						
Course Learning Outcomes and Competencies	The concept of ethics, the concept of professional ethics, ethical responsibilities towards applicants, ethical responsibilities towards professionals, ethical responsibilities towards the profession.						
Textbooks and/or Other Necessary Materials	Social Work Ethics (2020), Editors: Taner ARTAN, Melike YANARDAĞ ZUBAROĞL						
How the course is presented	Face-to-face-to-Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	What is ethics?
2	What is professional ethics?
3	What are the philosophical foundations of social work ethics?
4	Areas of ethical responsibility of the social worker
5	Areas of ethical responsibility towards colleagues
6	Areas of ethical responsibility towards the profession
7	Areas of ethical responsibility towards other professionals
8	Midterm Exam
9	Principles of ethical responsibility for clients
10	Ethical Principles of the International Federation of Social Workers
11	Ethical responsibilities regarding the application environment
12	Ethical responsibilities regarding the application environment
13	Case study
14	Revision

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1008 Introductıon to Phılosophy				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	3	0	3	3		Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK			**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**			
Course Objectives	To introduce the discipline of philosophy and to gain knowledge about its basic concepts. To gain knowledge about the philosophical foundations of the social work profession.						
Course Learning Outcomes and Competencies	Philosophical concepts and the study of the nature of philosophical problems; the separation of philosophy and science; information and the source of the information; values and the nature of value judgments.						
Textbooks and/or Other Necessary Materials	Philosophy, Ahmet Cevizci, Anadolu University Open Education Faculty Publication						
How the course is presented	Face-to-face-to-Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	What is philosophy?
2	Sub-branches of philosophy
3	Epistemology
4	Types and source of information
5	Metaphysics
6	The nature and areas of metaphysics
7	Philosophy of science
8	Midterm Exam
9	Ethics
10	Applied ethics
11	Political philosophy
12	Aesthetic
13	Educational philosophy
14	Topic repetition

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1011 General Economıcs				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	4	Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK			**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**			
Course Objectives	To learn the basic concepts and methodology of microeconomics.						
Course Learning Outcomes and Competencies	Students who take this course will be able to: 1. Will be able to adapt the way of economic thinking to the phenomena of daily life. 2.Students will be able to create simple models of microeconomic phenomena. 3.Students will be able to use the basic concepts of economics correctly and appropriately. 4.Students will be able to understand the basic microeconomics issues.						
Textbooks and/or Other Necessary Materials	Mankiw, N. G., (2011), Principles of Economics, 6th Edition, South-Western. Parkin, M., (2012), Economics, Global Edition, Pearson. The Core Project, (2015), The Economy.						
How the course is presented	Face-to-face-to-Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		

Evaluation Criteria	**3. Midterm Exam**		
	Oral Exam		
	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	Basic Concepts of Economics
2	Basic Concepts of Economics
3	Economic systems
4	Basic economic problems
5	Demand, supply, market and elasticity
6	Demand, supply, market and elasticity
7	Market mechanism
8	Midterm Exam
9	Market mechanism
10	Consumer, producer and cost theories
11	Consumer, producer and cost theories
12	Market structures
13	Consumer behavior and perfect competition
14	Factor markets

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: GIR222 Entrepreneurship				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Language**	**Course Type Mandatory/Elective**
Spring Semester	3	0	3	2	3	Turkish	Optional

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer. Res. Asst. Rukiye ŞİMŞEK	**E-mail :** rukiyesimsek@munzur.edu.tr **Web:https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**
Course Objectives	1.Undertaking Creating Process Narration 2.Discussion of the important issues in creating a successful business 3.Examination of the strategic decisions that entrepreneurs should make in the process of creating a business. 4.To discuss the operational and organizational challenges encountered in the initial phase 5.Business Plans and base of the elements Examination 6. Introduce students to the main issues to be encountered when managing a new company	
Course Learning Outcomes and Competencies	1- To have general information about the startup establishment process 2- Discuss the main elements of a successful venture creation process 3- Discuss the most important decisions entrepreneurs make when starting their businesses 4- To examine the structural and organizational challenges in the establishment phase 5- Introduce the important aspects of business planning 6- Examine the important issues in the management of a new company	
Textbooks and/or Other Necessary Materials	Entrepreneurship, Arzu Ülgen Aydınlık, Istanbul University Open and Distance Education Faculty Publications, 2010	
How the course is presented	Face-to-face-to-Face-to-face, Online	
Teaching Methods and Techniques	Lecture, question-answer, presentation, analysis	

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		

	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	Introduction to entrepreneurship
2	Identifying Opportunities and Creating New Ideas
3	Feasibility Analysis
4	Creating a Business Model
5	Sector and Competitor Analysis
6	Sector and Competitor Analysis (continued)
7	Repeat before the visa
8	Midterm Exam
9	Business Plan Writing
10	Establishing the Ethical and Legal Framework in New Ventures
11	Creating the New Management Team
12	Assessing Challenges and Preparing for Growth
13	Financial Planning
14	Growth Strategies

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1016 Principles and Techniques of Interviewing in Social Work				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Language**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	3	Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK			**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**			
Course Objectives	In this course, it is aimed to gain the skills to competently evaluate and use the necessary interviewing and principles and techniques in social work practices						
Course Learning Outcomes and Competencies	The content of this course covers the concepts related to social work interview principles and techniques, case formulation, types of interview techniques, therapeutic relationship, issues to be addressed in the evaluation interview, common mistakes in interviews, issues to be addressed in the termination session						
Textbooks and/or Other Necessary Materials	Social Interview Techniques, Özlem Karakuş- Yalçın Özdemir, Nika Publishing House						
How the course is presented	Face-to-face-to-Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	Generalist Practice in Social Work and Its Basic Elements Reflective and Critical Thinking in Social Work Practice, Basic Elements of Communication, Speaking and Professional Interview, Interview in Social Work: Main objectives, definitions, concepts
2	Types of Interviews in Social Work, Interviewing in Social Work, Ethics and Values, Empathy and Listening
3	Therapeutic Environment, Trust Relationship, Professional Relationship, Use of Self in Social Work Practice, Cultural Competence
4	Interview Stages and Techniques Used, Acquaintance Stage
5	Evaluation and Goal Determination, Applicant's Strengths and Problems
6	Defining the Problem and Techniques Used
7	Developmental Stage and Techniques Used
8	Midterm Exam
9	Termination Stage and Technique Used
10	Difficult Situations Encountered in Negotiations, Recognizing and Defending Resilience, Handling Crisis Situations, Difficult Situations and Ethics
11	Record keeping and reporting in social work interviews
12	Motivational Interviewing in Social Work Practice
13	Interviews with Different Service Recipient Groups, Interviews with Children and Adolescents
14	Interview with the Elderly

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1001 Basic Concepts of Law				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	3	Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK			**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**			
Course Objectives	The aim of the Basic Concepts of Law course is to provide information about the basic concepts of law; It is to ensure that the person learns about his rights and freedoms in daily life. In working life, it is to ensure that it has the necessary equipment.						
Course Learning Outcomes and Competencies	Upon completion of this course, the student will be able to: 1. Distinguish the basic concepts and legal systems related to law. 2. It makes comparisons between legal systems around the world. 3. Have the necessary knowledge about law departments.						
Textbooks and/or Other Necessary Materials	Basic concepts of law, Sabahattin Nal, Istanbul University Open and Distance Education Faculty Publications						
How the course is presented	Face-to-face-to-Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

Evaluation Criteria		**If yes, please tick (X).**	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	Social order, rules of conduct and law
2	Enforcement in law
3	Sources of law
4	Application of the rules of law in terms of place, time and meaning
5	The concept of person in law, types of persons, capacity of persons
6	The concept of rights and types of rights
7	Legal event, legal act, legal action, acquisition and loss of rights
8	Midterm Exam
9	Types of lawsuits and protection of rights
10	Branches of public law
11	Branches of private law
12	Branches of private law II
13	Judicial organization
14	Judicial organization II

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1022 Non-Governmental Organizations				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Spring Semester	2	0	2	2	3	Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK		**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**				
Course Objectives	This course aims to introduce the main theoretical debates on the concept of civil society; explain the emergence of non-profit civil society organizations as important actors in local, national and international politics; To analyze the development of civil society in Turkey; It aims to present the aims, strategies, policies and activities of NGOs and their relations with the state						
Course Learning Outcomes and Competencies	The student who takes this course; 1. Acquires knowledge of the concept of civil society. 2.Establish connections between civil society and areas such as human rights, democracy and social services. 3. Have information about non-governmental organizations and enter into relations with non-governmental organizations that are of interest to them.						
Textbooks and/or Other Necessary Materials	Ayşenur Akpınar Gönenç, Civil Society Intellectual Foundations and Turkey Perspective, Istanbul: Altkitap, 2001.John Keane, Democracy and Civil Society, Istanbul: Detay, 1994Ayten Akatay, Serhat Harman, Non-Governmental Organizations Management, Governance and Volunteering, Bursa: Ekin, 2014						
How the course is presented	Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	Theoretical Framework of Civil Society I,
2	Theoretical Framework of Civil Society II,
3	Functions of Non-Governmental Organizations,
4	Associations and Professional Associations as Non-Governmental Organizations
5	Foundations as Non-Governmental Organizations,
6	Trade Unions as Non-Governmental Organizations
7	Civil Society, Democracy and Human Rights
8	Midterm Exam
9	Civil Society and State,
10	International Non-Governmental Organizations
11	European Union and Civil Society
12	Contributions of Non-Governmental Organizations to Social Policy
13	Volunteering and Civil Society,
14	Social Work Civil Society Relationship, Examples from Non-Governmental Organizations in the Field of Social Work

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM							
Course Code and Name: SOH1004 Introduction to Social Work				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Languag e**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	4	Turkish	Imperative
Course Prerequisites	There are no prerequisites.						
Course Instructor	Lecturer Rukiye ŞİMŞEK		**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**				
Course Objectives	Our main goal is to define the basic concepts of social work, as well as to give general information about the definition, purpose and functions of social work, the emergence and development of social work, generalist social work, social work research, social work ethics and its relationship with other disciplines, social work fields, application levels of social work, knowledge, skills and value foundations of social work and to read a lot about these issues.						
Course Learning Outcomes and Competencies	The student who takes this course; Comprehend the definition, history and basic elements of social work. At the same time, you will have a good command of the conceptual theoretical framework of professional practice.						
Textbooks and/or Other Necessary Materials	Introduction to Social Work. Ankara: Nika Publishing House.Social Work Practice-Basic Techniques and Principles. Ankara: Nika Publishing House. Sahin, F. (1999).						
How the course is presented	Face-to-face-to-Face-to-face, Online						
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis						

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	Definition of social work
2	Philosophical foundations of social work
3	Features of the period in which social work appeared
4	Roles of a social worker
5	Historical development of social work in the world and in Turkey
6	Generalist social work and ecological perspective
7	Human rights and social justice
8	Midterm Exam
9	Social welfare and social policy
10	Separation of social work and social services
11	The relationship of social work with other disciplines
12	Social work with individuals
13	Family and group social work
14	Social work with the community

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

COURSE DESCRIPTION FORM

Course Code and Name: SOH1018 Violence and Methods of Struggle				**Program:** Social Services Program			
Semester	**Theory**	**Application.**	**Sum**	**Loans**	**ECTS**	**Course Language**	**Course Type: Compulsory/Elective**
Fall Semester	3	0	3	3	3	Turkish	Imperative

Course Prerequisites	There are no prerequisites.	
Course Instructor	Lecturer Rukiye ŞİMŞEK	**E-mail :** rukiyesimsek@munzur.edu.tr **Web : https://akademik.yok.gov.tr/AkademikArama/view/viewAuthor.jsp**
Course Objectives	The aim of this course is to define the types of violence that individuals and groups are exposed to by addressing the phenomenon of violence with its social, psychological and structural dimensions; to analyze the causes, consequences and cycle of violence. It is aimed to provide students with the social work intervention methods used in the fight against violence and to gain the ability to develop protective, preventive and empowering strategies. In addition, increasing students' competencies in planning and directing professional support services for victims of violence is among the main objectives of the course.	
Course Learning Outcomes and Competencies	1. Define the concept and types of violence. 2. Explain the individual and social effects of violence. 3. Knows the legal regulations in the fight against violence. 4. Apply social work intervention methods for violence. 5. Develops protective and preventive service models. 6. Acts in accordance with ethical principles in the fight against violence. 7. Understands the importance of inter-institutional cooperation. 8. Develops social awareness and advocacy skills.	
Textbooks and/or Other Necessary Materials	Handbook on combating violence against women, Ministry of Family and Social Services,. Domestic Violence and the child: A study on children's experience of domestic violence, Zeliha Sağnıç- Selim Karyelioğlu, 2020, İmgelem magazine. Violence, Oğuz Polat, 2016, Marmara University Faculty of Law Legal Research Journal.Social Services Provided to Women Victims of Violence: The Case of Trabzon Province, Kübra Yavuz- Fatma Okur Çakıcı, 2021 Global Journal Of Economics Aand Business Studies	
How the course is presented	Face-to-face-to-Face-to-face, Online	
Teaching Methods and Techniques	Lecture, question-answer, presentation, application, analysis	

		If yes, please tick (X).	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**

Evaluation Criteria	**2. Midterm Exam**		
	3. Midterm Exam		
	Oral Exam		
	Practical Exam (Laboratory, Project, etc.)		
	Final Exam	X	**60**

Semester Curriculum	
Week	**Curriculum**
1	The Concept of Violence: Definitions, Theoretical Approaches and Basic Concepts
2	Types of Violence: Physical, Psychological, Sexual and Economic Violence
3	Domestic Violence: Causes, Dynamics and Cycle
4	Violence Against Women and Gender-Based Approaches
5	Violence, Neglect and Abuse Against Children
6	Violence Against Persons with Disabilities and Elderly Persons
7	Violence at School, Workplace and Digital
8	Midterm Exam
9	Psychosocial Effects of Violence and Post-Traumatic Process
10	National and International Legal Regulations in the Fight against Violence
11	Social Work Interventions in Combating Violence
12	Protective and Preventive Service Models
13	Inter-Agency Collaboration and Multidisciplinary Approaches
14	Case Studies and Course Overview

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE

Course Code and Name: YDB131 English-I				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Fall Semester	2	0	2	2	2	Turkish	Compulsory

Prerequisites of Course	There are no prerequisites.	
Course Instructor	Lecturer Suat ARSLANOĞLU	**Mail :** suatarslanoglu@munzur.edu.tr **Web : https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yabanc%C4%B1Kultur/Pages/akadro.aspx**
Aims of Course	It aims to provide students with information about English grammar and vocabulary and to enable them to use these in daily life.	
Course Learning Outcomes and Competencies	1. Will be able to learn the tenses used in English. 2. Will be able to make dialogues in English and use the tenses he/she learned. 3. Will be able to read English texts. 3.1. Reads and comments on English stories. 3.2. Reads English newspaper articles. Translates them into Turkish.	
Textbooks and /or Other Required Materials	Images/visuals, slides, videos and lecture notes on the course content.	
Method of delivery of the course	Online	
Teaching Methods and Techniques	Explanation, Question-Answer	

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Present Form of 'to be'
2	Subject Pronouns, Countries and Nationalities
3	Family Members, Possesive Adjectives
4	Possesive Case, Have got/Has got, Adjectives
5	Singular&Plural Nouns& a/an, This/That/These/Those, Countable&Uncountable Nouns
6	Some&Any&How much&How many
7	Revision
8	Midterm Exam
9	Parts of the House&Furniture, There is/There are, Prepositions of Place, Can/Can't
10	Telling the Time, Days& Months, Prepositions of Time
11	The Simple Present Tense
12	Adverbs of Frequency, Object Pronouns
13	Reading, analyzing, interpreting, and evaluating English texts
14	General Revision

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE

Course Code and Name: YDİ 132- English-II				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Spring Semester	2	0	2	2	2	Turkish	Compulsory

Prerequisites of Course	There are no prerequisites.	
Course Instructor	Lecturer Suat ARSLANOĞLU	**Mail :** suatarslanoglu@munzur.edu.tr **Web : https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/yabanc%C4%B1Kultur/Pages/akadro.aspx**
Aims of Course	It aims to provide students with information about English grammar and vocabulary and to enable them to use these in daily life.	
Course Learning Outcomes and Competencies	1. Will be able to learn the tenses used in English. 2. Will be able to make dialogues in English and use the tenses he/she learned. 3. Will be able to read English texts. 3.1. Reads and comments on English stories. 3.2. Reads English newspaper articles. Translates them into Turkish.	
Textbooks and /or Other Required Materials	Images/visuals, slides, videos and lecture notes on the course content.	
Method of delivery of the course	Online	
Teaching Methods and Techniques	Explanation, Question-Answer	

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		
	Oral Exam		

	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	The Present Continuous Tense
2	Weather&Season&Clothes
3	The Present Simple or The Present Continuous Tense
4	Past Form of 'To be'
5	The Past Simple Tense with Regular Verbs
6	The Past Simple Tense with Irregular Verbs
7	Revision
8	Midterm Exam
9	The Past Continuous Tense
10	Comparative Forms of Adjectives
11	Superlative Forms of Adjectives
12	Giving Advice (Should/Shouldn't)
13	The Future Tense (be going to)
14	The Future Tense (will)

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE							
Course Code and Name: BİLG Basic Information Technologies 1				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Fall Semester	1	2	3	2	3	Turkish	Compulsory
Prerequisites of Course	There are no prerequisites.						
Course Instructor	Lecturer Kürşat ARSLAN	**Mail :** kursatarslan@munzur.edu.tr **Web :** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/bilgisayarTekno/Pages/akadro.aspx					
Aims of Course	To promote the use of Information Technologies, improve computer literacy, and provide experience in operating systems, computer hardware, input-output devices, word processing, spreadsheets, and presentation preparation.						
Course Learning Outcomes and Competencies	1. Will recognize fundamental concepts of Information Technologies in detail 2. Will understand hardware and software components of a computer system in detail 3. Will be proficient at a basic level in the purpose and use of operating systems 4. Will be able to use a word processor software to meet professional needs 5. Will be able to use spreadsheet software to meet professional needs 6. Will be able to use presentation software to meet professional needs						
Textbooks and /or Other Required Materials	Instructor's notes						
Method of delivery of the course	Face-to-face to Face-to-face, Online						
Teaching Methods and Techniques	Explanation, question-answer, presentation, practice, analysis						

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**
	1. Midterm Exam	X	**40**
	2. Midterm Exam		

Evaluation Criteria	**3. Midterm Exam**		
	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Definition and Historical Development of Computers
2	Computer hardware components
3	Input Devices
4	Output Devices
5	System and Application Software
6	Operating Systems
7	Utility Programs
8	Midterm Exam
9	Windows Operating System
10	Introduction to and basic usage of Microsoft Office Word
11	Data entry and formatting in Word; document editing and adding images, tables, etc.
12	Introduction to and usage of Microsoft PowerPoint; slide design and special animations
13	Introduction to and basic usage of Microsoft Office Excel
14	Data entry and formatting in Excel; use of formulas, functions, and charts in spreadsheets

EN
MUNZUR UNIVERSITY
Tunceli Vocational School
Social Services Program

DESCRIPTION FORM OF COURSE							
Course Code and Name: BİLG* Basic Information Technologies 2				**Program:** Social Services Program			
Semester	**Theory**	**Prac.**	**Total**	**Credits**	**ECTS**	**Language of Course**	**Course Type Compulsory/Elective**
Spring Semester	1	2	3	2	3	Turkish	Compulsory
Prerequisites of Course	There are no prerequisites.						
Course Instructor	Lecturer Kürşat ARSLAN	**Mail :** kursatarslan@munzur.edu.tr **Web :** https://www.munzur.edu.tr/birimler/akademik/myo/tmyo/bolumler/bilgisayarTekno/Pages/akadro.aspx					
Aims of Course	To promote the use of Information Technologies, improve computer literacy, and provide experience in operating systems, computer hardware, input-output devices, word processing, spreadsheets, and presentation preparation.						
Course Learning Outcomes and Competencies	1. Able to create presentation slides using MS PowerPoint, format slide layout, design, and animations, and adjust program settings. 2. Able to create documents using MS Word, format content, create tables and charts, and adjust document and program settings. 3. Able to create workbooks in MS Excel, format cells, enter formulas, and adjust workbook and program settings.						
Textbooks and /or Other Required Materials	Instructor's notes						
Method of delivery of the course	Face-to-face to Face-to-face, Online						
Teaching Methods and Techniques	Explanation, question-answer, presentation, practice, analysis						

		If yes, please mark (X)	**Percentage (%) Contribution to the Overall Average**
Evaluation Criteria	**1. Midterm Exam**	X	**40**
	2. Midterm Exam		
	3. Midterm Exam		

	Oral Exam		
	Practical Exam (Lab, Project etc.)		
	Semester Final Exam	X	**60**

Semester Course Plan	
Week	**Syllabus**
1	Techniques for preparing effective presentations
2	Introduction to MS PowerPoint interFace-to-face
3	Use of menus and tools in MS PowerPoint
4	Creating presentations in MS PowerPoint
5	Use of menus and tools in MS Word
6	Paragraph operations and formatting in MS Word
7	Advanced word processing with Word
8	Midterm Exam
9	Introduction to MS Excel interFace-to-face
10	Use of menus and tools in MS Excel
11	Spreadsheet creation in MS Excel
12	Formulas and functions
13	Chart operations and data analysis
14	Advanced Excel applications