



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Human Resources Management							
Course Code		HAT205		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To be able to mention human resources department to place in the organization. To be able to comprehend the purpose and importance of the human resources department.To be able to mention the difference of purpose mission, vision, strategy, tactics and concepts. To be able to introduce in detail management of human resources to student.							
Course Content		Human Resource Management, Strategic Planning Process Defects and Solutions, Human Resources and Total Quality Relations, Performance Management, Career Management, Payroll and Human Resources Management, International Human Resource Management							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		Lec. Nurdanur TAVLAN SOYDAN							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	İnsan Kaynakları ve Halkla İlişkiler : Örgütsel Açıdan, Akdağ, M., İstanbul, 2010.
2	İnsan Kaynakları Yöneticisinin El Kitabı, Şakar, M., Okakın, N., İstanbul, 2013.

Week	Weekly Detailed Course Contents	
1	Theoretical	Human Resources Management, Concept and Objectives, Factors Affecting the Human Resources Management
2	Theoretical	Human Resource Management, Scope, Functions And Features
3	Theoretical	Human Resources Management Strategic Planning
4	Theoretical	Interruptions in the Process of Strategic Planning and Policy Proposals
5	Theoretical	Human Resources and Total Quality Relationship
6	Theoretical	Personnel Management Operations
7	Theoretical	Finding and Selecting Personnel
8	Intermediate Exam	Midterm Exam
9	Theoretical	Training and Development
10	Theoretical	Performance Management
11	Theoretical	Career Management
12	Theoretical	Wage and Salary Administration
14	Theoretical	Use of Technology in HRM
15	Theoretical	Use of Technology in HRM
16	Final Exam	Final Exam
17	Final Exam	Final Exam

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	2	1	3
Final Examination	1	4	1	5
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	To be able to learn the basic concepts of human resources management.
2	To learn the functions of human resources management.
3	To be able to perceive the place of human resources management in the organization.
4	To be able to realize that human factor is effective in the success of public relations of the institution.
5	To have information about human resources planning, labor relations, occupational health and safety applications.

**Programme Outcomes (Public Relations and Publicity)**

1	To be able to possess theoretical and practical competence on formation in communication field in general and in Public Relations and Advertising field in particular while learning the historical and transformative process about the field.
2	To be able to own an ability to determine the contemporary problems about the field and to solve these problems by using the richness of the interdisciplinary property of the communication field.
3	To be able to possess a competence to carry the accumulation of the interdisciplinary knowledge to the Public Relations and Advertising field and in this context to solve the problems in the field.
4	To be able to possess a knowledge on ethical and legal rules about the field and to have an ability to apply these rules.
5	To be able to widen the knowledge about the field by using the foreign language and to have an ability to communicate with international stake holders.
6	To be able to use competence on computer softwares about the field and on the other communication technologies.
7	To be able to prepare programmes/campaigns and process on public relations, advertising and marketing for an organization.
8	To be able to analyse the contents of the news, advertising, etc. and to prepare innovative and critical contents in the field.
9	To be able to apply the ethical and legal rules that students learned while exercising the occupation.

**Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High**

	L1	L2	L3	L4	L5
P1	3	4	3	3	3
P2	3	4	3	3	3
P3	1	2	3	3	2
P4	3	4	3	3	3
P5	1	1	1	3	2
P6	3	3	2	3	3
P7	2	2	2	3	2
P8	2	2	2	2	2
P9	2	2	2	2	2

