



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|---|------------|--|---|----------------------------------|---|------------|---|
| Course Title | | Human Resource Management | | | | | | | |
| Course Code | | SU265 | | Couse Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 3 | Workload | 72 (Hours) | Theory | 3 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | Students are one of the key areas of business management to inform on issues related to human resources management , performance appraisal, compensation management, know the basic applications such as human resources management, training and bringing into use . | | | | | | | |
| Course Content | | Transition from Personnel Department to Human Resources Management, Job Analysis, Creating and Updating Job Descriptions | | | | | | | |
| Work Placement | | N/A | | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | Explanation (Presentation), Discussion, Case Study | | | | | |
| Name of Lecturer(s) | | Ins. Özgür SARI | | | | | | | |

Assessment Methods and Criteria

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

Recommended or Required Reading

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| 1 | Prof.Dr.M.Şerif Şimşek İnsan Kaynakları Yönetimi, Eğitim Yayınevi,2011 |
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| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|--|
| 1 | Theoretical | An economic approach to human resources management |
| 2 | Theoretical | Job analysis and job design |
| 3 | Theoretical | Human resources planning |
| 4 | Theoretical | Personnel recruitment and selection |
| 5 | Theoretical | Personnel recruitment and selection |
| 6 | Theoretical | Training and development |
| 7 | Theoretical | Performance evaluation |
| 8 | Intermediate Exam | Midterm Exam |
| 9 | Theoretical | Fees management |
| 10 | Theoretical | Worker health and safety |
| 11 | Theoretical | Worker health and safety |
| 12 | Theoretical | Labor relations |
| 13 | Theoretical | International human resources management |
| 14 | Theoretical | Business Valuation |
| 15 | Theoretical | Business Valuation |
| 16 | Final Exam | Final |

Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---------------------------------------|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 0 | 3 | 42 |
| Reading | 14 | 0 | 2 | 28 |
| Midterm Examination | 1 | 0 | 1 | 1 |
| Final Examination | 1 | 0 | 1 | 1 |
| Total Workload (Hours) | | | | 72 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 3 |

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

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| 1 | Businesses can be employed as employees who have basic knowledge in the Human Resources department |
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| 2 | Students recruitment , performance appraisal , compensation management will have information about the HR system as they faced a variety of reasons . |
| 3 | Human Resources The overall structure of the management system is informed about the content they can use this knowledge in the field of business management . |
| 4 | methods for the most efficient way of managing and analyzing systems and human factors can develop . |
| 5 | business analysis of the basic elements of people management in business , hiring , performance evaluation, they get up to date information on topics such as management fees . |

Programme Outcomes (Agricultural Management)

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| 1 | To be able to comprehend the basic management, economy and agricultural management |
| 2 | To be able to acquire basic information in excessive, profitable and quality production of vegetable and animal products |
| 3 | To be able to manage production in factory, to prepare project and to keep business records |
| 4 | To be able to develop solutions in agricultural management |
| 5 | To be able to comprehend optimally preparation and marketing in agricultural foods process |
| 6 | To be able to follow professional developments and to acquire knowledge to use technological resources |
| 7 | To be able to reach the scientific data using computer and the internet |
| 8 | To be able to determine the problem about agricultural management, to analyze, to develop solutions and suggestions |
| 9 | To be able to comprehend Atatürk Principle and Revolution |
| 10 | To be able to take precautions about the problems related to first aid and occupational safety in the enterprise, to solve the problems |
| 11 | To be able to use Turkish well, to communicate orally and in writing, to have knowledge of professional ethics and responsibility |

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

| | L1 | L2 | L3 | L4 | L5 |
|----|----|----|----|----|----|
| P2 | 2 | | 5 | 5 | |
| P3 | 3 | 4 | 4 | 4 | 4 |
| P4 | 3 | 4 | 4 | 4 | 4 |
| P8 | | 4 | 4 | 4 | |

