



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

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|--|---|--|------------|----------------------------|---|----------------------------------|---|------------|---|
| Course Title | | Human Resource Management | | | | | | | |
| Course Code | | IYO205 | | Course Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 3 | Workload | 74 (Hours) | Theory | 2 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | It is aimed to teach enough level in the theoretical context about HRM functions and to gain necessary knowledge and ability for students to apply HRM functions. | | | | | | | |
| Course Content | | This will address issues related to the HR function such as the emergence of human resource management, job analysis, HR planning, HR provision and selection, training and development. | | | | | | | |
| Work Placement | | N/A | | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | Explanation (Presentation) | | | | | |
| Name of Lecturer(s) | | Ins. Faruk ÇAM | | | | | | | |

Assessment Methods and Criteria

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

Recommended or Required Reading

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| 1 | OKAKIN Neslihan, Çalışma Yaşamında İnsan Kaynakları Yönetimi, Beta Yayınevi, İstanbul, 2009 |
|---|---|

| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|--|
| 1 | Theoretical | Introduction and the emergence of human resource management |
| | Preparation Work | Related chapter in the course book |
| 2 | Theoretical | Establishment of HRM department and introducing HR functions |
| | Preparation Work | Related chapter in the course book |
| 3 | Theoretical | Job Analysis and Job Design |
| | Preparation Work | Related chapter in the course book |
| 4 | Theoretical | HR Planning |
| | Preparation Work | Related chapter in the course book |
| 5 | Theoretical | Providing and selection of HR |
| | Preparation Work | Related chapter in the course book |
| 6 | Theoretical | Training and Development - 1 |
| | Preparation Work | Related chapter in the course book |
| 7 | Theoretical | Training and Development -2 |
| | Preparation Work | Related chapter in the course book |
| 8 | Theoretical | Performance Evaluation: Context and Importance |
| | Preparation Work | Related chapter in the course book |
| 9 | Intermediate Exam | Midterm Exam |
| 10 | Theoretical | Performance Evaluation: Process and Methods-1 |
| | Preparation Work | Related chapter in the course book |
| 11 | Theoretical | Performance Evaluation: Process and Methods-2 |
| | Preparation Work | Related chapter in the course book |
| 12 | Theoretical | Examples from application |
| | Preparation Work | Related chapter in the course book |
| 13 | Theoretical | Examples from application |
| | Preparation Work | Related chapter in the course book |
| 14 | Theoretical | An overview |
| | Preparation Work | Related chapter in the course book |
| 15 | Final Exam | Final Exam |



Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|--|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 1 | 2 | 42 |
| Midterm Examination | 1 | 14 | 1 | 15 |
| Final Examination | 1 | 16 | 1 | 17 |
| Total Workload (Hours) | | | | 74 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 3 |

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

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|---|--|
| 1 | Evaluates development stages of İKY in terms of HRM functions comparatively. |
| 2 | It associates HRM functions with each other in terms of HRM integration. |
| 3 | It associates the information and examples given with HRM applications with the application. |
| 4 | Be able to do provide analysis and job descriptions |
| 5 | Be able to create human resources information systems |

Programme Outcomes (Business Administration Management)

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|----|---|
| 1 | Use the economical information obtained in micro and macro scale, in their occupational lives. |
| 2 | Use information and communication technologies at the level required by their field. |
| 3 | Manage business finance, analyze business financial situation, and solve financial problems. |
| 4 | Gain management skill by managing and enhancing human resource effectively in accordance with business aims |
| 5 | Understand production and marketing functions as a whole, have proficiency in applying new production and marketing techniques. |
| 6 | Have proficiency in calculating cost, making entry, preparing and interpreting financial statements |
| 7 | Have proficiency in using business management function and applying and following new management techniques |
| 8 | Have proficiency for performing legal responsibilities of business, following and applying legislation |
| 9 | Have proficiency in following and applying vocational current and economic developments in national and international area. |
| 10 | Take responsibilities as a team member when dealing with issues and problems encountered in practice |
| 11 | Have the ability to use the computer and the required packaged software |
| 12 | Have the professional ethics in business life and business relations |

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 | 1 | 1 | 1 | 1 | 1 |
| P2 | 1 | 3 | 2 | 1 | 3 |
| P3 | 1 | 1 | 1 | 1 | 1 |
| P4 | 5 | 5 | 5 | 5 | 5 |
| P5 | 3 | 3 | 4 | 3 | 3 |
| P6 | 1 | 1 | 1 | 1 | 1 |
| P7 | 3 | 3 | 3 | 3 | 3 |
| P8 | 2 | 3 | 2 | 2 | 3 |
| P9 | 1 | 1 | 1 | 1 | 1 |
| P10 | 3 | 3 | 4 | 3 | 3 |
| P11 | 1 | 1 | 1 | 1 | 1 |
| P12 | 3 | 3 | 3 | 3 | 3 |

