



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

|  |   |  |            |                            |   |                                  |   |            |   |
|--|---|--|------------|----------------------------|---|----------------------------------|---|------------|---|
| 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

|   |   |
|---|---|
| 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*] = <b>ECTS</b> |          |             |          | 3              |

\*25 hour workload is accepted as 1 ECTS

**Learning Outcomes**

|   |  |
|---|--|
| 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 (Local Authorities)**

|   |   |
|---|---|
| 1 | They can be informed in the filed of management and follow up improvements in Turkey and the world in the field of local government.                    |
| 2 | They have qualification of solving problems in the local level with following economic and social events up.  |
| 3 | They will have basic theoretical knowledge to comment with following Turkeys' and The Worlds' current political problems up.                            |
| 4 | They will gain the ability of research independently and presenting in the field of Local Goverment with have basic information about research methods. |
| 5 | They will understand the relevant legal texts, interpret, and set up the relationship problems  |
| 6 | They will informed about constitution, fundamental rights and freedom, civil service law, public law legislation and professional ethic.                |
| 7 | They will use information technologies, documents management, archiving and reporting.  |

**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 | 4  | 4  | 4  | 5  | 5  |
| P2 | 4  | 4  | 4  | 4  | 5  |
| P3 | 3  | 3  | 3  | 4  | 5  |
| P4 | 3  | 3  | 4  | 4  | 4  |
| P5 | 3  | 4  | 4  | 2  | 4  |
| P6 | 4  | 4  | 4  | 3  | 3  |
| P7 | 4  | 4  | 4  | 3  | 3  |

