AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Human Resource Management						
Course Code		LOJ254		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	4	Workload	100 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To learn theoretical process about Human Resources Management functionsand to examine the applications related to work life						
Course Content		Basic principles of Human Resources Management, job planning, job analysis and job definitions						
Work Placement		N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)		Ins. Emine KARAKUŞ BAŞLAR						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	İnsan Kaynakları Yönetimi, Zeyyat Sabuncuoğlu
2	Meslek Yüksekokulları İçin İnsan Kaynakları Yönetimi, Aydın Yılmazer ve Cemal Eroğlu
3	Ders notları

Week	Weekly Detailed Course Contents	
1	Theoretical	Contents of HRM – Transition to HRM from PM (personnel management)
2	Theoretical	Organization of HRM department – Basics principles of HRM
3	Theoretical	Human Resources Planning
4	Theoretical	Job analysis and job definitions
5	Theoretical	Employee finding
6	Theoretical	Employee finding
7	Theoretical	Employee selection
8	Theoretical	Employee selection
9	Theoretical	Education management
10	Theoretical	Education management
11	Theoretical	Career development
12	Theoretical	Performance evaluation
13	Theoretical	Performance evaluation
14	Theoretical	Wage management
15	Final Exam	end of term exam
16	Final Exam	end of term exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	1	0	30	30
Reading	1	0	36	36
Midterm Examination	1	1	1	2
Final Examination	1	3	1	4
			Total Workload (Hours)	100
			[Total Workload (Hours) / 25*] = **ECTS**	4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	HRM-HRP
2	Employee finding and employee selection
3	Employee development
4	Employee Supply, Selection and Placement, Training and Development
5	Career Management and Planning, Performance Evaluation

Programme Outcomes *(Logistics)*

1	Understanding of the basics needed for the mobility of production and consumption ware
2	Give storage and inventory management decisions
3	To decide about types of transportation and handling equipment to be used to decide
4	Logistics information systems take advantage of the process of realization of activities
5	Be the judge national and international legislation regulating the field of logistics
6	Administration, management and marketing topic about give an idea
7	To be sensitive to the requirements of professional ethics
8	Provide an idea about the the national and international transport policies
9	To have written and spoken communication skills
10	Living in society and to understand the world

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

	L1	L2	L3
P6	4	4	4
P7	2	2	2
P9	3	3	3