



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Human Resource Management							
Course Code		İKY117		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		Method of personnel administration							
Course Content		Personnel administration, Human resources principles, Workface planning Jop analysis, Choosing personnel							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Kişisel Gelişim Kitapları Zeyyat Sabuncuoğlu, İnsan Kaynakları Yönetimi, Ezgi Yayınları
2	İnsan Kaynakları Yönetimi, Zeyyat Sabuncuoğlu, Beta Yayınevi, İstanbul, 2012

Week	Weekly Detailed Course Contents	
1	Theoretical	Human resources introduction
	Preparation Work	instruction book
2	Theoretical	Personnel administration
	Preparation Work	instruction book
3	Theoretical	Human resources principles
	Preparation Work	instruction book
4	Theoretical	Workface planning
	Preparation Work	instruction book
5	Theoretical	Jop analysis
	Preparation Work	instruction book
6	Theoretical	Choosing personnel
	Preparation Work	instruction book
7	Theoretical	Personnel trining and development
	Preparation Work	instruction book
8	Preparation Work	Preparation for midterm
	Intermediate Exam	Midterm
9	Theoretical	Personnel skills management
	Preparation Work	instruction book
10	Theoretical	Knowledge management
	Preparation Work	instruction book
11	Theoretical	Career planning
	Preparation Work	instruction book
12	Theoretical	Performance evaluation
	Preparation Work	instruction book
13	Theoretical	Salary management
	Preparation Work	instruction book
14	Theoretical	Personnel health
	Preparation Work	instruction book



15	Theoretical	Industrial management
	Preparation Work	instruction book
16	Preparation Work	Preparation for final exam
	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	3	70
Midterm Examination	1	13	1	14
Final Examination	1	15	1	16
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Learning the concepts of human resources management.
2	Comprehending the processes of human resources management.
3	To contribute to apply the processes of human resources management.
4	To contribute to apply occupational safety and health
5	Learning the performance system on human resources management.

Programme Outcomes (Human Resources and Management)

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

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	3	4	4
P2	4	3	3	3	4
P3		4	4	4	4
P4	3	3	3	3	4
P5	3	4	3	3	3
P6	4	3	3	3	4
P7	3				4
P8		4	4		4
P9	4	3	3	3	4
P10	3	3	3	3	3

