



**AYDIN ADNAN MENDERES UNIVERSITY
SULTANHISAR VOCATIONAL SCHOOL
MANAGEMENT AND ORGANIZATION
BUSINESS ADMINISTRATION MANAGEMENT
COURSE INFORMATION FORM**

Course Title	Human Resource Management								
Course Code	İKY117			Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (Hours)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	Method of personnel administration								
Course Content	Personnel administration, Human resources principles, Workforce planning Job 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)	Ins. Özge YILDIRIM								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

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	Workforce planning
	Preparation Work	instruction book
5	Theoretical	Job analysis
	Preparation Work	instruction book
6	Theoretical	Choosing personnel
	Preparation Work	instruction book
7	Theoretical	Personnel training 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



14	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 (Business Administration Management)

1	Define their fundamental information and capabilities related to the Business management.
2	Command on the management functions and accounting practices theoretically and will be able to implement them practically.
3	Determine managerial/structural/legal components required to found an effective business.
4	Shall dissolve financial situation of business on basic level.
5	Use the economical information obtained in micro and macro scale, in their occupational lives.
6	Implement the developed package programs together with the fundamental information technologies related to their field.
7	Have the professional ethics in business life and business relations.
8	Reveal office order, working conditions, ability of coherence to the team work in business establishment
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	4	4	4
P2	4	4	4	4	4
P3	4	4	4	4	4
P8	4	4	4	4	4

