AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Human Resource Management					
Course Code		İKY117		Couse 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 princples, 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 princples
	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	İndustrial 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 contrubite to apply the processes of human resources management.
4	To contrubite 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