



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Human Resources Management							
Course Code		TRZM229		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		In this course, it is aimed to gain the competencies related to finding human resource and using human resource effectively and efficiently.							
Course Content		Management, Functions of Management, Human Resources Management, Job Analysis, Personnel Selection, Personnel Development, Career Planning, Wage and Performance Management, Labor Relations							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Prof. Pınar ALTIOK GÜREL							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	İnsan Kaynakları Yönetimi – Yrd.Doç.Dr. Erdal ÜNSALAN, Öğr.Gör. Bülent ŞİMŞEKER
2	İnsan Kaynakları Yönetimi – Prof. Dr. Gönül BUDAK
3	İnsan Kaynakları Yönetimi- Doç. Dr. Leman BİLGİN

Week	Weekly Detailed Course Contents	
1	Theoretical	Management and Basic concepts of Management
2	Theoretical	Functions of Management
3	Theoretical	Purpose of Human Resources Management , Importance and Basic Principles
4	Theoretical	Purpose of Human Resources Management , Importance and Basic Principles
5	Theoretical	Functions of Human Resource Management
6	Theoretical	Human Resources Planning
7	Theoretical	Job Analysis , Job Descriptions and Job Requirements
8	Theoretical	Staff Discovery and Selection
9	Theoretical	Personnel Recruitment and Personnel Training Exercises
10	Theoretical	Career Planning , Development and Management
11	Theoretical	Personnel Development and Motivation
12	Theoretical	Personnel Performance Evaluation
13	Theoretical	Fee Management
14	Theoretical	Regulation of Labour Relations
15	Theoretical	Regulation of Labour Relations

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	1	10	1	11
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

\*25 hour workload is accepted as 1 ECTS



**Learning Outcomes**

1	Define the basic concepts of human resources management
2	Knowing the history and development of human resources management.
3	Make the planning of human resources .
4	Know the requirements of the job and the job description .
5	Career planning to do
6	Aside from wages to have knowledge about management and performance evaluation.

**Programme Outcomes (Tourism and Hotel Management)**

1	To know the concept of tourism management well and to adapt the areas of economy, accounting, finance, management, marketing, human resources to the tourism sector.
2	To have knowledge of the tourism sector and the accommodation, food and beverage, travel, transportation, entertainment and other businesses that constitute the sub-industry of tourism.
3	To have knowledge about the coordination and integration of sub-industries of the tourism sector. To adsorb the communication and coordination between hotel departments.
4	To follow the developments in the tourism sector and to renew himself/herself.
5	To know the legislation about the structure and operation of the tourism sector. To have knowledge about the legal regulations regarding tourism businesses and tourism types.
6	To have detailed information about accommodation businesses and to learn the basic areas of hotel management (front office, housekeeping, food and beverage services, entertainment services).
7	To be able to communicate with guests in written and verbal and to have the power of persuasion. To have knowledge about sales and marketing and to have the ability to persuade.
8	To have basic computer knowledge and ability to use related programs. To have knowledge about software used in the hospitality industry.
9	To learn about Atatürk's principles and reforms. To have knowledge about history and geography. To have enough knowledge about the geography of Turkey and world tourism.
10	To have sufficient degree knowledge of English (reading, writing, listening and speaking). To be able to communicate with guests in English (written and verbal).
11	To have detailed information about occupational health and safety. To know well the legislation determined within the scope of occupational health and safety and to follow the developments.
12	To be able to produce ideas about the solution of business or guest problems and apply them.
13	To adopt the company she/he works, to fulfill his responsibilities and to be prone to teamwork. To fulfill the requirements of the department she/he works. To act in accordance with the hierarchical order of tourism businesses.

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

	L1
P1	4
P2	5
P3	4
P4	5
P5	4
P6	5
P7	3
P8	4
P9	5
P10	4
P11	5
P12	4
P13	5

