



AYDIN ADNAN MENDERES UNIVERSITY
DAVUTLAR VOCATIONAL SCHOOL
HOTEL RESTAURANT AND CATERING SERVICES
TOURISM AND HOTEL MANAGEMENT
COURSE INFORMATION FORM

Course Title	Human Resources Management								
Course Code	TRZM229	Course 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)	Ins. Nurcan YILMAZ								

Assessment Methods and Criteria

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

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

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
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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	...
2	...
3	...
4	...
5	...

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

	L1
P1	5

