AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Human Resource Management						
Course Code	REH402		Couse Level	First Cycle (Bachelor's Degree)			
ECTS Credit	4	Workload	102 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	The aim of the lesson is to give the students general knowledge about Human resourses management.						
Course Content	Work analysis, work design, human resources planning, supply and choice, performance evaluation, career planning, fees management, work evaluation, employer- employee relations.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods		Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)	Lec. Ayşe ARSLAN ÖZKAN						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Kaynak, T., Adal, Z. (1998). İnsan Kaynakları Yönetimi. İstanbul Üniversitesi İşletme Fakültesi, Yayın No: 276, İstanbul.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to human resources management
2	Theoretical	Work analysis
3	Theoretical	Work analysis reading
4	Theoretical	Planning in Human resources
5	Theoretical	Human resources supply and choice
6	Theoretical	Resources to provide workforce
7	Theoretical	Training and development
8	Theoretical	Performance evaluation
9	Intermediate Exam	Mid-Term Exam
10	Theoretical	Career planning
11	Theoretical	Fees management
12	Theoretical	Work evaluation
13	Theoretical	Maintaining function
14	Theoretical	Employer-employee relations
15	Theoretical	General Evaluation
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	3	56
Assignment	4	6	0	24
Midterm Examination	1	10	1	11
Final Examination	1	10	1	11
			Total Workload (Hours)	102
			[Total Workload (Hours) / 25*] = **ECTS**	4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To be able to interpret the historical development process of human resources management as a concept,

2	To be able to evaluate work analysis and work design activities,
3	To be able to arrange the activities related to human resources,
4	To be able to analyze the management of the supply and choice process by recognizing the required worker resources
5	have knowledge about employee and employer relations

Programme Outcomes *(Tourism Guiding)*

1	To have scientific and professional ethical values
2	To gain the ability of analytical and critical thinking
3	To have an awareness of requirement of gaining lifelong new knowledge and skills
4	To know the basic concepts about tourism sector
5	To comprehend relationship between tourism and natural, cultural and social environment
6	To have enough foreign language knowledge to follow trends and studies in his/her field and to be able to communicate
7	to be able to use the second foreign language at medium level.
8	to have the ability of doing team work.
9	To gain the ability to use information technologies in his/her field at a good level.
10	To gain administrative knowledge and ability in his/her field.
11	To be competent on the subject of human relations and behaviours which are required in tourism industry
12	To be able to track the trends in his/her field.
13	To have knowledge and ability on the subjects required for his/her profession.
14	To have comprehensive knowledge required for his/ her profession about other tourism services
15	To have enough knowledge about culture and customs of his/her own country.
16	To have enough knowledge about different cultures and customs.

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	3	4	4	2	2
P2	2	3	5	3	3
P3	2	3	4	5	5
P4	3	4	5	5	5
P5	2	3	5	5	5
P6	2	3	3	2	2
P7	1	1	1	1	1
P8	3	4	5	5	5
P9	1	4	4	3	3
P10	3	4	5	5	5
P11	4	5	5	5	5
P12	3	3	4	4	4
P13	3	4	5	5	5
P14	2	5	5	4	4
P15	1	3	3	2	2
P16	3	4	4	2	2