



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Working Valitions and Salary Administration							
Course Code		İK404		Couse Level		First Cycle (Bachelor's Degree)			
ECTS Credit	6	Workload	151 ( <i>Hours</i> )	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		To be able to perform and manage performance evaluation and wage/salary management process in business.							
Course Content		HRM process, performance evaluation process and methods, job evaluation process and methods, wage/salary process and systems							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Prof. Mustafa KESEN							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

1	Fatma FİDAN, Ücret Teori Politika ve Uygulamaları, Sakarya, 2007.
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Week	Weekly Detailed Course Contents	
1	Theoretical	HRM Process
2	Theoretical	Performance Evaluation Process
3	Theoretical	Performance Evaluation Methods: Classical methods
4	Theoretical	Performance Evaluation Methods: 360 Degree Performance Evaluation
5	Theoretical	Balanced Scorecard
6	Theoretical	Job Evaluation Process
7	Theoretical	Job Evaluation Methods: Ranking Method
8	Theoretical	Quantitative Job Evaluation Methods: Point and Factor Comparison Methods
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Performance Evaluation and Wage/ Salary relations
12	Theoretical	Definition And Importance Of Wage And Salary Administration
13	Theoretical	Main Compensation Systems
14	Theoretical	Encouraging Compensation Systems
15	Theoretical	Practice Samples

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	2	3	65
Individual Work	13	0	3	39
Midterm Examination	1	20	1	21
Final Examination	1	25	1	26
Total Workload (Hours)				151
[Total Workload (Hours) / 25*] = ECTS				6

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Performing and managing the performance evaluation.
2	Performing and managing the job evaluation process.
3	Performing and managing the wage/salary process.



4	Having information about how to install the wage system.
5	Having knowledge about business valuation and wage relationship.
6	Learning wage policies and strategies.

#### Programme Outcomes (Human Resources Management)

1	Having adequate scientific knowledge of Human Resources Management, basic business concepts and other social sciences
2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational healthy and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continuous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing empathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of 'how', 'why' and 'where' HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

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

	L1	L2	L3
P1	1	2	1
P2	2	3	2
P3	4	3	3
P4	2	4	4
P5	1	5	2
P6	4	5	2
P7	3	2	4
P8	2	2	2
P9	2	1	2
P10	2	3	3
P11	1	2	3
P12	2	1	3
P13	2	3	2
P14	3	1	4
P15	2	1	2

