AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Human Resources Management								
Course Code	BYY208		Couse Level		Short Cycle (Associate's Degree)				
ECTS Credit	3	Workload	75 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	It is aimed to gain competencies related to managing human resources.								
Course Content	Labor Law, Business Rules, Evaluation Criteria, Preparation of Work Environment, Occupational Organizations, In-service Training								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Case Study								
Name of Lecturer(s)	Ins. İsmet ANIK BAYSAL								

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Human Resources Management, Uğur DOLGUN
2	Human Resources Management, Demet GÜRÜZ, Gaye ÖZDEMİR YAYLACI

Week	**Weekly Detailed Course Contents**	
1	Theoretical	Availability reports
2	Theoretical	Prepare work schedules
3	Theoretical	Business Rules
4	Theoretical	Management rules
5	Theoretical	Criterion of evaluation
6	Theoretical	Prepare the working environment
7	Theoretical	Subordinate-superior coordination
8	Theoretical	Subordinate-superior coordination
9	Theoretical	Information delivery methods
10	Theoretical	Motivation
11	Theoretical	Total quality
12	Theoretical	Strategic plan
13	Theoretical	Domestic and foreign printed sources
14	Theoretical	Professional organizations
15	Theoretical	Professional organizations
16	Final Exam	Semester final exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	1	14
Midterm Examination	1	12	1	13
Final Examination	1	19	1	20
			Total Workload (Hours)	75
			[Total Workload (Hours) / 25*] = **ECTS**	3
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Planning human resources.
2	To provide occupational satisfaction.
3	To have knowledge about business rules.
4	To know the legislation related to Human Resources Management.
5	To know the process of Human Resources Management.

Programme Outcomes *(Call Center Services)*	
1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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

	L1
P1	4
P2	4
P4	4
P5	4
P6	4
P7	4
P8	4
P9	4
P10	4