AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Human Resources Management							
Course Code	EYT507			Couse Level	Second Cycle (Master's Degree)			
ECTS Credit	5	Workload	128 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	At the end of this course, students will be able to explain the field of human resources management, and the development stages of the field. In order to provide organizational efficiency, they will be able to assess the human resources of the organization towards the aims of the organization and will be able to gain the knowledge of the insight of management which is flexible, dynamic and individual centered.							
Course Content	Human Resources management and planning., Organizational behaviour and pesonnel policy., Improving performance; Career, Meeting, Time management; Communication forms							
Work Placement	N/A							
Planned Learning Activities and Teaching Methods				Discussion, Case Study, Individual Study, Problem Solving				
Name of Lecturer(s)								

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	3
Final Examination	1	3
Attending Lectures	14	47
Assignment	14	47

Recommended or Required Reading

1	Açıkalın, A. (1992) İnsan kaynakları yönetimi, Ankara
2	Warner, D; Crostwaithe, E. (1995) Human resource management in higher education, Open University Press,Buckingham.
3	Açıkalın, A. (2000). İnsan kaynağının yönetimi-geliştirilmesi.Ankara: Pegem Yayıncılık
4	Keçecioğlu, T. (2003). Stratejik insan kaynakları yönetimi. İstanbul: Sistem Yayıncılık
5	Özer, A., Tortop, N., Aykaç B.(2004) İnsan kaynakları yönetimi. Nobel Yayıncılık. Ankara.
6	French, W.(2006) Human resources management. South-Western College Pub
7	Aykaç , Burhan (2007) İnsan kaynakları ve yönetimi, İnsan kaynaklarının stratejik planlaması Nobel Yayıncılık.Ankara
8	Norton, S. (2008). Human resources administration for educational leaders.Sage Publications, New York

Week	Weekly Detailed Course Contents	
2	Theoretical	The approaches related to the human behaviour, in the field of organizational behaviour: X,Y,Z theories
3	Theoretical	Planning in human resources (the organization's needs of human resources and the strategies.)
	Preparation Work	Literature Review
4	Theoretical	The personel Policy in organizations (the period, from the fist day of the job, until one leaves the job. Arranging the job, recruiting, assessing , developing and nurturing the personnel,)
5	Theoretical	Personnel policy in organizations (incentive and rewarding systems, protecting the health and security of the personnel, turnover, payment, charging
	Preparation Work	Literature Review
6	Theoretical	Performance development approaches, methods and means of performance evaluation, forming a team of high performance
7	Theoretical	Performance development approaches, methods and means of performance evaluation, forming a team of high performance
	Preparation Work	Literature Review
8	Intermediate Exam	Midterm Exam
9	Theoretical	Carrier MAnagement and Carrier Planning
	Preparation Work	Literature Review
10	Theoretical	Communication styles, devices, hindrances, samples of conflict, the concept of conflict in organizational context
	Preparation Work	Literature Review
11	Theoretical	Swot analysis and benchmarking in organizations.

12	Theoretical	The examples of the reflexion of organizational culture and climate on human relations, in organizational process.
13	Theoretical	The nature of organizational change and innovation, the duties of management during this process.
	Preparation Work	Literature Review
14	Theoretical	Time management
15	Theoretical	The content of the lesson, functionality, fluency, talking about the subjects, suggestions.
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	5	3	112
Midterm Examination	1	5	3	8
Final Examination	1	5	3	8
			Total Workload (Hours)	128
			[Total Workload (Hours) / 25*] = **ECTS**	5

25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To be able to comprehend the relationship between human resources management and personel management
2	To be able to use the conceptions like role, status, responsibility, duty, division of labour, workflow, sufficiency, performance, value..etc..correctly.
3	To be able to comprehend the approaches about human behaviour and to be able to explain the causes of the behaviour.
4	To be able to explain the personel policy in organizations.
5	To be able to define the term of performance in school organizations, to be able to explain the approaches and means of performance development and guidance

Programme Outcomes *(Educational Administration Supervision Planning and Economics Master's Without Thesis)*

1	To be able to deepen the collected knowledge related to education toward basic theories and applications of Educational Administration and evaluate the relationships between the theories and applications related to educational administration and supervision.
2	To be able to comprehend the relationships between Educational Administration and psychology, sociology, philosophy, management, economy, political sciences and other related disciplines and to carry out interdisciplinary studies by using gained knowledge and abilities related to Educational Administration
3	To be able to apply the knowledge obtained to different level educational organizations in order to be developed and be managed effectively
4	To be able to identify the problems of educational administration and supervision by using the knowledge obtained in Educational Administration and to develop new point of views by using the knowledge obtained from related disciplines
5	To be able to propose solutions to the problems of educational system by using qualitative and quantitative research methods and by mounting the problems of Educational Administration in the problem-solving framework.
6	To be able to develop necessary skills of using statistical softwares in order to carry out a scientific research and to use knowledge and communication technologies necessary for sharing knowledge and data
7	o be able to develop solution models toward the problems of Educational Administration by using related theories and approaches and to apply these solution models to the total system
8	To be able to gain the knowledge necessary for carrying out independent studies in Educational Administration and to apply teamwork skills in order to reach effective results in interdisciplinary studies

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	5	5	5	5	5
P2	5	5	5	5	5
P3	5	5	5	5	5
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5