AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Legal Framework in Human Resources Management							
Course Code		İKYL513		Couse Level		Second Cycle (Master's Degree)			
ECTS Credit	5	Workload	130 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		To give information about legislation related to human resources management, business law and social security concept							
Course Content		General Notification on Human Resources Management, Preparation and Regulation of Personnel Personnel Documents, Arrangement of Employment Agreements, SSK Employment Notification and E-Declaration Application, Personnel Payroll Preparation, Documentation and Attachment of Annual Leave Applications, Warning, Defense Documents and Records, Seniority No. 1475 Indemnity Law and Notice Indemnity, Most Important Points and Analysis of Labor Law No. 4857, Arrangement of Employment and Issuing Documents, Labor Law Concept, Properties of Labor Law.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading	
1	Çöpoğlu, İnsan Kaynakları Yönetiminde İş Hukuku Uygulamaları. Seçkin Yayıncılık.

Week	Weekly Detailed Course Contents	
1	Theoretical	General Notification on Human Resources Management
2	Theoretical	1475 numbered severance and notice pay
3	Theoretical	4857 numbered labor law legislation
4	Theoretical	The Concept of labor Law and the Characteristics of labor Law
5	Theoretical	Labor agreement
6	Theoretical	Concept of social security and types of social insurance
7	Theoretical	Preparation and Arrangement of Personnel Files
8	Theoretical	SSN Recruitment Notifications and E-Declaration Application
9	Intermediate Exam	Midterm Exam
10	Theoretical	Midterm Exam
11	Theoretical	Staff Payroll Preparation
12	Theoretical	Documentation and follow-up of annual leave permits
13	Theoretical	Arrangement of dismissal notice
14	Theoretical	Concept of Collective Labor Dispute and Solution of this Dispute (Strike and Lockout Concepts)
15	Final Exam	Final Exam
16	Final Exam	Final Exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	12	1	3	48
Individual Work	16	1	1	32
Midterm Examination	1	16	1	17
Final Examination	1	32	1	33
			Total Workload (Hours)	130
			[Total Workload (Hours) / 25*] = **ECTS**	5

**25 hour workload is accepted as 1 ECTS*

Learning Outcomes	
1	To know labor law and law concepts related to human resources management
2	To know Personnel affairs and social security related legislation and practice
3	
4	
5	
6	

Programme Outcomes *(Human Resource Management Master)*	
1	To be able to apply the knowledge gained in the course to human resources
2	To be able to use scientific research techniques
3	To be able to identify, analyze and develop solutions for human resources problems
4	To be able to identify and use business tools, methods and approaches in the field of human resources
5	To have knowledge about current problems of human resources management

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

	L1
P1	4
P2	5
P3	4