AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Human Resources Audits					
Course Code		İKYL522		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 human resources management and supervision, to make reporting about HR functions					
Course Content		Staff reports, Performance measurement systems, Balance Scorecard, Benchmarking, Controlling Competence, Human Capital Management					
Work Placement		N/A					
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Discussion, Case Study, 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	Lenhard, J. 2010. Human resource controlling. GRIN Verlag.

Week	Weekly Detailed Course Contents	
1	Theoretical	HRM Functions
2	Theoretical	Personnel selection and placement report
3	Theoretical	Orientation and education policies report
4	Theoretical	Employee development and additional programs report
5	Theoretical	Performance evaluation and award and punisment regulation report
6	Theoretical	Follow-up of employee files and records, disciplinary records, legal issues tracking
7	Theoretical	Job descriptions, employee associations, working manuals, working rules
8	Theoretical	Procedures for termination, exit interviews report
9	Intermediate Exam	Midterm Exam
10	Intermediate Exam	Midterm Exam
11	Theoretical	HR politics, processes, plans
12	Theoretical	HR Financial report and Wage management
13	Theoretical	Industrial law report
14	Theoretical	Activity report
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	Know about reporting on the HRM Functions

2	Has knowledge about legal compliance and management audit related to his field
3	Prepare activity and efficiency report about the field
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	2
P3	2