Course Syllabus

Code - Course Title	**İKY106U - Y**
Course Type	II. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	PROF. DR. MESUT KURULGAN

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	No recommended optional programme is required
Recommended Resources	Document Management and Office Applications, Anadolu Üniversitesi Pub., 2012.
Work Placement	No work placement

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Business Information and Its Importance for Human Resources Management	
Week - 2		Basic Concepts of Tax and Some Documents Used	
Week - 3		Social Security System: Documents and sanctions	
Week - 4		Occupational Health and Safety System: Documents and Sanctions	
Week - 5		Midterm Exam Question Solution I	
Week - 6		Midterm Exam Question Solution II	
Week - 7		Business Information Systems and Human Resources Information System	
Week - 8		Use of Forms in Human Resources Management	
Week - 9		Electronic Document Management System (EDMS)	
Week - 10		Information and Document Security in Human Resources Management	
Week - 11		Final Exam Question Solution I	
Week - 12		Final Exam Question Solution II	
Week - 13		Final Exam Question Solution II	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	Will be able to explain commercial information and the importance of this information for human resources management.
2	Will be able to list the basic concepts of tax and some documents used
3	Will be able to explain the social security system
4	Will be able to explain the importance of occupational health and safety
5	Be able to explain he human resources information system.
6	Will be able to discuss the use of forms in human resources management
7	Be able to filing according to electronic filing process
8	Will be able to explain the importance of information and document security

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.