

School of Communication / Public Relations and Advertising (English)

2023 - 2024 Academic Year

HUMAN RESOURCES MANAGEMENT

Syllabus

| Course Description | | | | | |
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| Name | Code | Semester | T+A Hour | Credit | ECTS |
| HUMAN RESOURCES MANAGEMENT | PR4212029 | Spring Semester | 3+0 | 3 | 5 |
| Prerequisites Courses | | | | | |
| Recommended Elective Courses | | | | | |
| Language of Instruction | English | | | | |
| Course Level | First Cycle (Bachelor's Degree) | | | | |
| Course Type | Elective | | | | |
| Course Coordinator | Prof.Dr. Ayşen AKYÜZ | | | | |
| Name of Lecturer(s) | Prof.Dr. Ayşen AKYÜZ | | | | |
| Assistant(s) | | | | | |
| Aim | Human Resources Management Program's main objective is to organise the activities between organisations and employees by means of providing necessary knowledge and skills to arrange operation of working environment. | | | | |
| Course Content | This course contains; General Definitions and Concepts for Human Resources Management, Employee Scheduling – (Commercial Analysis, Business Surveys, Job Descriptions, Roles and Responsibilities, Organisational Structure and Planning of Staff Requirements), Workforce Resourcing – Personnel Supply Process and Resources, Recruitment and Placement, Interview Techniques, Performance Appraisal Systems – Target and Competency Based 360° Performance Appraisal Practices, Training and Progress Management, Career and Talent Management, Legal Aspects of Human Resource Management, Organisational Psychology, Business Valuation Studies, Business Valuation Process, Methods, Job Classification and Categorisation, Compensation Management Systems, Effect of Industrial Relations and Business Environment on Human Resources, Personnel Affairs Management and Personnel Payroll, Quality Management, Personnel Protection Studies - (Employee Health and Safety Management, Related Legislation, Occupational Accidents and Preventive Actions). | | | | |
| Course Learning Outcomes | | | | Teaching Methods | Assessment Methods |
| 1. Student will be able to evaluate the function of human resource management applications at businesses. | | | | 9 | A, E |
| 1.1. Student interprets the process of the human resource management at corporation level. | | | | | |
| 1.2. Student questions the function of the human resources processes. | | | | | |
| 1.3. Student identifies the added value created by means of the human resources processes. | | | | | |
| 2. Student will be able to solve complex and unprecedented problems encountered in practice. | | | | 16, 9 | A, E |
| 2.1. Student assesses the potential crises that may occur in industrial relations. | | | | | |
| 2.2. Student predicts the potential predicaments between employer and employees. | | | | | |
| 2.3. Student compares problems faced in similar corporative structures. | | | | | |
| 3. Student will be able to use theoretical and practical knowledge in human resource management and other social sciences together. | | | | 9 | A, E |
| 3.1. Student achieves the capacity to synthesize social, academic and professional knowledge. | | | | | |
| 3.2. Student develops the skills to work together with different disciplines. | | | | | |
| 3.3. Student has an interrogative nature by means of acquired knowledge and skills. | | | | | |
| 4. Student will be able to plan the methods to improve process and productivity by the contribution of human resources management. | | | | 9 | A, E |
| 4.1. Student adopts the 'best practices' in the market to the working place. | | | | | |
| 4.2. Student develops the right management practices for the organisation. | | | | | |
| 4.3. Student designs the process maps by maximizing the productivity. | | | | | |
| 5. Student will be able to arrange the relations between the employee and the employer. | | | | 16, 19, 9 | A |
| 5.1. Student questions the ethical behaviour of the organisation against the business and the social values. | | | | | |
| 5.2. Student develops employee training programs. | | | | | |
| 5.3. Student describes the issues related to compensation and benefits systems. | | | | | |
| 6. Student will be able to debate the strategic planning of human resources to reach organisational objectives and goals. | | | | 13, 9 | A |
| 6.1. Student manages the human resources policies in accordance with the strategic plans of the company. | | | | | |
| 6.2. Student designs career and backup plans. | | | | | |
| 6.3. Student applies activities to manage performance. | | | | | |
| Teaching Methods | 13: Case Study Method, 16: Question - Answer Technique, 19: Brainstorming Technique, 9: Lecture Method | | | | |
| Assessment Methods | A: Traditional Written Exam, E: Homework | | | | |
| Lecture Schedule | | | | | |
| Sequence | Topics | Preliminary Preparation | | | |
| 1 | General Definitions and Concepts for Human Resources Management | Reading the related chapter in the course book | | | |
| 2 | Employee Scheduling – (Commercial Analysis, Business Surveys, Job Descriptions, Roles and Responsibilities, Organisational Structure and Planning of Staff Requirements) | Reading the related chapter in the course book | | | |
| 3 | Workforce Resourcing – Personnel Supply Process and Resources, Recruitment and Placement, Interview Techniques | Reading the related chapter in the course book | | | |
| 4 | Performance Appraisal Systems – Target and Competency Based 360° Performance Appraisal Practices | Reading the related chapter in the course book | | | |
| 5 | Training and Progress Management | Reading the related chapter in the course book | | | |
| 6 | Career and Talent Management | Reading the related chapter in the course book | | | |
| 7 | Legal Aspects of Human Resource Management | Reading the related chapter in the course book | | | |
| 8 | Organisational Psychology | Reading the related chapter in the course book | | | |
| 9 | Business Valuation Studies, Business Valuation Process, Methods, Job Classification and Categorisation | Reading the related chapter in the course book | | | |

| Lecture Schedule | | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Sequenc e | Topics | Preliminary Preparation |
| 10 | Compensation Management Systems | Reading the related chapter in the course book |
| 11 | Effect of Industrial Relations and Business Environment on Human Resources | Reading the related chapter in the course book |
| 12 | Personnel Affairs Management and Personnel Payroll | Reading the related chapter in the course book |
| 13 | Quality Management | Reading the related chapter in the course book |
| 14 | Personnel Protection Studies - (Employee Health and Safety Management,Related Legislation, Occupational Accidents and Preventive Actions) | Reading the related chapter in the course book |
| Evaluation Methods | | Weight(%) |
| (Midterm Exam) Weekly Quizes & Assignments | | 20 |
| Midterm Exam | | 40 |
| General Exam | | 60 |

| Resources |
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| <p>It will be given during the course.Çetin, Canan, ve Esra Dinç Özcan. İnsan Kaynakları Yönetimi. İstanbul: Beta Basım, 2014. Dessler, Gary. Human Resource Management. Thirteenth Edition. Edinburgh: Pearson Education, 2013. Saruhan, Şadi Can ve Müge Leyla Yıldız. İnsan Kaynakları Yönetimi Teori ve Uygulama. İstanbul: Beta Basım, 2012. Uyargil, Cavide, vd. İnsan Kaynakları Yönetimi. 5. Baskı. İstanbul: Beta Basım Yayın, 2010. Bingöl, Dursun. İnsan Kaynakları Yönetimi. 7. Baskı. İstanbul: Beta Basım, 2010. Barutçugil, İsmet. Stratejik İnsan Kaynakları Yönetimi. İstanbul: Kariyer Yayınları, 2004. Eren, Erol. Örgütsel Davranış ve Yönetim Psikolojisi. İstanbul: Beta Yayınevi, 2000.Power point slides, articles</p> |