

Vocational School of Social Sciences / Public Relations and Advertising

2022 - 2023 Academic Year

HUMAN RESOURCES MANAGEMENT

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
HUMAN RESOURCES MANAGEMENT	HIT1177390	Fall Semester	2+0	2	4
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Ceyda SARI				
Name of Lecturer(s)	Lect. Ceyda SARI				
Assistant(s)					
Aim	The aim of this course is to examine the main functions of HRM from an international and comparative perspective. The strategic role of HRM within the organization will be analyzed. The underlying theme is the need for effective management of people within the working environment. Students will be expected to be able to identify the key areas of HRM, the problems faced by HR managers and the functions required of this department in organizations, to be aware of conflicting theories that explain current practices and to understand how to manage the human assets of the company efficiently.				
Course Content	This course contains; Introduction, Human Resources Management and Organization, Employee Finding and Selection, Orientation, Staff Education, Performance Assessment, HR and Discipline Applications, Work Life Basic Parametres / its relation establishment, Work Life Basic Parametres / its relation with respect to time, Work Life Basic Parametres / its relation with respect to time, Work Life Basic Parametres / its termination and Consequences, Work Life Basic Parametres / its termination and Consequences, Working Relations / Collective Working Relations, Review,.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Form new organization structures / challenge existing organization structures to improve them.			1, 12, 15, 2, 3	A, C	
Do successful job interviews.			1, 12, 15, 2	A, C	
Utilize various HR tools and approaches as effective people managers.			1, 12, 15, 2	A, C	
Set performance objectives, monitor them and hold performance appraisal meetings. Have knowledge of HR systems and legal aspects, i.e., compensation and benefits, succession management, training & development, critical labour law practices			1, 12, 15, 2	A, C	
Have knowledge of HR systems and legal aspects, i.e., compensation and benefits, succession management, training & development, critical labour law practices			1, 12, 15, 2	A, C	
Learn motivational tools and approaches as manager			1, 12, 15, 2, 3	A, C	
Teaching Methods	1: Lecture, 12: Case study, 15: Problem solving, 2: Question - Answer, 3: Discussion				
Assessment Methods	A: Written Exam, C: Homework				
Lecture Schedule					
Sequenc e	Topics	Preliminary Preparation			
1	Introduction				
2	Human Resources Management and Organization				
3	Employee Finding and Selection				
4	Orientation				
5	Staff Education				
6	Performance Assessment				
7	HR and Discipline Applications				
8	Work Life Basic Parametres / its relation establishment				
9	Work Life Basic Parametres / its relation with respect to time				
10	Work Life Basic Parametres / its relation with respect to time				
11	Work Life Basic Parametres / its termination and Consequences				
12	Work Life Basic Parametres / its termination and Consequences				
13	Working Relations / Collective Working Relations				
14	Review				
15					
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Presentations will be uploaded to Mebis İnsan Kaynakları Yöneticisinin El Kitabı Prof. Dr. Neslihan OKAKIN - Prof. Dr. Müjdat ŞAKAR, Beta Yayınları.