

Vocational School / Management of Health Facilities

2022 - 2023 Academic Year

HUMAN RESOURCES MANAGEMENT

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
HUMAN RESOURCES MANAGEMENT	SKİ2242160	Spring Semester	3+0	3	5
Prerequisites Courses					
Recommended Elective Courses	None				
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Assoc.Prof. Pelin VARDARLIER				
Name of Lecturer(s)	Lect. Elif AĞDAŞ				
Assistant(s)					
Aim	Human Resources Management Program's main objective is to organise the activities between organisations and employees by means Aim 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, Factors Affecting Human Resource Management, The functions of Human Resource Management, Job Analysis and Job Design, Human Resources Planning, Human Resource, recruitment and selection, Training and Progress Management, Performance Assessment, Career planning and Talent management, Job Evaluation, Compensation Management, Employee Health and Safety Management, Legal aspects of human resource management, Industrial Relations.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
2.2. Form new organization structures / challenge existing organization structures to improve them.			1	A	
3.3. Performing successful job interviews.			1	A	
3.2. Setting performance objectives, monitoring them and holding performance appraisal meetings.			1	A	
4.3. Learn the tools and approaches necessary to motivate employees.			1	A	
1.1. Interprets the process of the human resource management at corporation level.			1	A	
1.3. Identifies the added value created by means of the human resources processes.			1	A	
2.2. Predicts the potential predicaments between employer and employees.			1	A	
2.3. Compares problems faced in similar corporative structures.			1	A	
3.1. Develops the right management practices for the organisation.			1	A	
4.1. Develop the skills to work together with different disciplines.			1	A	
5.1. Design career and backup plans.			1	A	
5.3. Describe the issues related to compensation and benefits systems.			1	A	
1. Student will be able to evaluate the function of human resource management applications at businesses.			1	A	
1.2. Questions the function of the human resources processes.			1	A	
2. Student will be able to solve complex and unprecedented problems encountered in practice.			1, 2	A	
3. Student will be able to plan the methods to improve process and productivity by the contribution of human resources management.			1, 2	A, C	
4. Student will be able to use theoretical and practical knowledge in human resource management and other social sciences together.			1, 2, 3	A	
4.2. Achieve the capacity to synthesize social, academic and professional knowledge.			1	A	
5. Student will be able to plan human resources policies in accordance with the strategic management of the business.			1, 2	A	
5.2. Develop employee training programs.			1	A	
Teaching Methods	1: Lecture, 2: Question - Answer, 3: Discussion				
Assessment Methods	A: Written Exam, C: Homework				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	General Definitions and Concepts for Human Resources Management	Reading Lecture Notes			
2	Factors Affecting Human Resource Management	Reading Lecture Notes			
3	The functions of Human Resource Management	Reading Lecture Notes			
4	Job Analysis and Job Design	Reading Lecture Notes			
5	Human Resources Planning	Reading Lecture Notes			
6	Human Resource, recruitment and selection	Reading Lecture Notes			
7	Training and Progress Management	Reading Lecture Notes			
8	Performance Assessment	Reading Lecture Notes			
9	Career planning and Talent management	Reading Lecture Notes			
10	Job Evaluation	Reading Lecture Notes			
11	Compensation Management	Reading Lecture Notes			
12	Employee Health and Safety Management	Reading Lecture Notes			
13	Legal aspects of human resource management	Reading Lecture Notes			
14	Industrial Relations	Reading Lecture Notes			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

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Pelin Vardarlier, İnsan Kaynaklarının Sosyal Yüzü- Sosyalika, Fastbook Yayınları, 2015.
Çetin, Canan, ve Esra Dinç Özcan. İnsan Kaynakları Yönetimi. İstanbul: Beta Basım, 2014.İnsan Kaynakları Yöneticisinin El Kitabı Prof. Dr. Neslihan OKAKIN - Prof. Dr. Müjdat ŞAKAR, Beta Yayınları.