

School of Communication / Public Relations and Advertising

2023 - 2024 Academic Year

HUMAN RESOURCES MANAGEMENT

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
HUMAN RESOURCES MANAGEMENT	HR4210502	Spring Semester	3+0	3	5
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	First Cycle (Bachelor's Degree)				
Course Type	Elective				
Course Coordinator	Prof.Dr. Ayşen AKYÜZ				
Name of Lecturer(s)	Lect.Dr. Hanife GÜMÜŞ				
Assistant(s)					
Aim	The aim of this course is to present the basic and essential information, important views and techniques about human resources management and to examine the topics with case studies. In this context, basic issues such as recruitment, job analysis, personnel training, performance evaluation, safety programs will be examined in detail.				
Course Content	This course contains; HR Planning,Introduction to HRM,Organizational Structure of HR,Environmental Factors Effecting HRM,Employee Motivation and Job Design,Employee Selection, Tests and Interviews,Orientation and Training,Career Management,Performance Evaluation,Compensation,Discipline,Employee Rights,Associations and Unions,Global HRM.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. Understands human resources management from a systematic, strategic perspective.			13, 16, 9	A, D	
2. Define the field of human resources management.			16, 9	A	
3. Perform a basic business analysis and adapt business requirements to other human resource management systems such as selection, performance evaluation and compensation.			15, 16, 9	A	
4. Recognize basic human resources management tools such as performance evaluation forms and explain some technical details of human resource management practices.			13, 16, 5, 9	A, E	
5. Critically evaluate human resources policies and practices.			13, 16, 9	A, D	
Teaching Methods	13: Case Study Method, 15: Role Play and Drama Technique, 16: Question - Answer Technique, 5: Cooperative Learning, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam, D: Oral Exam, E: Homework				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
0	HR Planning				
1	Introduction to HRM				
2	Organizational Structure of HR				
3	Environmental Factors Effecting HRM				
4	Employee Motivation and Job Design				
6	Employee Selection, Tests and Interviews				
7	Orientation and Training				
8	Career Management				
9	Performance Evaluation				
10	Compensation				
11	Discipline				
12	Employee Rights				
13	Associations and Unions				
14	Global HRM				
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
İnsan Kaynakları Yönetimi, Alptekin Sökmen, Murat Akçakaya, Mehmet Merve Özaydın, M. Akif Özer, 2014, Gazi Kitabevi.Lecture notes