

<b>Course Description</b>					
<b>Name</b>	<b>Code</b>	<b>Semester</b>	<b>T+A Hour</b>	<b>Credit</b>	<b>ECTS</b>
HUMAN RESOURCES MANAGEMENT	HVY3124310	Fall Semester	3+0	3	5
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	First Cycle (Bachelor's Degree)				
<b>Course Type</b>	Elective				
<b>Course Coordinator</b>	Assoc.Prof. Nurten POLAT DEDE				
<b>Name of Lecturer(s)</b>	Assoc.Prof. Nurten POLAT DEDE				
<b>Assistant(s)</b>					
<b>Aim</b>	The aim of this course is to provide basic concepts, knowledge and skills regarding human resources management and human resources functions.				
<b>Course Content</b>	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).				
<b>Course Learning Outcomes</b>				<b>Teaching Methods</b>	<b>Assessment Methods</b>
1. Will be able to evaluate the functioning of human resources management practices in businesses.				10, 16, 9	A
1.1. The student interprets the process of the human resource management at corporation level.				10, 16, 9	A
1.2. The student questions the function of the human resources processes.				10, 16, 9	A
1.3. The student identifies the added value created by means of the human resources processes.				10, 16, 9	A
2. Will be able to solve complex and unpredictable problems encountered in practice.				10, 16, 9	A
2.1. The student assesses the potential crises that may occur in industrial relations.				10, 16, 9	A
2.2. The student predicts the potential predicaments between employer and employees.				10, 16, 9	A
2.3. The student compares problems faced in similar corporative structures.				10, 16, 9	A
3. Will be able to use theoretical and practical knowledge in human resources management and other social sciences.				10, 16, 9	A
3.1. The student achieves the capacity to synthesize social, academic and professional knowledge.				10, 16, 9	A
3.2. The student develops the skills to work together with different disciplines.				10, 16, 9	A
3.3. The student has an interrogative nature by means of acquired knowledge and skills.				10, 16, 9	A
4. Will be able to plan the methods to improve process and productivity by the contribution of human resources management.				10, 16, 9	A
4.1. The student adopts the 'best practices' in the market to the working place.				10, 16, 9	A
4.2. The student develops the right management practices for the organisation.				10, 16, 9	A
4.3. The student designs the process maps by maximizing the productivity.				10, 16, 9	A
5. The student will be able to regulate employee-employer relations.				10, 16, 9	A
5.1. The student questions the ethical behaviour of the organisation against the business and the social values.				10, 16, 9	A
5.2. The student develops employee training programs.				10, 16, 9	A
5.3. The student describes the issues related to compensation and benefits systems.				10, 16, 9	A
6. Will be able to discuss the strategic planning of human resources to achieve organizational goals and objectives.				10, 16, 9	A
6.1. The student manages the human resources policies in accordance with the strategic plans of the company.				10, 16, 9	A
6.2. The student designs career and backup plans.				10, 16, 9	A
6.3. The student explains the necessary systems for managing employee performance.				10, 16, 9	A
<b>Teaching Methods</b>	10: Discussion Method, 16: Question - Answer Technique, 9: Lecture Method				
<b>Assessment Methods</b>	A: Traditional Written Exam				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
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			
10	Compensation Management Systems	Reading the related chapter in the course book			

<b>Lecture Schedule</b>		
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>
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
<b>Evaluation Methods</b>		<b>Weight(%)</b>
(Midterm Exam) Written Exam		100
Midterm Exam		40
(General Exam) Written Exam		100
General Exam		60

<b>Resources</b>
<p>Required Book: Uyargil, Cavide, et al., İnsan Kaynakları Yönetimi. 9th. Edition. İstanbul: Beta Basım Yayın, 2021. Recommended Readings:</p> <ol style="list-style-type: none"> <li>1. Çetin, Canan, and Esra Dinç Özcan. İnsan Kaynakları Yönetimi. 5th. Edition İstanbul: Beta Basım, 2014.</li> <li>2. Bingöl, Dursun. İnsan Kaynakları Yönetimi. 11th. Edition. İstanbul: Beta Basım, 2019.</li> <li>3. Saruhan, Şadi Can and Müge Leyla Yıldız. İnsan Kaynakları Yönetimi Teori ve Uygulama. İstanbul: Beta Basım, 2012.</li> <li>4. Barutçugil, İsmet. Stratejik İnsan Kaynakları Yönetimi. İstanbul: Kariyer Yayınları, 2016.</li> <li>5. Eren, Erol. Örgütsel Davranış ve Yönetim Psikolojisi. İstanbul: Beta Yayınevi, 2012.</li> <li>6. Dessler, Gary. Human Resource Management. 16th. Edition, Edinburgh: Pearson Education, 2019.</li> </ol>