# TOROS ÜNİVERSİTESİ

## Faculty Of Economıc, Admınıstratıve And Socıal Scıences
## Psychology (Englısh)

## Course Information

| HUMAN RESOURCES MANAGEMENT | | | | | |
|---|---|---|---|---|---|
| **Code** | **Semester** | **Theoretical** | **Practice** | **National Credit** | **ECTS Credit** |
| | | **Hour / Week** | | | |
| MAN403 | Fall | 3 | 0 | 3 | 5 |

| | |
|---|---|
| **Prerequisites and co-requisites** | |
| **Language of instruction** | Turkish |
| **Type** | Elective |
| **Level of Course** | Bachelor's |
| **Lecturer** | Assoc.Prof.Dr. Köksal HAZIR |
| **Mode of Delivery** | Face to Face |
| **Suggested Subject** | |
| **Professional practise ( internship )** | None |
| **Objectives of the Course** | This course aims to introduce functions of human resource management and help improving fundamentals regarding organization management. |
| **Contents of the Course** | Strategic human resource management, job anaysis and design, human resource planning, recruiting and selection, training, career planning, performance appraisal, compensation, employee rights and responsbilities |

## Learning Outcomes of Course

| # | Learning Outcomes |
|---|---|
| 1 | Define concepts of HRM |
| 2 | Explain HRM through strategic perspective |
| 3 | Explain job analysis and design |
| 4 | Explain orientation, training and career planing |
| 5 | Explain job and performance evaluation and their methods |
| 6 | Explain job security |

## Course Syllabus

| # | Subjects | Teaching Methods and Technics |
|---|---|---|
| 1 | Introduction: Basic concepts and information about HRM | Power Point Slides |
| 2 | Strategic HRM | Power Point Slides |
| 3 | Job analysis and design | Power Point Slides |
| 4 | Human resource planning | Power Point Slides |
| 5 | Recruiting and selection | Power Point Slides |
| 6 | Orientation and Training | Power Point Slides |
| 7 | Career Planning | Power Point Slides |
| 8 | Mid-term Exam | Multiple Choice Exam |
| 9 | Perfomance Appraisal | Power Point Slides |
| 10 | Job evaluation | Power Point Slides |

| 11 | Compensation | Power Point Slides |
|---|---|---|
| 12 | Job security | Power Point Slides |
| 13 | Employee-Employer Relations | Power Point Slides |
| 14 | Project Presantations | Student's Power Point Slides |
| 15 | Overview | Power Point Slides |
| 16 | Final Exam | Multiple Choice Exam |

# Course Syllabus

| # | Material / Resources | Information About Resources | Reference / Recommended Resources |
|---|---|---|---|
| 1 | Human Resource Management. Aktüel Publish. Prof.Dr. Zeyyat SABUNCUOĞLU | | |

# Method of Assessment

| # | Weight | Work Type | Work Title |
|---|---|---|---|
| 1 | 40% | Mid-Term Exam | Mid-Term Exam |
| 2 | 60% | Final Exam | Final Exam |

# Relationship between Learning Outcomes of Course and Program Outcomes

| # | Learning Outcomes | Program Outcomes | Method of Assessment |
|---|---|---|---|
| 1 | Define concepts of HRM | | 1,2 |
| 2 | Explain HRM through strategic perspective | | 1,2 |
| 3 | Explain job analysis and design | | 1,2 |
| 4 | Explain orientation, training and career planing | | 1,2 |
| 5 | Explain job and performance evaluation and their methods | | 1,2 |
| 6 | Explain job security | | 1,2 |

*PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.*

# Work Load Details

| # | Type of Work | Quantity | Time (Hour) | Work Load |
|---|---|---|---|---|
| 1 | Course Duration | 14 | 3 | 42 |
| 2 | Course Duration Except Class (Preliminary Study, Enhancement) | 14 | 5 | 70 |
| 3 | Presentation and Seminar Preparation | 0 | 0 | 0 |
| 4 | Web Research, Library and Archival Work | 2 | 8 | 16 |
| 5 | Document/Information Listing | 0 | 0 | 0 |
| 6 | Workshop | 0 | 0 | 0 |
| 7 | Preparation for Midterm Exam | 1 | 10 | 10 |
| 8 | Midterm Exam | 1 | 1 | 1 |
| 9 | Quiz | 0 | 0 | 0 |
| 10 | Homework | 0 | 0 | 0 |
| 11 | Midterm Project | 0 | 0 | 0 |
| 12 | Midterm Exercise | 0 | 0 | 0 |
| 13 | Final Project | 1 | 10 | 10 |
| 14 | Final Exercise | 0 | 0 | 0 |

| 15 | Preparation for Final Exam | 1 | 14 | 14 |
|----|----------------------------|---|----|----|
| 16 | Final Exam | 1 | 1 | 1 |
| | | | | **164** |