

TOROS ÜNİVERSİTESİ

Faculty Of Economic, Administrative And Social Sciences
Business Administration (English)

Course Information

| HUMAN RESOURCES MANAGEMENT | | | | | |
|----------------------------|----------|-------------|----------|-----------------|-------------|
| Code | Semester | Theoretical | Practice | National Credit | ECTS Credit |
| | | Hour / Week | | | |
| MAN309 | Fall | 3 | 0 | 3 | 5 |

| | |
|---|---|
| Prerequisites and co-requisites | None |
| Language of instruction | English |
| Type | Required |
| Level of Course | Bachelor's |
| Lecturer | Prof.Dr. Süleyman TÜRKEL |
| Mode of Delivery | Face to Face |
| Suggested Subject | None |
| 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 analysis and design, human resource planning, recruiting and selection, training, career planning, performance appraisal, compensation, employee rights and responsibilities |

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 Presentations | 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 | İnsan Kaynakları Yönetimi: Stratejik Bir Yaklaşım. Özgen, Hüseyin ve Yalçın, Azmi. Nobel Kitabevi, Adana, 2010. | | |
| 2 | Türkiye’de İnsan Kaynakları Yönetimi Uygulamaları, Danışman, Ali. Nobel Kitabevi, Adana, 2008. | | |

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 | 2 | 1,2 |
| 2 | Explain HRM through strategic perspective | 2 | 1,2 |
| 3 | Explain job analysis and design | 2 | 1,2 |
| 4 | Explain orientation, training and career planing | 2 | 1,2 |
| 5 | Explain job and performance evaluation and their methods | 2 | 1,2 |
| 6 | Explain job security | 2 | 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 | 4 | 56 |
| 3 | Presentation and Seminar Preparation | 0 | 0 | 0 |
| 4 | Web Research, Library and Archival Work | 1 | 10 | 10 |
| 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 | 20 | 20 |
| 16 | Final Exam | 1 | 1 | 1 |
| | | | | 150 |