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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of the Course** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Human Resources Management** | |  | 3 | 2+0 | 2 | 3 | | Prerequisite Courses |  | | | | | | | Language of the Courses | Turkish | | | | | | | Category of the Course | Departmental Elective | | | | | | | Coordinator of the Course |  | | | | | | | Lecturer |  | | | | | | | Asistants of the Course |  | | | | | | | Objective of the Course | Main objective of the course is to explain how the human resources unit in the enterprises works and the functioning of the organization as an employee and manager. | | | | | | | Learning Outputs of the Course | At the end of the course, the student:   1. Defines the functions, development and principles of human resource management. 2. Explain the concepts of staff recruitment and selection, staff mobility, organizational socialization and career. 3. It exemplifies job analysis, work study and job design. 4. Knows how to make personnel planning and evaluation. 5. Interprets the necessity of in-service training. Understands wage management. | | | | | | | Content of the Course | This course includes emergence of human resource management, job analysis, HR planning, HR recruitment and selection, HR functions such as training and development, performance appraisal, job evaluation and compensation. | | | | | | | **Weeks** | **Subjects** | | | | | | | 1 | Definition of human resource management, differences in public and private sectors | | | | | | | 2 | Internal and external factors affecting human resource management | | | | | | | 3 | Organization of human resources management | | | | | | | 4 | Business analysis concepts, areas of use, methods and results | | | | | | | 5 | Planning, purpose and scope of human resource management | | | | | | | 6 | Forecasting techniques used in human resource planning | | | | | | | 7 | Candidate collection process and methods | | | | | | | 8 | Personnel selection process and techniques | | | | | | | 9 | Orientation training and preparation | | | | | | | 10 | Orientation training and preparation | | | | | | | 11 | Job placement, placement decisions, layoffs | | | | | | | 12 | Development of human resources | | | | | | | 13 | Job design, business development, job enrichment | | | | | | | 14 | Personnel health and safety | | | | | |  |  | | --- | | **Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **References** | | Sabuncuoğlu, Z. (2016), *Human Resources Management* , Alfa Aktüel Publishing  Eren, E. (2017). *Organizational Behavior and Management Psychology.* Beta Edition Release.  Ünsalan, E., Şimşeker, B. (2014), *Human Resources Management,* Detay Publishing, Ankara.  Can, H., Akgun, A., Kavuncubaşı, S. (2016), *Human Resources Management in Public and Private Sector,* Political Bookstore, Ankara. | | **Assessment System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Learning Outcomes of the Program and Course Matrix Chart** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | 5 | 2 | | 4 | 4 | | - | - | | - | - | | - | - | | - | 5 | | **LO2** | 5 | 2 | | 4 | 4 | | - | - | | - | - | | - | - | | - | 5 | | **LO3** | 5 | 2 | | 4 | 4 | | - | - | | - | - | | - | - | | - | 5 | | **LO4** | 5 | 2 | | 4 | 4 | | - | - | | - | - | | - | - | | - | 5 | | **LO5** | 5 | 2 | | 4 | 4 | | - | - | | - | - | | - | - | | - | 5 | | **LO: Learning Outcomes PO: Program Outcomes** | | | | | | | | | | | | | | | | | | | **Contribution**  **Level** | | | **1 Very Low** | | | **2 Low** | | | **3 Intermediate** | | | **4 High** | | | **5 Very High** | | |   Relevance of Program Outcomes and Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | Human Resources Management | 5 | 2 | 4 | 4 | - | - | - | - | - | - | - | 5 | |