



ÇANKAYA UNIVERSITY

Faculty of Economics and Administrative Sciences

Course Definition Form

Part I. Basic Course Information

Department Name	MANAGEMENT					Dept. Numeric Code	3 2					
Course Code	M	A	N	3	0	8	Number of Weekly Lecture Hours	3	Number of Weekly Lab/Tutorial Hours	-	Number of Credit Hours	3
Course Web Site	http:// man308.cankaya.edu.tr					ECTS Credit		0 6				

Course Name and Other Course Information

This information will appear in the printed catalogs and on the web online catalog.

English Name	Human Resources Management
Turkish Name	İnsan Kaynakları Yönetimi
Mode of Delivery	Face to face
Language of Instruction	English

Course Description

Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.

Human resources management course provides information related to how businesses sustain their performance and quality through skilled and committed employees in today's business environment in which the global competition is increasing, technology is rapidly changing, and the way of doing business is also changing. The course begins with the strategic objectives of human resources management and continues with job analysis, job description, job classification, human resources score card, job application, recruitment, performance evaluation, and promotion.

Prerequisites (if any) <i>Give course codes and check all that are applicable.</i>	1 st		2 nd		3 rd		4 th	
	<input checked="" type="checkbox"/> Consent of the Instructor		<input type="checkbox"/> Senior Standing		<input type="checkbox"/> Give others, if any.			
Co-requisites (if any)	1 st		2 nd		3 rd		4 th	
Course Type <i>Check all that are applicable</i>	<input checked="" type="checkbox"/> Must course for dept.		<input type="checkbox"/> Must course for other dept.(s)		<input type="checkbox"/> Elective course for dept.		<input type="checkbox"/> Elective course for other dept.(s)	

Part II. Detailed Course Information**Course Objectives***Maximum 100 words.*

The objective of the course is to:

- Familiarize the students with the definition, types and basic concepts of HRM,
- Enable the students to apply HR techniques,
- Enable the students to make effective interviews, job analysis, job descriptions and job specifications
- Enable the students to apply legal and ethical decision making in all aspects of HRM.

Learning Outcomes*Explain the learning outcomes of the course. Maximum 10 items.*

Upon the successful completion of the course students will:

1. Explain what human resource management is and how it relates to the management process
2. Comprehend the role of HR managers in a business,
3. Understand the basic concepts of HRM,
4. Describe the basic components of job analysis, job description, job specification,
5. Be able to avoid employment discrimination problems,
6. Be able to effectively recruit job candidates,
7. Be able to effectively interview a job candidate,
8. To understand and implement employee testing and selection,
9. Be able to evaluate and improve performance appraisal forms,
10. Be able to identify training requirements and prepare a training program,
10. Be able to perform an effective appraisal interview,
11. Be able to understand the importance of strategic pay plans and performance relationships
12. Be able to apply legal and ethical considerations in all aspects of HRM.
11. Be able to prepare a well designed CV or resume.

Textbook(s)*List the textbook(s), if any, and other related main course material.*

Author(s)	Title	Publisher	Publication Year	ISBN
Dessler, G.	Human Resource Management, 13th ed.	Pearson	2013	978-0-273-76602-5

Reference Books*List, if any, other reference books to be used as supplementary material.*

Author(s)	Title	Publisher	Publication Year	ISBN
Öznur Yüksel	İnsan Kaynakları Yönetimi	Gazi Kitabevi	2007,6 bsk.	9757313723

Teaching Policy*Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)*

Three hours of lecturing. Various case studies related to course subjects. Students are expected to discuss the cases and develop alternative ideas to solve HR related problems. Article review and presentation in class by students. A team project as preparing HR system for a SBE and presenting the report in class.

Laboratory/Studio Work*Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.*

N/A

Computer Usage*Briefly describe the computer usage and the hardware/software requirements for the course.*

N/A

Course Outline*List the weekly topics to be covered.*

Week	Topic(s)
1	Introduction to HRM
2	Strategic HRM and HR Scorecard
3	Job Analysis
4	Personnel Planning and Recruiting
5	Employee Testing and Selection
6	Interviewing Candidates
7	Midterm exam
8	Training and Developing Employees
9	Performance Management and Appraisal
10	Managing Careers
11	Establishing Strategic Pay Plans, Pay for Performance and Financial Incentives
12	Employee and Labor Relations
13	Ethics, Justice and Fair Treatment in HR Management
14	Occupational Health, Safety and Security

Grading Policy*List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.*

Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage	Assessment Tool	Quantity	Percentage
Midterm exam	1	30%						
Project	1	15%						
Article research and presentation	1	10%						
Final exam	1	45%						

ECTS Workload*List all the activities considered under the ECTS.*

Activity	Quantity	Duration (hours)	Total Workload (hours)
Attending Lectures (<i>weekly basis</i>)	13	3	39
Attending Labs/Recitations (<i>weekly basis</i>)	-	-	-
Compilation and finalization of course/lecture notes (<i>weekly basis</i>)	13	1	13

Collection and selection of relevant material (<i>once</i>)	1	3	3
Self study of relevant material (<i>weekly basis</i>)	14	4	56
Take-home assignments	1	7	7
Preparation for quizzes	-	-	-
Preparation for mid-term exams (<i>including the duration of the exams</i>)	1	10	10
Preparation of term paper/case-study report (<i>including oral presentation</i>)	1	10	10
Preparation of term project/field study report (<i>including oral presentation</i>)	-	-	-
Preparation for final exam (<i>including the duration of the exam</i>)	1	12	12
TOTAL WORKLOAD / 25			5
ECTS Credit			5

Program Qualifications vs. Learning Outcomes <i>Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.</i>						
No	Program Qualifications	Contribution				
		0	1	2	3	4
1	Acquire detailed knowledge concerning the economic and legal environment in which the business entities operate.				X	
2	Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.				X	
3	Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.		X			
4	Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.		X			
5	Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.				X	
6	Be able to collect, edit, analyze, and interpret the representative data by applying both qualitative and quantitative methods in order to identify and clearly define the business problems and to develop insight and solutions.			X		
7	Be able to adequately communicate upon analyses, findings, inferences, and recommendations with his/her superiors, team members, colleagues, and subordinates both in written and oral form.				X	
8	Be thereby qualified to conduct research in business administration and management.				X	
9	Be appropriately trained to fulfill his/her responsibilities in team work both as a leader and an expert.					X
10	Acquire the necessary skills to communicate effectively with the stakeholders of an organization so that he/she can become capable of analyzing the needs of the stakeholders and based on these analyses developing the objectives of the organization.			X		
11	Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.					X
12	Gain the ability to evaluate the organization that he/she is affiliated with and the ability to assess the knowledge that he/she has acquired in a critical perspective.				X	
13	Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.					X

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest