

# MANAGEMENT OF HUMANS RESOURCES

1	Course Title:	MANAGEMENT OF HUMANS RESOURCES	
2	Course Code:	IIB4003	
3	Type of Course:	Optional	
4	Level of Course:	First Cycle	
5	Year of Study:	3	
6	Semester:	5	
7	ECTS Credits Allocated:	3.00	
8	Theoretical (hour/week):	2.00	
9	Practice (hour/week):	0.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Prof. Dr. ZEYYAT SABUNCUOĞLU	
15	Course Lecturers:	Doç.Dr.Yücel Sayılar	
16	Contact information of the Course Coordinator:	zeyyatsabuncuoglu@yahoo.com	
17	Website:		
18	Objective of the Course:	Providing an introduction about the objectives of human resource management and the processes, methods to ensure effective use of human resources.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	Learning the importance of human resource management practices within the framework of business structure.
		2	Understanding the relationships between human resource management practices and business strategy
		3	Grasping the basic objectives of human resource management
		4	Understanding the relationships between human resources management processes / practices.
		5	Learning the methods of human resource planning and business analysis.
		6	Learning the design process methods of providing and staffing human resource.
		7	Learning methods of training design and development process.
		8	Learning methods of performance appraisal process design.
		9	Learning the methods of salary management and rewarding processes.
		10	Learning about industrial relations and occupational safety.
21	Course Content:		
		<b>Course Content:</b>	

Week	Theoretical	Practice		
1	Definition and Scope of Human Resource Management			
2	Organization of the Human Resources Department			
3	Basic Principles of Human Resource Management			
4	Human Resource Management Planning (1): Factors Affecting the Human Resource Planning, Human Resource Planning Analysis Methods			
5	Human Resource Management Planning (2): Types of Personnel, Human Resource Planning Implementation and Evaluation of Results			
6	Job Analysis and Job Descriptions			
7	Finding and Selecting Employee			
Activites		Number	Duration (hour)	Total Work Load (hour)
9	Theoretical: Training management (2): Implementation of Training, Training Measurement and	14	2.00	28.00
Practicals/Labs		0	0.00	0.00
Self study and preperation		14	1.00	14.00
Homeworks		0	0.00	0.00
Projects		0	0.00	0.00
10	Career Development	0	0.00	0.00
Field Studies		0	0.00	0.00
Midterm exams		1	18.00	18.00
Others		0	0.00	0.00
Final Exams		1	30.00	30.00
12	Salary management			
Total Work Load				90.00
14	Industrial Relations, Occupational Health and Safety, Information Systems			3.00
ECTS Credit of the Course				3.00
22	Textbooks, References and/or Other Materials:	İnsan Kaynakları Yönetimi, Zeyyat SABONÇUOĞLU.  J.M. Dewan, Management Of Manpower Training And Development, Discovery Publishing House, England,1999.  İnsan kaynakları yönetimi ile ilgili dergiler, makaleler (The Journal of Human Resources; The International Journal of Human Resources; Human Resouce Management Review...)		
23	Assesment			
TERM LEARNING ACTIVITIES		NUMBE R	WEIGHT	
Midterm Exam		1	40.00	
Quiz		0	0.00	
Home work-project		0	0.00	

Final Exam	1	60.00
Total	2	100.00
Contribution of Term (Year) Learning Activities to Success Grade	40.00	
Contribution of Final Exam to Success Grade	60.00	
Total	100.00	
Measurement and Evaluation Techniques Used in the Course		

## 24 ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK2	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK3	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK4	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK5	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK6	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK7	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK8	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK9	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
ÖK10	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low		2 low		3 Medium		4 High		5 Very High							