|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ÇAĞ UNIVERSITY ***FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES*** | | | | | | | | | | | | | | | | | | | | | | |
| **Code** | | **Course Title** | | | | | | | | | | | | | **Credit** | | | | | **ECTS** | | |
| **MAN 401** | | Human Resource Management | | | | | | | | | | | | | 3 (3-0-0) | | | | | **6** | | |
| **Prerequisites** | | | | | | | **None** | | | | | | | | | | | | | | | |
| **Language of Instruction** | | | | | | | English | | | | **Mode of Delivery** | | | | | | Face to face | | | | | |
| **Type and Level of Course** | | | | | | | Compulsory /4.Year/Fall Semester | | | | | | | | | | | | | | | |
| **Lecturers** | | | **Name(s)** | | | | | | | **Lecture Hours** | | | | | | **Office Hours** | | | | **Contacts** | | |
| **Course Coordinator** | | | Prof. Dr. Eda Yaşa ÖZELTÜRKAY  Res. Asst. Gizem KOÇAK | | | | | | | Thursday  10:15-12:35 | | | | | | Thursday  13:00-15:00 | | | | [**edayasa@cag.edu.tr**](mailto:edayasa@cag.edu.tr)  [**gizemari@cag.edu.tr**](mailto:gizemari@cag.edu.tr) | | |
| **Course Objective** | | | To provide students the functions of Human Resource Management (HRM) and theoretical and practical knowledge and skills in some of the contemporary approaches to HRM. | | | | | | | | | | | | | | | | | | | |
| **Learning Outcomes of the Course** |  | | Students who have completed the course successfully should be able | | | | | | | | | | | | | | | **Relationship** | | | | |
| **Prog. Output** | | | | **Net Effect** |
| **1** | | to explain the development of HRM field. | | | | | | | | | | | | | | | 2 | | | | 5 |
| **2** | | to describe the functions of Human Resource Management in an organization. | | | | | | | | | | | | | | | 2 & 3 & 4 | | | | 5 & 4 & 3 |
| **3** | | to describe the functions of HR department and its relationship with other departments. | | | | | | | | | | | | | | | 2 & 3 & 4 | | | | 5 & 4 & 3 |
| **4** | | to compare the importance of HR function in an organization. | | | | | | | | | | | | | | | 2 & 3 & 4 | | | | 5 & 4 & 3 |
| **5** | | to examine the difference and importance of Strategic HRM. | | | | | | | | | | | | | | | 2 & 3 & 4 | | | | 5 & 4 & 3 |
| **6** | | to propose recommendations about companies’ HR systems. | | | | | | | | | | | | | | | 2 & 3 & 4 | | | | 5 & 4 & 3 |
| **7** | | to explain the development of HRM field. | | | | | | | | | | | | | | | 2 | | | | 5 |
| **8** | | to describe the functions of Human Resource Management in an organization. | | | | | | | | | | | | | | | 2 & 3 & 4 | | | | 5 & 4 & 3 |
| **Course Description:** It covers human resource planning, job analysis, recruitment, selection, orientation, training and development, and personnel relations. It also evaluates the emerging trends in human resource management. Also in this course some practical human resource management skills will be given to students in the frame of legal and ethical issues As their term projects students also have a chance to practice interview methods and improve their interviewing and leaderships skills. | | | | | | | | | | | | | | | | | | | | | | |
| **Course Contents:(Weekly Lecture Plan)** | | | | | | | | | | | | | | | | | | | | | | |
| **Weeks** | **Topics** | | | | | | | | | | | **Preparation** | | | | | | | **Teaching Methods** | | | |
| **1** | (Introduction) What is Human Resources and the Importance of HR  Preparing a CV | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **2** | Equal Opportunity and Diversity Management | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **3** | Development and Implementation of Strategic HRM Plans | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **4** | Recruitment and Motivation | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **5** | Compensations and Earnings | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **6** | Training and Development of Employees (Seminar EB) | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
|  | **Midterm Exam Period** | | | | | | | | | | |  | | | | | | |  | | | |
| **7** | Performance Management and Evaluation  (Seminar-YK) | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **8** | Human Resources Management in Pandemic Terms (Seminar HK) | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **9** | Human Resources Management in Small and Entrepreneurial Firms | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **10** | Successful Employee Communication | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **11** | International HRM (Seminar-BB) | | | | | | | | | | | Textbook | | | | | | | **Presentation & Discussion** | | | |
| **12** | Interview Report Presentation | | | | | | | | | | |  | | | | | | |  | | | |
| **13** | Factory Visit | | | | | | | | | | |  | | | | | | |  | | | |
|  | **Final Exam Period** | | | | | | | | | | |  | | | | | | |  | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | | |
| **Textbook** | | | | | | Human Resource Management, Gary Dessler, 9th edition, Pearson | | | | | | | | | | | | | | | | |
| **Course Notes** | | | | | | It will be shared by the instructor through the automation system. | | | | | | | | | | | | | | | | |
| **Recommended Reading** | | | | | Harvard Business Review (Turkish-English)  Tedx Talks on Human Resources Instagram: hr.magazine, kariyerkapisi, yetenek kapisi  Most Read Books in the Field of Human Resources:  *Takım Oyunu/Seth Godin | Etkili İnsanların 7 Alışkanlığı – Dr. Stephen R. Covey |*  *En İyi Elemanı İşe Almak ve Elde Tutmak-Richard Luecke | Savaş Sanatı – Sun TZU |*  *Google’dan İşe Alım Tüyoları - Laszlo Bock | İyiden Mükemmel Şirkete - Jim Collins* | | | | | | | | | | | | | | | | | |
| **ASSESSMENT METHODS** | | | | | | | | | | | | | | | | | | | | | | |
| **Activities** | | | | **Number** | | | | | **Effect** | | | | **Notes** | | | | | | | | | |
| **Seminars** | | | | 3 | | | | | %15 | | | | Participation & Contribution | | | | | | | | | |
| **Interview Report** | | | | 1 | | | | | %10 | | | | Conducting a meeting with the Human Resources manager of an organization that possesses a dedicated Human Resources department, and thereafter preparing a report on the identified matter. | | | | | | | | | |
| **Book Report** | | | | 1 | | | | | %5 | | | | Reading the book of “**Influence the Psychology of Persuasion**” Robert B. Cialdini Mediacat or  “**T-İnsan**” Ufuk Tarhan Destek Yayınları  and writing a report/ uploading to Turnitin (%15 similarity) | | | | | | | | | |
| **Film Report** | | | | 1 | | | | | %5 | | | | **The Intern** – (Stajyer/2015/ABD) Film Report | | | | | | | | | |
| **Classroom Activities**  **(case, workshop)** | | | | 3 | | | | | %15 | | | | **3 Homeworks:** 1. Cv Preparation (5 points) 2. SWOT (5 points), 3. Do STAR Analysis (5 points) | | | | | | | | | |
| ***Effect of The Final Exam*** | | | | 1 | | | | | %50 | | | | Final Exam | | | | | | | | | |
| **ECTS TABLE** | | | | | | | | | | | | | | | | | | | | | | |
| **Contents** | | | | | | | | **Number** | | | | | | **Hours** | | | | | | | **Total** | |
| **Hours in Classroom** | | | | | | | | 14 | | | | | | 3 | | | | | | | **42** | |
| **Hours out Classroom** | | | | | | | | 14 | | | | | | 3 | | | | | | | **42** | |
| **Project presentation** | | | | | | | | 4 | | | | | | 20 | | | | | | | **80** | |
| **Final Exam** | | | | | | | | 1 | | | | | | 25 | | | | | | | **25** | |
| **Total**  **Total / 30**  **ECTS Credit** | | | | | | | | | | | | | | | | | | | | | **189** | |
| ***=189/30=6,3*** | |
| ***6*** | |
| **RECENT PERFORMANCE** | | | | | | | | | | | | | | | | | | | | | | |
| |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | | | | | | | | | | | | | | | | | | | | | | | |