**OUTLINE SPRING 2016-2017**

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| **COURSE CODE** | | | TMAN 413 | | | **COURSE LEVEL** | | 2nd year and 3rd semester |
| **COURSE TITLE** | | | Human Resources Management | | | | | |
| **COURSE TYPE** | | | Faculty Core | | | | | |
| **LECTURER(S)** | | | Prof. Dr. Huseyin Araslı | | | | | |
| **CREDIT VALUE** | | | 3 | | **ECTS VALUE** | | 5 | |
| **PREREQUISITES** | | | None | | | | | |
| **COREQUISITES** | | |  | | | | | |
| **DURATION OF COURSE** | | | 14 Weeks | | | | | |
| **AIMS & OBJECTIVES**  This course presents a complete perspective of HRM techniques and concepts, HRM contribution to productivity and organizational performance and the metrics used in measuring the effectiveness and efficiency of HR programs. | | | | | | | | |
| **GENERAL LEARNING OUTCOMES**  This course presents problems and issues related to human resources in organizations. Specifically, theories and methods of various human resource management functions – including job analysis, planning, recruitment, training and development, performance management, compensation and benefits, communication, motivation, teamwork, conflict management, leadership  **Course Learning Outcomes;**  **On successful completion of this course, all students will have developed KNOWLEDGE AND UNDERSTANDING of:**  1. The theoretical foundation of human resource management practice  2. An understanding of the relationship between business strategies and human resource strategies  3. A human resource plan and design a valid recruitment and selection system.  4. Assessing training needs, design a training program, and evaluate it.  5. Designing and implementing a compensation system  6. Describing the legal restrictions governing discrimination in employment.  **Skills in**  7. Self-Management  8. Language  9. Communication  10. Team/Group work  11. Information Technology  12. Problem solving and Time Management  **Competences in**  13. Job analysis; job description & job specification  14. Recruitment, Orientation, Training &Compensation | | | | | | | | |
| **GRADING CRITERIA**  The following grading criteria is used university wide: | | | | | | | | |
| Grade | Marks | Value | |  | | | | |
| A | 85-100 | 4.0 | |
| A- | 80-84 | 3.7 | |
| B+ | 75-79 | 3.3 | |
| B | 70-74 | 3.0 | |
| B- | 66-69 | 2.7 | |
| C+ | 63-65 | 2.3 | |
| C | 60-62 | 2.0 | |
| C- | 57-59 | 1.7 | |
| D+ | 54-56 | 1.3 | |
| D | 50-53 | 1.0 | |
| D- | 45-49 | 0.7 | |
| F | 0-44 | 0.0 | |
| NG |  | 0.0 | |
| **RELATIONSHIP WITH OTHER COURSES**  It is a key concept in Tourism especially for hotel establishments. | | | | | | | | |
| **LEARNING / TEACHING METHOD**  Class lectures / presentations will be delivered to explain the topic. Substantial time will be allocated to practice | | | | | | | | |

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| courses. | | | |
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| **METHOD OF ASSESSMENT**  Students have to undertake the following forms of assessment:  Class Activities and Participation (Work-shops 10 lectures x 2pts) : 20%  CV Writing and Career Plans : 03%  Job Analyses : 12%  Presentations : 22%  Final- Exam : 35%  Attendance : 08% | | | |
| **ATTENDANCE**  Regular attendance of all enrolled classes including practice course is expected. If you miss a class, it is your responsibility to “make up” all work, including items discussed in class. Participation will be measured in terms of quality not the quantity of your contribution to the class.  Do not be late to the class .if you need to leave early for whatever reason, you should exercise politeness and notify your lecturer at the commencement of the session. Attendance is compulsory and absenteeism of more than  20% of classes will be graded as “F”. Students with poor interest, poor attendance and lack of data are graded NG. | | | |
| **TEXTBOOK/S**  Organizational Behavior- Buchanan, David A., Huczynski, Andrzej, 2010  People Resourcing - Taylor, Stephen, Chartered Institute of Personnel and Development, 2008  Human Resource Management - Torrington, Derek, Hall, Laura, Taylor, Stephen, 2008 | | | |
| **EXTENDED READING LIST**  Articles from; Human resource management journal, International journal of contemporary hospitality management, International journal of human resource management,  Journal of human resources in hospitality and tourism, More Articles, Books and other materials etc. | | | |
| **SEMESTER OFFERRED**  2016-2017 Spring Semester | | | |
| **CONTENT & SCHEDULE**  The lecture topics within the semester are as in the following schedule: | | | |
|  | **WEEK** | **TOPICS** | **READING** |
| 1 | Break the ice session, Introduction to HRM Hw:1 CV Writing | Your course outline and How to prepare  and make your presentation effectively |
| 2 | Introduction to HRM Case Study: Jarvis/Woodside | Chpt 1 |
| 3 | Strategic Role of HR, SWOT  Case Study : Jack Nelson’s Problem | Chpt 3/(Special Chapter) |
| 4 | Strategic Role of HR Cont.,  Case Study: CEDAR, Fishbone Diagram | Chpt 3 |
| 5 | Problem Solving: Fish Bone Diagram  Case Study; Titanic | Special Chapter |
| 6 | HRM Job Analysis - Description & Specifications  Hw: 2 Job Analysis | Chpt 4 |
| 7 | Human Resources Planning and Recruitment | Chpt 5 |
| 8 | Employee Testing, Selection and Interviewing  Candidates  Interviewing  Video case and practice | Special Chapter |
| 9 | Employee Testing, Selection and Interviewing  Candidates Cont.., | Chpt 6 |
| 10 | Training, Orientation and Development Case Study: Dedeman Cakiztez Hotel Revision | Chpt 7 |
| 11 | Training, Orientation and Development  Cont.., | Chpt 7 |
| 12 | Group Presentations | Articles |
| 13 | Group Presentations | Articles |
| 14 | **FINAL EXAM PERIOD** |  |

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| **Course Code: TMAN 413**  **Number of ECTS credits: 6**  **ECTS**  **(student work load: 150)** | | | **Course Name: Human Resources Management** | **Instructor Name: Prof Dr Huseyin Araslı** | | | **Date:** |
|  | Student Work Load | | | Weight of  Asses. (%) |
| Week | Course  LOS | Program LOS | Educational Activities | Lectures | Independent  Work | Assessment Hours |
| 1 | 1,2,9,11 | 1,3,5 | Lecture 1: Break the ice session, Introduction to HRM  Hw:1 CV Writing | 3 | 2 | C V Assessment – 2  hrs. | **3** |
| 2 | 1,2,9 | 1,2,7,11 | Lecture 2: Introduction to HRM  Case Study: Jarvis/Woodside | 3 | 2 | Case Assessment-  2hrs | **2** |
| 3 | 2,6,9,10,  12,13 | 1,2,3,4,8,11 | Lecture 3: Strategic Role of HR, SWOT  Case Study : Jack Nelson’s Problem | 3 | 2 | Case Assessment-  2hrs | **2** |
| 4 | 2,6,9,10 | 1,2,3,4,8,11 | Lecture 4: Strategic Role of HR Cont.,  Case Study: CEDAR, | 3 | 2 | Case Assessment-  2hrs | **2** |
| 5 | 2,4,10,  12 | 2,3,7,8,11 | Problem Solving: Fish Bone Diagram  Case Study; Titanic | 3 | 2 | Case Assessment-  2hrs | **2** |
| 6 | 3,4,6,9,  13 | 1,2,3,4,8,12,  13 | HRM Job Analysis - Description & Specifications  Hw: 2 Job Analysis | 3 | 2 | Home Work  Assessment- 35hrs | **12** |
| 7 | 3,6,7,14 | 1,3,7,9,12 | Lecture 5: Human Resources Planning and Recruitment | 3 | 2 |  |  |
| 8 | 3,4,7,11,  13,14 | 3,4,5,7,8,12 | Lecture 6: Employee Testing, Selection and Interviewing  Candidates  InterviewingVideo case and practice | 3 | 2 | Video Case  Assessment- 2hrs | **2** |
| 9 | 3,4,7,11,  13,14 | 3,4,5,7,8,12 | Lecture 7: Employee Testing, Selection and Interviewing  Candidates Cont.., | 3 | 2 |  |  |
| 10 | 4,5,8,14 | 1,3,6,7,8,13 | Lecture 8: Training, Orientation and Development  Case Study: DedemanCakiztez Hotel  Revision | 3 | 2 | Case Assessment-  2hrs | **2** |
| 11 | 4,5,8,14 | 1,3,6,7,8,13 | Lecture 9: Training, Orientation and Development Cont.., | 3 | 2 |  |  |
| 12 | 7,8,9,10,  11 | 5,6,7,8,10,11,  13 | Lecture 10: Group Presentations |  | 2 | 3 hrs**.** |  |
| 13 | 7,8,9,10,  11 | 5,6,7,8,10,11,  13 | Lecture 11: Group Presentations |  | 2 | 3hrs | **22** |
| 14 |  |  | **Final Exam** |  |  | **Exam – 30 hrs.** | **35** |
|  |  |  |  |  |  | **Attendance** | **8** |
|  |  |  |  |  |  | **Class Group Works**  **-6 hrs.** | **8** |
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| **Total** | **150** |  |  | **33** | **26** | **91** | **100** |

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| **TMAN 413- Human**  **Resources**  **Management** | **Program outcomes in terms of Knowledge** | | **Program outcomes in terms of Skills** | | | | | **Program outcomes**  **in terms of Competencies** | | | | | |
| **Course Learning**  **Outcomes** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 |  | F | P | F |  |  |  |  |  |  |  |  |  |
| 2 |  | F | P | F |  |  |  |  |  |  |  |  |  |
| 3 |  | F | P | F |  |  |  |  |  |  |  |  |  |
| 4 | F | P | P | F |  |  |  |  |  |  |  |  |  |
| 5 |  | F | P | F |  |  |  |  |  |  |  |  |  |
| 6 |  |  | P | P |  | P | F |  | P | P | P | P | P |
| 7 |  |  | F | F |  |  | F |  |  |  |  |  |  |
| 8 |  |  | P | P |  |  | P | F |  |  |  |  |  |
| 9 |  |  | F | F |  |  | F |  |  |  |  |  |  |
| 10 |  |  | F | F |  | P | F | F |  |  | P |  |  |