

Year

Hotel, Restaurant and Catering Services Department / Hotel, Restaurant and Catering Services Department /						
Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
TO106	HUMAN RESOURCE MANAGEMENT	2.00	0.00	0.00	2.00	2.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: PreBachelor					
Course Type	: Compulsory					
Preconditions	: Not					
Objectives of the Course	: To provide students with the necessary knowledge and skills to understand and apply the functions of human resources management.					
Course Contents	: The course includes management and management functions, definition of human resources management, purpose, importance, principles, concepts of authority and responsibility, HR planning, job analysis, job description, job requirements, employee recruitment and selection, onboarding and employee training, motivation, job and performance evaluation, wage management, career management, and labor relations.					
Recommended or Required Reading	: Meslek Yüksekokulları İçin İnsan Kaynakları Yönetimi, Ünsalan, E., Şimşeker B., (2014), Detay Yayıncılık, Ankara.					
Planned Learning Activities and Teaching Methods	: Theoretical explanation, question and answer.					
Recommended Optional Programme Components	: Interviews can be held with human resources experts on the functions of human resources and the importance of human resources for the business.					
Instructors	: Öğr. Gör. Dr. Özlem Başar					
Instructor's Assistants	: Not available.					
Presentation Of Course	: The course is given face-to-face, theoretically for two hours per week.					
Update Date	: 1/20/2026 9:50:46 AM					
Dosya İndirilme Tarihi	: 2/4/2026					

Course Outcomes	
Upon the completion of this course a student :	
1	Gains information about the operation of HRMfunctions.
2	Understands the interaction between HRMfunctions.
3	Gain the ability to understand the relationship between HRMactivities and organizational performance.
4	Understands the relationship between HRMactivities and employee satisfaction.
5	Can distinguish problems in the field of HRMand suggest solutions.
6	Understands the strategic role of HRMactivities within organizations.

Pre / Side Conditions							
Course Code	Course Name	Condition	Teorical	Practice	Laboratory	Credits	ECTS

Weekly Contents						
	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*Management and Functions of Management			*Things to read before coming to class: "Basic Concepts of Management and Developments in Management Understanding" topics from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2
2.Week	*Management and Functions of Management			*Before coming to class, read: "Functions of Management" from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2
3.Week	*Definition, Purpose and Importance of Human Resources Management			*Before coming to class, read: "Human Resources Management" from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.6 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.6
4.Week	*Human Resources Planning			*Before coming to class, read: "Functions of Human Resources Management and Human Resources Planning" from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
5.Week	*Job Analysis			*Before coming to class, read: "Job Analysis" from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
6.Week	*Job Descriptions,Job Requirements			*Before coming to class, read: "Job Description, Job Requirements, Job and Task Design" from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.1 Ö.Ç.2
7.Week	*Finding and Selecting Employees			*Before coming to class, read: "Employee Recruitment and Selection" from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4
8.Week	*Midterm Exam			*Review of the topics covered and work on the evaluation questions given in the lecture notes.		Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.5 Ö.Ç.6 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.5 Ö.Ç.6
9.Week	*Orientation and Traning of Employees			*Before coming to class, read: "Induction and Employee Training" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4
10.Week	*Career management			*Before coming to class, read: "Career Management" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4
11.Week	*Motivation			*Before coming to class, read: "Motivation" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.3 Ö.Ç.4 Ö.Ç.5 Ö.Ç.6 Ö.Ç.3 Ö.Ç.4 Ö.Ç.5 Ö.Ç.6
12.Week	*Employee Performance Appraisal			*Before coming to class, read: "Employee Performance Evaluation" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.3 Ö.Ç.4 Ö.Ç.6 Ö.Ç.3 Ö.Ç.4 Ö.Ç.6
13.Week	*Job Valuation			*Before coming to class, read: "Job Evaluation" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4
14.Week	*Fee Management			*Things to read before coming to class: "Wage Management" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.4

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
15.Week	*Labor Relations			*Before coming to class, read: "Labor Relations" topic from the textbook.	*Description, Question and Answer Methods	Ö.Ç.3 Ö.Ç.4 Ö.Ç.5 Ö.Ç.6 Ö.Ç.3 Ö.Ç.4 Ö.Ç.5 Ö.Ç.6

Assesment Methods %
1 Ara Snav : 40.000
3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Ödev	2	1.00	2.00
Final	1	1.00	1.00
Derse Katılım	14	2.00	28.00
Bütünleme	1	1.00	1.00
Final Sınavı Hazırlık	2	3.00	6.00
Ara Sınav Hazırlık	3	4.00	12.00
Ders Sonrası Bireysel Çalışma	14	1.00	14.00
			Total : 65.00
			Sum of Workload / 30 (Hour) : 2
			ECTS : 2.00

Program And OutcomeRelation																						
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13	P.O.14	P.O.15	P.O.16	P.O.17	P.O.18	P.O.19	P.O.20	P.O.21	P.O.22
L.O. 1	2	3	3	0	0	0	0	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0
L.O. 2	0	3	3	0	0	3	0	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0
L.O. 3	0	0	3	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3	2	0
L.O. 4	0	0	3	0	0	3	0	0	3	0	0	0	0	0	0	0	3	0	0	0	0	0
L.O. 5	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	2	0	0	0	0
L.O. 6	0	0	3	0	0	2	0	0	3	0	0	0	0	0	0	0	0	0	0	2	0	0
Avarage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Ders/Program Çıktıları İlişkisi																						
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	P.O. 20	P.O. 21	P.O. 22	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person's ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarlama Talebi : Engel durumuna ilişkin herhangi bir uyarlama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.