



ESOGU Tourism Faculty Course Information Form

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| TERM | Spring |
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| COURSE CODE | 261116013 | COURSE NAME | Human Resources Management |
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| SEMESTER | WEEKLY COURSE HOURS | | | COURSE | | | |
|--|---|-------------------|---|---------------------|------|-----------------------|----------|
| | Theoretical | Practice | Laboratory | CREDITS | ECTS | TYPE | LANGUAGE |
| VI | 3 | 0 | 0 | 3 | 3 | CORE (X) ELECTIVE () | Turkish |
| COURSE CATEGORY | | | | | | | |
| Supportive Courses | Basic Vocational | Proficiency/Field | Human, Communication, and Management Skills | Transferable Skills | | | |
| | X | | | | | | |
| ASSESSMENT CRITERIAS | | | | | | | |
| DURING TERM | Activity | Number | Percentage (%) | | | | |
| | I. Mid-Term | | 40 | | | | |
| | II. Mid-Term | | | | | | |
| | Quiz | | | | | | |
| | Homework | | | | | | |
| | Project | | | | | | |
| | Report | | | | | | |
| Other (.....) | | | | | | | |
| FINAL EXAM | | | 60 | | | | |
| PREREQUISITE(S) (IF ANY) | | | | | | | |
| COURSE CONTENT | Job analysis and job design, Reward management, Career management | | | | | | |
| COURSE OBJECTIVES | It is aimed to teach the theory of HRM functions at a sufficient level and to make the students gain the necessary information and ability to practice HRM functions. | | | | | | |
| CONTRIBUTION OF THE COURSE TO THE VOCATIONAL TRAINING | | | | | | | |
| COURSE OUTCOMES | <ul style="list-style-type: none">• Explain HR concept and development• Tell HR department's business• Make easier to practice information gained from the HRM functions applications• Teel job interview and job application process• Prepare curriculum vitae• Apply the job analysis operations in tourism organizations• Interpret case studies about tourism organizations | | | | | | |
| TEXTBOOK(S) | AKOĞLAN KOZAK, . 2004Otel İşletmelerinde İnsan Kaynakları Yönetimi ve Örnek OlaylarDetay Yayıncılık, Ankara | | | | | | |
| SUPPORTIVE RESOURCES | GEYLAN, R. 2002Personel Yönetimi, , Met Yayınları, Eskişehir. | | | | | | |

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| | YALIM, D. 2002. İnsan Kaynaklarında Yeni Eğilimler, Hayat Yayınları, İstanbul. |
| EQUIPMENTS REQUIRED | |

| COURSE OUTLINE | |
|----------------|---|
| WEEK | SUBJECTS / TOPICS |
| 1 | Introduction and the framework of human resource management |
| 2 | Constituting HR department and introducing HR functions |
| 3 | Job analysis and job design |
| 4 | HR planning |
| 5 | HR recruitment and selection |
| 6 | HR training and development |
| 7 | Mid-term Exam |
| 8 | Performance appraisal |
| 9 | Career management |
| 10 | Reward management |
| 11 | Job evaluation |
| 12 | International HRM |
| 13 | Adopting the staff to work life |
| 14 | Case study |
| 15,16 | Final Exam |

| No. | OUTCOMES | 3 | 2 | 1 |
|-----------------------------|--|---|---|---|
| 1 | To understand the terms and concepts this related with tourism and hotel management. | | | X |
| 2 | To instruct the other people about tourism. | | | X |
| 3 | To be able to plan the process of investment of a new established tourism company. | | X | |
| 4 | To be able to manage companies to be established in the areas of tourism. | | X | |
| 5 | To understand local, national and international dimension of management in tourism administration. | X | | |
| 6 | To have the knowledge of using and evaluating the tools that can analyze a tourism company with its internal and external environment | | | X |
| 7 | To be able to take responsibility and find solutions to unpredictable and complex problems in tourism companies. | | X | |
| 8 | To have the knowledge of Ataturk's principles and reforms. | | | X |
| 9 | To evaluate the concepts, ideas and data by using scientific methods. | | X | |
| 10 | To be able to use information and communication technologies with computer at a level which tourism sector requires. | | | X |
| 11 | To understand the sectoral conditions at a level they can cope with the constant fluctuations depending on the flexible demands in the area of tourism management. | | | X |
| 12 | To be expertise at a special area of a tourism company (the services of front office, housekeeping, sales and marketing etc.)and hotel management | | x | |
| 13 | To understand the macro specialty of tourism plan and strategies. | | | X |
| 14 | To be able to research scientific knowledge about tourism and hotel management. | | X | |
| 15 | To be able to understand and comment the new trends about tourism industry. | | | X |
| 1: Few 2: Partially 3: Many | | | | |

Associate Professor İlker KILIÇ
Instructor