

ECTS COURSE DESCRIPTION FORM											
PART I (Senate Approval)											
Offering School	Antalya Bilim University - Faculty of Health Sciences				Offering Department	Department of Nursing					
Program(s) Offered to	Department of Nursing		✓								
Course Name	Human Resources Management				Course Code	HEM334					
Level of Course	Undergraduate				Type of Course	Optional					
Language of Instruction	Turkish				ECTS Credits	3					
Hours per Week	Lecture:	2 Hours		Practical:	None		Studio:	None			
	Laboratory:	None		Recitation:	None		Other:	None			
Pre-requisites	None				Co-requisites	None					
Registration Restriction	None				Grading Mode	Letter Grade					
Educational Objective	Presenting the basic knowledge and practices related to the basic functions of human resources management within the framework of a strategic perspective.										
Course Description											
Learning Outcomes	LO1	Can explain human resources management and planning									
	LO2	Evaluate the recruitment and personnel selection process									
	LO3	Can organize the training and development of employees in service sector enterprises									
	LO4	Can take an active role in career, wage and performance management									
	LO5										
	LO6										
	LO7										
PART II (Faculty Board Approval)											
		Program Outcomes			LO1	LO2	LO3	LO4	LO5	LO6	LO7
Basic Outcomes (University-wide)	PO1	Ability to communicate effectively with oral, written and visual methods, report writing and presentation.			✓						
	PO2	Ability to work effectively both individually and in disciplinary and multi-disciplinary teams.						✓			
	PO3	Awareness of the necessity of lifelong learning and the ability to access information, to follow developments in science and technology, and to constantly renew itself.									
	PO4	Information about project management, risk management, innovation and change management, entrepreneurship, and sustainable development.					✓				
	PO5	Awareness about sectors and ability to prepare business plans.				✓		✓			
	PO6	Awareness of professional and ethical responsibility and acting in accordance with ethical principles.				✓		✓			
Faculty Specific Outcomes	PO7	To have universal thoughts and values									
	PO8	To be committed to academic and ethical values,						✓			
	PO9	To provide qualified education, research and consultancy services at universal information and technology standards					✓	✓			
Program Specific Outcomes	PO10	To be open to new goals, strategies and action plans that will take undergraduate and graduate education / training programs and scientific studies further						✓			
	PO11	To support, maintain and increase interdisciplinary / multidisciplinary studies in the services provided.				✓	✓	✓			
	PO12	To contribute and develop health policies for the benefit of the country.			✓	✓	✓	✓			
	PO13	Using theoretical, evidence-based and applied knowledge in the field of nursing, with a holistic and systematic approach to the individual, family and society; Gives culturally sensitive nursing care, evaluates and records the effect of care.				✓	✓				
	PO14	It determines the health education needs of the individual, family and society, and provides training and consultancy in this direction.									
	PO15	Uses problem solving, decision making, critical thinking and leadership skills in the field of nursing.			✓	✓	✓	✓			
	PO16	Communicates by expressing her opinions, having the ability to work individually and make independent decisions.			✓	✓	✓	✓			
	PO17	Respects human rights and dignity by acting in accordance with the relevant legislation, professional values and ethical principles in nursing education, practice, research and management				✓	✓	✓			
	PO18	It works in cooperation with disciplinary and interdisciplinary team members.						✓			
	PO19	Uses information and care technologies in nursing education, practice, research and management.				✓	✓				
	PO20	In line with the lifelong learning approach, he / she reaches scientific and current information specific to the field of nursing, evaluates the accuracy, validity and reliability of the information.			✓						
	PO21	It fulfills the responsibility of producing scientific knowledge specific to nursing by participating in all kinds of research, projects and activities that will contribute to individual and professional development.					✓	✓			
	PO22	Uses at least one foreign language at a level to reach scientific information and communicate effectively.									
PART III (Department Board Approval)											
Course Contents, Contribution of Course Contents to Learning Outcomes, and Methods for Assessing Learning of Course Contents	Subject	Week	Details of Course Contents		LO1	LO2	LO3	LO4	LO5	LO6	LO7
	S1	1	Human resources management and development		A1/A4	A1/A4	A1/A4	A1/A4			
	S2	2	Strategic human resources management, human capital		A1/A4	A1/A4	A1/A4	A1/A4			
	S3	3	Organization of the human resources department		A1/A4	A1/A4	A1/A4	A1/A4			
	S4	4	Human resources manager roles and human resources		A1/A4	A1/A4	A1/A4	A1/A4			
	S5	5	Business analysis and human resources planning		A1/A4	A1/A4	A1/A4	A1/A4			
	S6	6	Finding and selecting candidates		A1/A4	A1/A4	A1/A4	A1/A4			
	S7	7	Midterm Exam								
	S8	8	Orientation, training and development		A1	A1	A1	A1			
	S9	9	Performance management and career management		A1	A1	A1	A1			
	S10	10	Job valuation and wage management		A1	A1	A1	A1			
	S11	11	Discipline and working relationships		A1	A1	A1	A1			
	S12	12	Motivation and job satisfaction		A1	A1	A1	A1			
	S13	13	Conflict management		A1	A1	A1	A1			
	S14	14	Discussion and Repetition		A1	A1	A1	A1			
	S15	15	Final Exam								

Assessment Methods, Weights in Grading Scheme, Implementation and Make-Up Rules	No	Type	Weight	Implementation Rule	Make-Up Rule	
	A1	Exam-Final Jury, Final Project	60%	The exam, which will be applied as the Final Exam, will cover all the topics and resources covered during the semester.	Students who cannot take the final exam due to an excuse and whose excuse is accepted by the Unit Board take the make-up exam on the date determined by the Unit.	
	A2	Quiz				
	A3	Homework				
	A4	Midterm	40%	The Midterm Exam will be administered in the middle of the semester and will cover the topics and resources covered until the exam date.	Students who cannot take the exam due to an excuse and whose excuse is accepted by the Unit Board take the make-up exam on the date determined by the Unit.	
	A5	Project				
	A6	Presentation				
	A7	Attendance/Interaction				
	A8	Class/Lab./				
	A9	Others				
		TOTAL	100%			
Evidence of Achievement of Learning Outcomes	At least one question from each subject is asked during the exams. A weighted average is calculated for each student based on the percentage of each assessment method. Students are required to collect a minimum score over 100, which is announced by the instructor, to pass the course. This score is determined based on class average.					
Method for Determining Letter Grade	Direct Conversion System ("DDS" in the regulation.)		<input checked="" type="checkbox"/>	Relative Evaluation ("BDS" in the regulation.)		<input type="checkbox"/>
	A different method/system, not listed above, determined by the Faculty Member / Instructor (This method is explained below)					<input type="checkbox"/>
	Success Grade Range	Letter Success Note	Success Coefficient	Success Assessment		
		A+	4	Successful		
	95-100	A	4	Successful		
	85-94	A-	3,7	Successful		
	80-84	B+	3,3	Successful		
	75-79	B	3	Successful		
	65-74	B-	2,7	Successful		
	60-64	C+	2,3	Successful		
	55-59	C	2	Successful		
	50-54	C-	1,7	Pass		
	45-49	D+	1,3	Unsuccessful		
	40-44	D	1	Unsuccessful		
	0-39	F	0	Unsuccessful		
Teaching Methods, Student Work Load	No	Method	Explanation	Total Hours		
	Time expected to be allocated by instructor					
	1	Lecture	Course topics are explained by writing on the board or by computerized presentation. Sample questions are solved during the lesson.	24		
	2	Interactive Lecture				
	3	Recitation				
	4	Laboratory				
	5	Practical				
	6	Field Work				
	Time expected to be allocated by student					
	7	Project				
	8	Homework				
	9	Pre-class Learning of Course Material	New topics are learned before they are taught in the classroom.	12		
	10	Review of Course Material	Topics are repeated to prepare for exams and assignments.	24		
	11	Studio				
	12	Office Hour	One-on-one meeting with the lecturer	4		
	Calculated ECTS Credit(s)		Max.	2	Min.	2
			Grand Total	64		
IV. PART						
Instructor	Name Surname	Hakan KURNAZ				
	E-mail	hakan.kurnaz@antalya.edu.tr				
	Phone Number	+90 242 245 00 00				
	Office Number	3205				
	Office Hours	08:30-17:30				
Course Materials	Mandatory					
	Recommended	Bingöl D. (2014); İnsan Kaynakları Yönetimi, Beta Yayınları, İstanbul				
		Tortop N. (2013); İnsan Kaynakları Yönetimi, Nobel Yayınları, Ankara.				
Other	Scholastic Honesty	Violations of scholastic honesty include, but are not limited to cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Any for of scholastic dishonesty is a serious academic violation and will result in a disciplinary action. It is explained in Article 25 of the Directive on Associate and Undergraduate Programs of Antalya Bilim University.				
	Students with Disabilities	Reasonable accommodations will be made for students with verifiable disabilities.				
	Safety Issues					
	Flexibility	Circumstances may arise during the course that prevents the instructor from fulfilling each and every component of this syllabus; therefore, the syllabus is subject to change. Students will be notified prior to any changes.				