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| **ABU_KKK_01-15.jpg** | | | | | **ECTS Course Description Form** | | | | | | | | | | | | | | | | | | | | |
| **PART I ( Senate Approval)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Offering School** | *Tourism Faculty* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Offering Department** | *Tourism and Hotel Management* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Program(s) Offered to** | *Tourism and Hotel Management* | | | | | | | | | | | | | | | *Must* | | | | | | | | | |
| *Gastronomy and Culinary Arts* | | | | | | | | | | | | | | | *Must* | | | | | | | | | |
|  | | | | | | | | | | | | | | |  | | | | | | | | | |
| **Course Code** | *TRM 304* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Name** | *Human Resources Management* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Language of Instruction** | *English* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Type of Course** | *Lecture* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Level of Course** | *Undergraduate* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hours per Week** | **Lecture: 3** | | | | | **Laboratory:** | | | | | | **Recitation:** | | **Practical:** | | | | **Studio:** | | | | **Other:** | | | |
| **ECTS Credit** | *5* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Grading Mode** | *Letter Grade* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Pre-requisites** | *NA* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Co-requisites** | *NA* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Registration Restriction** | *NA* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Educational Objective** | *Create awareness of human resources operations and management functions* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Description** | *Functions of human resources management; human resource planning, job analysis, job descriptions, job specifications, job design, recruitment, selection, orientation of new employees, training and development, performance appraisal, wage and salary management, job evaluation, discipline, Resume and CV writing, interview process.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Learning Outcomes** | **LO1** | | | *Critically evaluate HRM and workplace relations practices* | | | | | | | | | | | | | | | | | | | | | |
| **LO2** | | | *Demonstrate a clear understanding of the various HRM/ workplace relations diciplines are integrating into orginasions* | | | | | | | | | | | | | | | | | | | | | |
| **LO3** | | | *Critically discuss how HRM systems and employment relations operate effectively* | | | | | | | | | | | | | | | | | | | | | |
| **LO4** | | | *Apply the theoretical and practical aspects of human resource management to formulate strategies* | | | | | | | | | | | | | | | | | | | | | |
| **LO5** | | | *Deploy appropriate HRM matrix and other HRM analytics to make informed decisions that enhance the effectiveness of the recruitment and training* | | | | | | | | | | | | | | | | | | | | | |
| **LO6** | | |  | | | | | | | | | | | | | | | | | | | | | |
| **n..** | | |  | | | | | | | | | | | | | | | | | | | | | |
| **PART II ( Faculty Board Approval)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Basic Outcomes (University-wide)** | | **No.** | **Program Outcomes** | | | | | | | | | | | | **LO1** | | **LO2** | | | **LO3** | **LO4** | | **LO5** | **LO6** |
| **PO1** | **Ability** to communicate effectively and write and present a report in Turkish and English. | | | | | | | | | | | |  | |  | | **X** | |  | |  |  |
| **PO2** | **Ability** to work individually, and in intra-disciplinary and multi-disciplinary teams. | | | | | | | | | | | |  | |  | |  | |  | | **X** |  |
| **PO3** | **Recognition** of the need for life-long learning and **ability** to access information , follow developments in science and technology, and continually reinvent oneself. | | | | | | | | | | | |  | | **X** | |  | |  | |  |  |
| **PO4** | **Knowledge** of project management, risk management, innovation and change management, entrepreneurship, and sustainable development. | | | | | | | | | | | |  | |  | | **X** | |  | |  |  |
| **PO5** | **Awareness** of sectors and **ability** to prepare a business plan. | | | | | | | | | | | |  | |  | |  | |  | | **X** |  |
| **PO6** | **Understanding** of professional and ethical responsibility and **demonstrating** ethical behavior. | | | | | | | | | | | |  | |  | |  | |  | | **X** |  |
| **Faculty Specific Outcomes** | | **PO7** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO8** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO9** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO10** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO11** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO12** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **Discipline Specific Outcomes (program)** | | **PO13** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO14** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO15** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO16** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO17** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PO18** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **Specialization Specific Outcomes** | | **PO N….** |  | | | | | | | | | | | |  | |  | |  | |  | |  |  |
| **PART III ( Department Board Approval)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Subjects, Contribution of Course Subjects to Learning Outcomes, and Methods for Assessing Learning of Course Subjects** | | | **Subjects** | **Week** | | | |  | | | | | | | | **LO1** | | **LO2** | | | **LO3** | **LO4** | | **LO5** | **LO6** | |
| **S1** | 1 | | | | Introduction  Course description and syllabus | | | | | | | |  | |  | | |  |  | |  |  | |
| **S2** | 2,3 | | | | Meeting Human Resources requirements | | | | | | | | A1 | |  | | |  |  | |  |  | |
| **S3** | 4 | | | | Strategy of training | | | | | | | |  | |  | | |  |  | | A1 |  | |
| **S4** | 6,7 | | | | Performance management | | | | | | | |  | |  | |  | | A1 | |  |  | |
| **S5** | 8 | | | | Compensation/ Reward management | | | | | | | |  | | A1 | |  | |  | |  |  | |
| **S6** | 9 | | | | Employee motivation | | | | | | | |  | |  | | A1 | |  | |  |  | |
| **S7** | 10 | | | | Ethics in HRM | | | | | | | |  | |  | | A1 | |  | |  |  | |
| **S8** | 11 | | | | Labor relations management | | | | | | | |  | |  | |  | |  | | A1 |  | |
| **S9** | 12 | | | | Career development | | | | | | | |  | |  | |  | |  | | A1 |  | |
| **S10** | 13 | | | | Individual presentation week | | | | | | | |  | |  | |  | |  | | A6 |  | |
| **S11** |  | | | |  | | | | | | | |  | |  | |  | |  | |  |  | |
| **Assessment Methods, Weight in Course Grade, Implementation and Make-Up Rules** | | | **No.** | **Type** | | | | | | | **Weight** | | | **Implementation Rule** | | | | **Make-Up Rule** | | | | | | | | |
| **A1** | **Exam** | | | | | | | *30%*  *50%* | | | *Midterm*  *Final* | | | |  | | | | | | | | |
| **A2** | **Quiz** | | | | | | |  | | |  | | | |  | | | | | | | | |
| **A3** | **Homework** | | | | | | |  | | |  | | | |  | | | | | | | | |
| **A4** | **Project** | | | | | | |  | | |  | | | |  | | | | | | | | |
| **A5** | **Report** | | | | | | |  | | | - | | | | - | | | | | | | | |
| **A6** | **Presentation** | | | | | | | 20% | | | Individual presentation | | | | - | | | | | | | | |
| **A7** | **Attendance/ Interaction** | | | | | | |  | | | - | | | | - | | | | | | | | |
| **A8** | **Class/Lab./**  **Field Work** | | | | | | |  | | | - | | | | - | | | | | | | | |
| **A9** | **Other** | | | | | | |  | | |  | | | |  | | | | | | | | |
| **TOTAL** | | | | | | | | | **100%** | | | | | | | | | | | | | | | |
| **Evidence of Achievement of Learning Outcomes** | | | Students will demonstrate learning outcomes through in-class activities, presentations and exams. | | | | | | | | | | | | | | | | | | | | | | | | |
| **Method for Determining Letter Grade** | | | Grade will be determined by your total points earned under the criteria below:   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Total Points | 100 | 100-90 | 89-87 | 86.-84 | 83-80 | 79-77 | 76-74 | 73-70 | 69.-67 | 66.-64 | 63-60 | 59-0 | | Letter Grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | F | | Value | 4.00 | 4.00 | 3.70 | 3.30 | 3.00 | 2.70 | 2.30 | 2.00 | 1.70 | 1.30 | 1.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teaching Methods, Student Work Load** | | | **No** | **Method** | | | | | **Explanation** | | | | | | | | | | | | | | **Hours** | | | |
| ***Time applied by instructor*** | | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | **Lecture** | | | | | Lecturing and utilizing the text-book and the additional readings provided by the instructor. | | | | | | | | | | | | | | 13 x 3 = 39 | | | |
| **2** | **Interactive Lecture** | | | | | Presentations require much interactions among all class members. | | | | | | | | | | | | | | 1 x 3 =3 | | | |
| **3** | **Recitation** | | | | |  | | | | | | | | | | | | | |  | | | |
| **4** | **Laboratory** | | | | |  | | | | | | | | | | | | | |  | | | |
| **5** | **Practical** | | | | |  | | | | | | | | | | | | | |  | | | |
| **6** | **Field Work** | | | | |  | | | | | | | | | | | | | |  | | | |
| ***Time expected to be allocated by student*** | | | | | | | | | | | | | | | | | | | | | | | | |
| **7** | **Project** | | | | |  | | | | | | | | | | | | | |  | | | |
| **8** | **Homework** | | | | | Students are engaged in an individual presentation activity. | | | | | | | | | | | | | | 1 x 15 = 15 | | | |
| **9** | **Pre-class Learning of Course Material** | | | | | Students require to read the relevant chapters and academic papers before the class. | | | | | | | | | | | | | | 14 x 2 = 28 | | | |
| **10** | **Review of Course Material** | | | | | Students require to read the relevant chapters and academic papers after the class. | | | | | | | | | | | | | | 14 x 2 = 28 | | | |
| **11** | **Studio** | | | | |  | | | | | | | | | | | | | |  | | | |
| **12** | **Office Hour** | | | | | Each student requires to meet the instructor for their presentation. | | | | | | | | | | | | | | 14 x 2 = 28 | | | |
| **TOTAL** | | | | | | | *141* | | | | | | | | | | | | | | | | | |
| **IV. PART** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Instructor** | | | **Name** | | | | | | | Prof. Dr. F. Bike KOCAOGLU | | | | | | | | | | | | | | | | | |
| **E-mail** | | | | | | | fatma.bike@antalya.edu.tr | | | | | | | | | | | | | | | | | |
| **Phone Number** | | | | | | | *0242 245 00 00* | | | | | | | | | | | | | | | | | |
| **Office Number** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Office Hours** | | | | | | | *T 13:00-15:00* | | | | | | | | | | | | | | | | | |
| **Course Materials** | | | **Mandatory** | | | | | | | *Managing Human Resources in the Hospitality Industry, David Wheelhouse, The Educational Institute of the American Hotel and Motel Assoc.* | | | | | | | | | | | | | | | | | |
| **Recommended** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Other** | | | **Scholastic Honesty** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Students with Disabilities** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Safety Issues** | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Flexibility** | | | | | | |  | | | | | | | | | | | | | | | | | |