

HUMAN RESOURCES MANAGEMENT PROGRAMME

1st SEMESTER

BLT101- COMPUTER TECHNOLOGIES-I

Computer Technology-I lesson is included examination of methods, techniques of accessing information and acquisition of use skill them. Computer Technology 1 is compose that basic concepts of information technology, Such as; Computer information, technological development, professional concepts and applications, current software applications (Windows, Word, Excel, Power Point)

İKY101- GENERAL BUSINESS

Introduction to Business, Characteristics of Business, Business Establishment and Diversity, Goals of Business and Management Functions, Operating Income and Costs, Operational Efficiency, Organizational Behavior and Leadership, Entrepreneurship, Human Resources and Public Relations

İKY109-COMMUNICATION SKILLS

Definition of Communication, Types, Effective Communication, Empathic Listening, Communication Barriers, Conflict Management in Communication and Communication Conflicts of Cultural Differences will be covered.

İKY103-INTRODUCTION TO HUMAN RESOURCES MANAGEMENT

Human resource management, definition, characteristics, business analysis and business design, HR planning and job choice, training and development, performance appraisal, performance evaluation methods, career development, job appraisal, wage management, wage systems, work safety and health, HR legal aspects of management, international HRM

İKY105-BUSINESS SKILLS OF GROUP WORK

Business management, problem solving and management in business, leadership, human relations in organizations, time management, stress management, effective communication, interview and interview techniques, business ethics

İKY107-ORGANIZATIONAL BEHAVIOR

Organizational Behavior, Contemporary Approaches, Personality, Groups, Organizational Culture, Organizational Beliefs, Attitudes, Stress, Motivation, Leadership, Conflict, Team Management will be covered.

TURK101-TURKISH LANGUAGE-I

Definition of language, the place and prominence in the life of the nation, language and culture relation, the place of Turkish Language among the world languages, development of Turkish Language, sounds and classification, audio features, phonetic rules, syllable, bookmarking rules and application, punctuation marks and its application, construction supplements and functions, forms of word usage, practices in literary texts

TCT101-HISTORY OF TURKISH REPUBLIC-I

The reasons leading to the collapse of the Ottoman Empire, the efforts to stop the collapse and the quest for reform, the reasons leading to World War I, the participation in the war and its consequences, the Mondros Armistice, the Societies, the beginning of the National Struggle.

İNG101-FOREIGN LANGUAGE – I

Students will be able to understand English, use it effectively, and compare basic grammar rules of English. Through this course, students can interpret simple dialogue in English and use the new structure and words they have learned in their daily lives.

2nd SEMESTER

ADL116-BASIC LAW

The Relationship Between Social Law Codes and Legal Rules, Sources of Law, Law Branches, Public Law, The Separation of Private Law, Application of Legal Rules, Concept of Rights, Types of Rights, Acquisition of Rights, Loss, Protection, Debt Concept, Debt Relations, Personality Concept, Protection, Judicial Organization and Types of Cases.

BLT102-COMPUTER TECHNOLOGIES-II

Computer Technology-1I Lesson is Included Examination of Methods Techniques of Accessing Information and Acquisition of Use Skill Them. Computer Technology is Compose That Basic Concepts of Information Technology, Such As; Computer Information, Technological Development, Professional Concepts and Applications, Current Software Applications (Windows, Word, Excel, Power Point)

İKY102-PROFESSIONAL PRACTICES -I

It is Aimed To Improve The Skills of Problem Solving and Decision Making Under Uncertainty Through Case Studies That Are Experienced or Likely To Experience in Businesses. Students Will Get The

Experience of Applying The Theoretical Information Through Case Studies. Students Will Also Develop Teamwork, Time Management, Communication and Presentation Skills.

İKY104-HUMAN RESOURCES PLANNING

Determining occupational needs in businesses, keeping the human resources planning process and steps light and it is aimed to point out the techniques and methods of the selection of the occupation

İKY106-INTERNSHIP-I

Students Complete Internship Training in Public or Private Sector Organizations Working in The Field of Human Resources Management.

İKY108- MANAGEMENT OF ADMINISTRATIVE ACTIVITIES IN BUSINESS

This Course Aims To Provide The Students With The Ability To Acquire The Management Skills of the Administrative Activities in the Institutions/Sites. For This Purpose, It is Aimed To Give A Detailed Description of Topics Such As Course Management, Human Resources Management, Emergency Management, Security Management and Logistics Management. At The Same Time, It is Aimed To Inform The Practitioners of the Successful Applications

İKY110-TOTAL QUALITY MANAGEMENT

The Definition of Quality, The Definition of Management, The Definition of Quality Management, Total Quality Management Tools, Total Quality Management Principles, Total Quality Management History, Total Quality Management Process, Quality Management Systems.

İNG 102-FOREIGN LANGUAGE – II

Students will be able to understand English, use it effectively, and compare basic grammar rules of English. Through this course, students can interpret simple dialogue in English and use the new structure and words they have learned in their daily lives.

MYO102-SOCIAL DEVELOPMENT-II

This course includes concepts that will raise students' awareness of social and personal development throughout the university period. The content of the course consists of: civil society organizations, social responsibility, creating a personal brand, selfimprovement, media and financial literacy, interview techniques and Z-generation..

MYO104-DISASTER CULTURE

Kinds of Disasters, Disaster and Practices for Surviving, Things To Do Before, During and After A Disaster, Search and Rescue Activities, Field Coordination System, The Disaster Planning.

TCT102-HISTORY OF TURKISH REPUBLIC-II

Information on the Concept of Revolution, Preparation, Action, Reformation Stages of the Turkish Revolution as well as Basic Principles and Characteristics of the Turkish Revolution, Domestic and foreign policy of Turkey after the period of Ataturk.

TURK102-TURKISH LANGUAGE-II

Definition of language, the place and prominence in the life of the nation, language and culture relation, the place of Turkish Language among the world languages, development of Turkish Language, sounds and classification, audio features, phonetic rules, syllable, bookmarking rules and application, punctuation marks and its application, construction supplements and functions, forms of word usage, practices in literary texts

3rd SEMESTER

ADL205-LABOUR LAW

The Basic Concepts of Labor Law, Individual Labor Law, Worker, Employer, Sub Employer, Employer Representative, Work Place Definitions, Labor Law and Application Area, Characteristics and Types of Employment Contract, Making of Employment Contract and Debts Arising From Employment Contract, Working and Rest Periods, The Concept of Collective Labor Law, Union Organization, Trade Union Membership and Trade Union Trusts, Collective Labor Disputes, General Information About Social Security Law, Social Insurance Concept and Types

İKY201-MANAGEMENT AND ORGANIZATION

Basic Concepts Related to Management and Organization, Management, Leadership Concepts, Management Approaches, Classical Management Approaches, Scientific Management Approach, Management Process Approach, Bureaucracy Approach, NeoClassical Management Approach, Modern Management Approaches, System Approach, Contingency Approach, Post-Modern Management Thought, Management Functions, Organizations, Contemporary Organizations, Organizational Structures, Organizational Behavior Management.

İKY207-PROFESSIONAL PRACTICES-II

They include the ability to use and apply the theoretical and practical knowledge acquired throughout the semester. It includes the recognition of students' discipline in the workplace and the discipline of the workplace. In addition, students are aimed to acquire competencies such as team work discipline, problem detection and solution proposal for their profession, reporting of work they do, proposals and criticisms and ability to express themselves.

İKY209-TRAINING AND DEVELOPMENT

The importance of education, types of education, training methods, determination of training needs, training planning and organization, education budget, determination of methods and materials, training practice methods, orientation and rotation, preparation of training report, measurement evaluation, use of technology in education, career and career related definitions, career management and planning, individual career planning, career maps, organizational career planning, effective career development methods in organizations, career management and current issues.

İKY211-DISASTER INFORMATION

Disaster and practices for surviving, things to do before, during and after a disaster, search and rescue activities, field coordination system, the disaster planning.

İNG201-VOCATIONAL ENGLISH-I

Human Resources Management and Definition, Features, Introduction to Business, Business Features and Organizational Behavior.

MYO203-EMOTIONAL INTELLIGENCE

The concept of emotional intelligence will be defined and the relationship with other concepts will be examined. The concept of emotional intelligence will be evaluated by emphasizing the importance of work and social life.

İKY203-PERFORMANCE EVALUATION

Performance concept, performance related concepts, performance management, performance management processes (performance planning, performance evaluation, performance improvement), performance measurement methods, performance evaluation, performance evaluation approaches, feedback for performance evaluation, performance problem determination, performance improvement, performance improvement and tools.

İKY205-MEASUREMENT AND EVALUATION IN HUMAN RESOURCES

Strategic Dimension of Human Resources Management and Approaches to this Dimension, General Evaluation of Performance Relation with HRM Strategic Dimension, Measuring Priority in Human Resource Management and Problems in Measuring, Relevant to the Measurement and Evaluation of Human Resource Management Function (basic concepts, approaches), Assessment of Human Resources Supply and Selection Process, Evaluation of Training Development, Performance Management and Career Development Functions, Evaluation of Strategic Wage Management and Protection Function, Human Capital Management and Measurement.

4th SEMESTER

İKY208-RESEARCH TECHNIQUES IN HUMAN RESOURCES

The Necessary of Research Methodology, Scientific Knowledge and Other Types of Knowledge, Scientific Research and Ethics, Types of Research in Social Sciences, Sampling Definition, Reliability and Validity in Research, Experimental Research, An Overview of Qualitative and Quantitative Data, Questionnaire Technique, Advantages and Disadvantages of Survey Technique, Evaluation of Questionnaires and Interpretation, Interview Technique, Focus Group Interview, Case Study Method, Observation Method, Use of Resource in Scientific Research, Demonstration and Reporting

İKY202-CURRENT APPROACHES IN HUMAN RESOURCES

Introduction to Current Issues of Human Resources Management, Strategic Human Resource Management, International HRM, Talent Management, Emotional Intelligence in Business Life, Psychological Capital, Learned Helplessness, Diversity Management, Burnout Syndrome, Moon Light Problem, Double Carerable Spouses, XYZ Generations, Emotional Labor, Work-Life Balance and Flexible Working, Institutionalism and Social Responsibility, Psychological Contract, Mobbing, Glass Ceiling Syndrome.

İKY204-ETHICS IN HUMAN RESOURCES

Ethical and Moral Concepts, Historical Process of Ethics, The Importance of Business Ethics, Business Ethics and Ethical Approaches, Ethical Decision Making and Ethical Leadership in Organizations, Ethics in Organizations and Its Importance, Relationship Between CSR and Human Resources Management, Ethical Issues Related to Human Resources, Education and Code of Ethics in terms of Business Ethics.

İKY206-PROCESS MANAGEMENT

Stress Management, Meeting Management, Time Management, Learning Organizations, Corporate Reputation Management, Process Renewal, Stage Reduction.

İKY210-GENERAL ECONOMICS

Economics, The Aim, Scope and Basic Concepts, Introduction To Microeconomics, Supply, Demand And Price, Elasticities, Equilibrium, Consumer Behaviours, Markets, Etc. Introduction To Macroeconomics, The Concept Of Money, Monetary Policies, Fiscal Policies, Calculations For National Income, General Macroeconomic Analysis, History of Economic Thought, Schools (Ecoles) in Economics and Alternative Economic Systems, Islamic (Interest-Free) Economic System, Etc.

İKY212-INTERNSHIP-II

Students Complete Internship Training in Public or Private Sector Organizations Working in the Field of Human Resources Management.

İNG202-VOCATIONAL ENGLISH-II

The content of this course is to develop the students' grammar, reading comprehension, speaking and writing skills they will need in professional and academic life.

İSG212- PREPARE FOR A VERTICAL TRANSFER EXAMINATION

The vertical transition exam covers current topics.

İSG214-ENTREPRENEURSHIPS

Entrepreneurship and Importance of Entrepreneurship, Entrepreneur and Characteristics of Successful Entrepreneur, Creativity and Innovation in Entrepreneurship, Conversion of a Business Idea to the Project and Investment, Entrepreneurship in the World, Developments in the Entrepreneurship and Suggestions to the Young Entrepreneurs, Environmental Factors and Industry Analysis in Business Plan Preparation, Marketing Plan, Production Plan, Management Plan, Finance Plan and Risk Analysis.

MYO204-KNOWLEDGE RENEAWAL

Knowledge Concept, Knowledge Exchange, Knowledge Economy, Industry 4.0, Application of Knowledge, Legal, Social and Academic Developments in the Field.