

**OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
COURSE SYLLABUS FORM
2022-2023 FALL**

BUS 301- Human Resources Management							
Course Name	Course Code	Period	Hours	Application	Laboratory	Credit	ECTS
Human Resources Management	BUS 301	5	3	0	0	3	3

Language of Instruction	English
Course Status	Elective
Course Level	Bachelor
Learning and Teaching Techniques of the Course	Lecture, Question-Answer, Problem Solving, Teamwork, Case study

Course Objective
The objective of the course is to strengthen the students' perception of Human Resources Management (HRM) as an important function affecting individuals, organizations and society. Today all managers have responsibility in terms of impact of HRM activities in their organizations. Therefore, the basic concepts, theoretical perspectives, activities, programs and techniques which will be covered in this course would help all students of management to understand how important the human resources function is in modern organizations. We will discuss topics such as job analysis, selection, testing, compensation, performance appraisal and their applications; in essence ,we will try to give some human resource management skills to our students.

Learning Outcomes
<p>The students who succeeded in this course;</p> <ol style="list-style-type: none"> 1. Will be able to define human resources management. 2. Will be able to explain job design and job analysis. 3. Will be able to explain recruitment and selection processes. 4. Will be able to evaluate training, performance appraisal and career management processes. 5. Will be able to explain wage and employee benefits strategies.

Course Outline

The course will cover the following topics: The Role of Human Resources and the Major Functions of HR Management, Recruitment and Selection, Training and Development, Compensation and Benefits, Enrichment Topics In Human Resource Management.

Weekly Topics and Related Preparation Studies

Weeks	Topics	Preparation Studies
1	Introduction to Human Resource Management	<ul style="list-style-type: none"> – Introduction to Human Resource Management – Equal Opportunity and the Law – Human Resource Management Strategy and Performance
2-3-4	Recruitment, placement, and talent Management	<ul style="list-style-type: none"> – Job Analysis and the Talent Management Process – Personnel Planning and Recruiting – Employee Testing and Selection – Interviewing Candidates
5-6-7	Training and Development	<ul style="list-style-type: none"> – Training and Developing Employees – Performance Management and Appraisal – Managing Careers and Retention
8	MIDTERM EXAM	
9-10	Compensation	<ul style="list-style-type: none"> – Establishing Strategic Pay Plans – Pay for Performance and Financial Incentives – Benefits and Services
11	Building Positive Employee Relations	<ul style="list-style-type: none"> – Employee Relations Programs for Building and Maintaining Positive Employee Relations – The Ethical Organization – Managing Employee Discipline – Employee Engagement Guide for Managers

12	Labor Relations and Collective Bargaining	<ul style="list-style-type: none"> – The Labor Movement – Unions and the Law – The Collective Bargaining Process – Dealing with Disputes and Grievances
13	Safety, Health, and Risk Management	<ul style="list-style-type: none"> – Introduction: Safety and the Manager – What Causes Accidents? – Employee Engagement Guide for Managers – Workplace Health Hazards: Problems and Remedies – Occupational Security and Risk Management –
14-15	Managing Global Human Resources Managing Human Resources in Small and Entrepreneurial Firms	<ul style="list-style-type: none"> – Adapting Human Resource Activities to Intercountry Differences – Staffing the Global Organization – Managing HR Locally: How to Put into Practice a Global HR System – The Small Business Challenge – Leveraging Small Size with Familiarity, Flexibility, Fairness, and Informality – Using Professional Employer Organizations
16	FINAL EXAM	

Textbook(s)/References/Materials:	
Textbook:	Dessler, G. (2020). Human resource management.
Supplementary References:	WAYNE, R., MONDY, M., & JOSEPH, J. (2015). Human Resource Management for Mymanagementlab. PEARSON EDUCATION Limited. Torrington, D., Hall, L., & Atkinson, C. (2017). Human Resource Management PDF eBook. Pearson Higher Ed. Armstrong, M. (2006). A handbook of human resource management practice. Kogan Page Publishers.
Other Materials:	

Assessment		
Studies	Number	Contribution margin (%)
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework	1	10
Presentation	1	10
Projects		
Report	1	10
Seminar		
Midterm Exam/Midterm Jury	1	20
General Exam / Final Jury	1	50
Total		100
Success Grade Contribution of Semester Studies		50
Success Grade Contribution of End of Term		50
Total		100

ECTS / Workload Table			
Activities	Number	Duration (Hours)	Total Workload
Course hours (Including the exam week): 16 x totalcourse hours)	16	3	48
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	16	1	16
Presentation / Seminar Preparation	1	4	4
Projects			
Reports	1	4	4
Homework	1	4	4
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	8	8
Preparation Period for the Final Exam / General Jury	1	16	16
Total Workload	(100/30 = 3)		100

Course' Contribution Level to Learning Outcomes						
Nu	Learning Outcomes	Contribution Level				
		1	2	3	4	5
LO1	to define human resources management.					X
LO2	to explain job design and job analysis.					X
LO3	to explain recruitment and selection processes.					X
LO4	to evaluate training, performance appraisal and career management processes.					X
LO5	to explain wage and employee benefits strategies.					X

Relationship Between Course Learning Outcomes and Program Competencies (Department of Business Administration)							
Nu	Program Competencies	Learning Outcomes					Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	
1	Know the basic concepts and practical information about the science of business administration and core business activities	x	x	x	x	x	5
2	Evaluate global and local issues by using ideas and concepts from the field of business administration; examine and analyze management related information and applications in line with scientific principles by using appropriate qualitative and quantitative methods; interpret and synthesise the data and find solutions to business related problems		x		x		2
3	Take responsibility as a member of an interdisciplinary team to solve unpredictable and complex business problems; be able to work effectively in teams of various functions and disciplines; effectively carry out project activities	x	x	x			3
4	Carry out independent studies in the field by utilizing obtained knowledge and skills		x		x		2
5	Set goals and objectives for the institution he/she works at; detect and solve basic problems; analyze the internal and external environment of the business; evaluate the developments, support continuous improvement and provide innovative			x	x	x	3

	strategies						
6	Acquire the skill to manage activities aimed at the improvement of the employees as a leader, make decisions and implement them		x	x	x	x	4
7	Acquire the entrepreneurship skill; design and manage a business; promote innovativeness and sustainability	x			x		2
8	Maintain life-long learning activities; achieve self-improvement; follow higher level educational programs	x	x		x		3
9	Inform stakeholders with a sense of social responsibility as an individual with effective communication skills; share his/her emotions, thoughts and solutions to problems verbally and in writing; understand the behaviors and psychology of his/her colleagues	x	x			x	3
10	Use the information and communication technologies and computer software required by the field					x	1
11	Effectively use English to follow, read, write and speak about the universal information in the field of business and management sciences and be able to communicate with colleagues in a foreign language with professional proficiency		x			x	2
12	Act according to the law in all his/her affairs; have a sense of professional and ethical responsibility and code of business conduct and act in line with social values	x	x				2
13	Be aware of the contemporary business problems as well as the interdisciplinary scope of business administration and analyze these; have the competence to understand the effects of business and management sciences on these problems on a universal, environmental, legal, social and societal level and in terms of health, security and globalization	x	x		x	x	4
14	Give research proposals, be able to design research studies, prepare and present research reports						

15	Manage work time and personal time; fulfil the requirements of his/her duties on time			x	x	x	3
16	Have the competence to work in non-governmental organizations, private sector and public	x	x				2
Total Effect							41

Policies and Procedures
Web page: https://www.ostimtekNIK.edu.tr/business-administration-1240/907
<p>Exams: The exam aims at assessing two dimensions of learning: knowledge of concepts and theories , and the ability to apply this knowledge to a real context and to present effectively to the audience.</p> <p>To verify the first aspect, there is a written exam with open-ended questions and multiple choice text questions on the slides delivered by the teacher. To verify the second aspect, the exam involves the preparation and the presentation of a group work during the course.</p> <p>The overall rating is the arithmetic mean of the results of the two audits.</p>
<p>Assignments :The assignments should be prepared in an article format. In this format the chapters will be like that: 1- Abstract 2- Introduction 3- Research Background and Literature review 4- Discussions and Implications 5- Conclusion. Scientific Research Ethic Rules are very important while you are preparing assignments. Every student should be careful about citing and references. No permission for applying "cut-copy-paste" behavior in your assignments . Read the literature which is about the topic than define it with your own sentences and cite it after you write your own sentences. You know that plagiarism is really an inexcusable scientific crime.</p>
<p>Missed exams: If any student miss any exam the student needs to bring official report to be able to have a second chance for make-up exam. No other excuse will be admitted .</p>
<p>Projects: The project studies should be performed with group studies. The teams/groups can be composed of three or four. The group leader should describe the works for each member. The groups will study their projects out of class hours. It will not be permitted for any project to be achieved with the support of others except from the project team.</p>
<p>Attendance: Each student should attend 70% of the class during the active term. If any student doesn't attend more tha determined rate he/she will be insufficient and will not have pass mark from the course/class.</p>
<p>Objections: If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.</p>