

**Course Profile**  
**Department of Management / Management Program**

Course Number : <b>MAN332</b>	Course Title: <b>Human Resource Management</b>
Required / Elective : <b>Required</b>	Pre / Co-requisites : -
Catalog Description: Managing the human resources of the organization, manpower, planning, selection and training of personnel evaluation and rewarding, career development programs.	Textbook / Required Material : Bohlander and Snell, <u>Managing Human Resources</u> , (13th edition), South-Western, 2004.
Course Structure / Schedule : <b>(3+0+0) 3 / 6 ECTS</b>	
Extended Description : The course aims to equip students with concepts and principles about how to manage the human resources of an organization. Parallel to increasing competition among firms in the global markets recruitment, selection and retention of highly qualified man power has taken on enormous significance. The course also intends to provide the student with an overview of labor relations and employment law.	
Design content : None	Computer usage: -
<p>Course Outcomes: [relevant program outcomes in brackets]:            By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Define the basic concepts related to human resources management. [1]</li> <li>2. Apply course concepts and theory in a practical context. [2]</li> <li>3. Recognize improved awareness of how human resources contribute to the strategic organizational objectives and the need to take a holistic approach to human resources performance improvement rather than a narrowly functional approach. [1,11]</li> <li>4. Describe the motivational process and apply motivational theories to organizational scenarios[2]</li> <li>5. Define the process of job analysis and discuss its importance as a foundation for human resource management practice. [1, 11]</li> <li>6. Explain how legislation impacts human resource management practice. [6]</li> <li>7. Compare and contrast methods used for selection and placement of human resources. [1,11]</li> <li>8. Summarize the activities involved in evaluating and managing employee performance. [11]</li> <li>9. Identify and explain the issues involved in establishing compensation systems. [1,11]</li> </ol>	
Recommended reading: -	
Teaching methods: The course will be a combination of lecture and class discussion/interaction. Learning requires considerable preparation by students. The preparation consists of reading assigned chapters and cases every week and discussing the assigned case in class.	
<p>Assessment methods:</p> <p>Midterm: 40 %</p> <p>Essay midterm :10 %</p> <p>Final Examination: 40%</p> <p>Case discussions :10%</p> <p>(participation)</p>	

**Student Workload/ECTS (European Credit Transfer System) Tableau:**

Activity:	Number:	Duration (hour):	Total Workload (hour):
Pre- reading	15	1	15
Lectures	15	3	45
In Class-case studies	15	2	30
Examinations	3	10	30
Preparatory reading	15	2	30

TOTAL: 150 hours / 25 = 6 ECTS

**Weekly Subjects and Related Preparation Studies**

Week	Subject	Related Preparation
1	Challenges of Managing HR	Bohlander and Snell, Managing Human Resources
2	Strategy and HR Planning	Bohlander and Snell, Managing Human Resources
3	Equal Employment Opportunity and HRM	Bohlander and Snell, Managing Human Resources
4	Job Analysis , Employee Involvement	Bohlander and Snell, Managing Human Resources
5	Employee Selection	Bohlander and Snell, Managing Human Resources
6	Training and Development	Bohlander and Snell, Managing Human Resources
7	Appraising and Improving Performance	Bohlander and Snell, Managing Human Resources
8	Managing Compensation	Bohlander and Snell, Managing Human Resources

9	Employee Benefits	Bohlander and Snell, Managing Human Resources
10	Safety and Health	Bohlander and Snell, Managing Human Resources
11	Employee Rights and Discipline	Bohlander and Snell, Managing Human Resources
12	The Dynamics of Labor Relations	Bohlander and Snell, Managing Human Resources
13	International HRM	Bohlander and Snell, Managing Human Resources
14	Creating High Job Performance Systems	Bohlander and Snell, Managing Human Resources

The Relationship Between Course Learning Outcomes and Program Qualifications						
	Program Qualifications / Outcomes	Level of Contribution				
		1	2	3	4	5
1	Comprehend how to plan, organize, lead and control within an organizational setting					x
2	Integrate the theories with the real life functions.					x
3	Communicate and present ideas effectively in verbal and written.			x		
4	Participate in a team work effectively and increase the dynamics of the team.			x		
5	Use computer-based technology and related packaged software.		x			
6	Consider the principal laws that provide the legal framework for business.					x
7	Hold a basic knowledge about accounting methods and their applications in business world.	x				
8	Apply financial analysis techniques within a business environment.	x				
9	Identify the functions of marketing and their applications to business.	x				

10	Utilize basic quantitative analysis and their applications in the business world.			x		
11	Apply basic principles of business processes and project management techniques.		x			x
12	Utilize the skills and techniques of data collection for problem solving and decision making.			x		
13	Achieve an interdisciplinary point of view.			x		
14	Have the consciousness of business ethics and social responsibility issues.				x	
Prepared by : Prof. Dr. Toker Dereli		Revision Date : 06/2013				