

**ANTALYA BILIM UNIVERSITY**  
**College of Business**  
**BUSI 361: Human Resource management**

**COURSE DESCRIPTION**

Human Resource management is a central function of any organization. Generally, 50 percent or more of an organization's operating budget is used to pay the people who work there. HR management can be defined as the effective use of human capital in an organization through the management of people-related activities. It involves leadership, values, employment planning, recruiting and selecting employees, training and compensating them, and evaluating their performance. It also significantly influences the corporate culture and norms. A basic understanding of human resource management is essential whether the student works in a government agency, financial services, hospital, high technology industry, retail, educational institution, or other type of organization. A key objective of this course is to show that HR management is more than just accepting employment applications and keeping records; it is a central and strategic organizational activity of increasing complexity and importance.

**COURSE OBJECTIVES**

By the end of the course the student will be able to:

1. Appreciate the importance of human resource management as a field of study and as a central management function;
2. Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions;
3. Know the elements of the HR function (e.g. – recruitment, selection, training and development, etc.) and be familiar with each element's key concepts & terminology; and
4. Apply the principles and techniques of human resource management gained through this course to the discussion of major personnel issues and the solution of typical case problems.

**COURSE CONTENT**

BUSI 361 is divided into nine instructional units, each of which represents a different set of the human resource management functions or topics. A summary of each chapter of the course is below.

Chapter 1: Introduction to Human Resource Management

Chapter 3: Human Resource Management Strategy and Analysis

Chapter 4: Job Analysis and Talent Management

Chapter 5: Personnel Planning and Recruiting

Chapter 6: Employee Testing and Selection

Chapter 7: Interviewing Candidates

Chapter 8: Training and Developing Employees

Chapter 9: Performance Management and Appraisal

Chapter 10: Managing Careers

**Chapter Contents Overview**

**Chapter 1: Introduction to Human Resource Management:** The purpose of this chapter explains what Human Resource Management is, and why it's important to all managers. We'll see that human resource management activities such as hiring, training, appraising, compensation, and developing employees are part of every manager's job. We'll see that human resource management is also a separate function. The main topics we'll cover will include

what is human resource management, the trends shaping human resource management, human resource management today.

**Chapter 3: Human Resource Management Strategy and Analysis:** The main purpose of this chapter is to explain how managers formulate human resource strategies for their companies. We'll address the strategic management process, types of strategies, strategic human resources management, HR metrics and benchmarking, high-performance work systems, and employee engagement.

**Chapter 4: Job Analysis and Talent Management:** The main purpose of this chapter is to show you how to analyze jobs and write job descriptions. We discuss several techniques for analyzing jobs, and explain how to write job descriptions and job specifications. The main topics we address include the talent management process, the basics of job analysis, methods of collecting job analysis information, writing job descriptions, writing job specifications, employee engagement and job analysis, and using models and profiles in talent management.

**Chapter 5: Personnel Planning and Recruiting:** The purpose of this chapter is to improve your effectiveness in recruiting candidates. The topics we discuss include personnel planning, forecasting, recruiting job candidates, and developing and using application forms.

**Chapter 6: Employee Testing and Selection:** The purpose of this chapter is to explain how to use various tools to select the best candidate for the job. The main topics we'll cover include the selection process, basic testing techniques, background and reference checks, ethical and legal questions in testing, types of tests, and work samples and simulations.

**Chapter 7: Interviewing Candidates:** The main topics we'll cover in this chapter include types of interviews, things that undermine interviewing, things that undermine interviewing's usefulness, designing and conducting effective selection interviews, using a total selection process to improve employee engagement, and making the offer.

**Chapter 8: Training and Developing Employees:** The purpose of this chapter is to increase your effectiveness in training employees. The main topics we'll cover include orientating employees, designing onboarding to improve employee engagement, the training process, analyzing training needs, implementing training and development programs, and evaluating the training efforts.

**Chapter 9: Performance Management and Appraisal:** The purpose of this chapter is to show you how to appraise employee's performance. The main topics we cover include the basics of performance appraisal, tools for appraising performance, dealing with rater error appraisal problems, the appraisal interview, employee engagement guide for managers, and performance management.

**Chapter 10: Managing Careers:** The main purpose of this chapter is to explain how to support your employees' career development needs and improve employee retention. The main topics we'll address are career management, improving employee engagement through career development, managing employee turnover and retention, employee life-cycle management, and managing dismissals.

### Course Summary:

Date	Details	Mondays
Week 1	Introduction to Human Resource Management-1	9:30am to 12:30am
Week 2	Introduction to Human Resource Management-2	9:30am to 12:30am
Week 3	Human Resource Management Strategy and Analysis	9:30am to 12:30am

Week 4	Job Analysis and Talent Management	9:30am to 12:30am
Week 5	Personnel Planning and Recruiting	9:30am to 12:30am
Week 6	Employee Testing and Selection	9:30am to 12:30am
Week 7	Interviewing Candidates	9:30am to 12:30am
Week 8	Mid-Term	9:30am to 12:30am
Week 9	Training and Developing Employees	9:30am to 12:30am
Week 10	Performance Management and Appraisal	9:30am to 12:30am
Week 11	Managing Careers	9:30am to 12:30am
Week 12	Firm/Organization Analysis (Group presentations)	9:30am to 12:30am
Week 13	Firm/Organization Analysis (Group presentations)	9:30am to 12:30am
Week 14	Final Exam	9:30am to 12:30am

**REQUIRED COURSE MATERIALS**

**1- Textbook:** You are required to have the following textbook (either as a hardcopy or as e-text).

**TEXTBOOK**

Human Resources Management, 15th Edition, by Gary Dessler, Pearson, copyright 2019. ISBN- 13: 9781292152103  
 ISBN- 10: 1292152109

**2- Recommended Web Sites:**

1) [www.pearsonhighered.com](http://www.pearsonhighered.com)

**TEACHING METHOD**

This course is taught through continuous interactions and class discussions. Students are encouraged to participate in class and share their knowledge/experiences. A practical approach using real life examples and case studies is utilized, and students are encouraged to critically analyze the topics and problems.

**ASSESSMENT STRATEGY**

The assessment has been designed to test achievement of the course’s learning outcomes and it requires students to think critically and apply the knowledge gained during the module. You have to take at least 50 points to be able to successfully pass the class. Accordingly, the module is assessed by three components as following:

<b>Requirement</b>	

1. Class Participation	10 points
2.Quizzes and presentations	20 points
3.Mid-Term Exam	30 points
4.Final Exam	40 points
<b>Total Possible Points</b>	<b>100 points</b>

### **1- Class Participation (Feedback/Participation/Deliverables)**

Every attendance to course (full attendance) and class/active participation (getting plus) will be counted and finally will be converted into a point which is the 10% of the course's total evaluation.

I strongly support the idea that students who are actively engaged in class learn more. So this portion of your grade attempts to encourage and reward you for providing feedback, for participating and finally for delivering on commitments throughout the semester.

### **2- Quizzes and Presentations**

You will have quiz in some weeks. The quizzes will be composed from multiple choice and true/false questions. The questions in the quizzes will be derived from the processed chapters of course's textbooks (Christensen et al.; Saunders et al.). You will be given same presentation topics during the course and will be wanted to investigate and present it the following weeks.

### **3- Mid-Term Exam**

The mid-term will be composed from multiple choice and true/false questions as well as (maybe) open-ended ones. The questions in the mid-terms will be derived from the processed chapters of course's textbooks and from other resources given by the instructor.

### **4- Final Exam**

The main part of your course grade is composed from the final exam. In the final exam you will be given multiple choice as well as open-ended question/s.