OSTİM TECHNICAL UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
COURSE SYLLABUS FORM

MIS 352 Human Resource Management							
Course Name	**Course Code**	**Period**	**Hours**	**Application**	**Laboratory**	**Credit**	**ECTS**
Human Resource Management	MIS 352	6	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 aim of the course is to understand the effective management techniques of human resources in organizations. In this framework, they will better understand the place and function of people for the organization, their evaluation within the scope of systems, procedures and activities in managerial processes, and their function within the framework of ethical practices during the management of employees. In addition, they will be equipped with practical and academic information about the situations they may encounter in the real sector, by having a good grasp of the basic concepts of Human Resources Management.

Learning Outcomes
The students who succeeded in this course will be able;

1. Will be able to define human resources management.
2. Will be able to plan recruitment, training and development processes
3. Will be able to explain job design and job analysis.
4. Will be able to explain recruitment and selection processes.
5. Will be able to evaluate training, performance appraisal and career management processes.
6. Will be able to explain wage and employee benefits strategies.

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Course Outline
In this course, all sub-functions of Human Resources Management will be covered in a logical sequence. At the end of the course, students will be given applications on the subjects (workforce planning, interview with candidates, job analysis, etc.) and communication and governance skills will be supported within the scope of studies that will enable them to put their theoretical knowledge into practice.

Weekly Topics and Related Preparation Studies		
Weeks	Topics	Preparation Studies
1	Structure of Human Resources Management, Human Resources Management and Environmental Impacts	− Introduction to the course − Curriculum and conditions − Management and Human Resources Management − Distinction between Human Resources Management and Personnel Management − Development of Human Resources Management − Public and Human Resources Management Private Sector Human Resources Management
2	Human Resources Management Principles, Organization and Effectiveness, The Environment and Current Issues of Human Resources Management	− Principles in Human Resources Management, Organization, Effectiveness, − New Roles of Human Resources Manager − Factors Affecting Human Resources Management, external and internal environment
3	Business Analysis, work study and work design	− Business Concept and terminology − Business Analysis − Business analysis process, methods and requirements − Business Study − Business Measurement − Work Measurement Techniques − Job Design, Approaches, Techniques
4	Human Resources Management and Law,	− Resources of Labor Law − Basic Concepts of Labor Law − Legal Responsibilities of Employees and Employers with employment contracts − Employee Procurement and Selection − Termination of Contract
5	Human Resources Planning	− Definition and importance of Human

		Resource Planning −Reasons for Human Resource Planning −Types of Human Resource Planning
6	Human Resources Recruitment and Selection	−Human Resources Procurement Process −Internal and external resources −Personnel Selection Process −Personnel Selection Tool
7	Training and Development Orientation Career Management and Planning	−Organizational Socialization −Personnel Success Evaluation −In-Service Training −Motivation −Leadership −Communication
8	**MIDTERM EXAM**	
9	Career Management and Planning	−Career −Career Management and Planning −Career Development − Factors Effective in Career Development −Individual and organizational career management planning −Effective Career development methods in organizations
10	Performance Management and Evaluation	−Definition of Performance −Performance Management and Process −Evaluation of Success and Its Purposes −Process of Evaluation of Success −Conditions of Evaluation of Success −Errors in Evaluation − Success Valuation Methods
11	Compensation Management	−Elements of Financial Rewards − Importance of Wage − Programming and Policy of Compensation Management − Job valuation − Remuneration − Compensation Systems and Benefits
12	Situational Fee and Indirect Payments	− Situational Wage − Individual performance-based wage planning − Team Performance-based wage planning − Indirect Payments
13	Union Management Relationship and Collective Bargaining	− Trade Unions − Reasons for Joining and Not Joining Unions − Unionization in Turkey − Elements of Unions − Collective Bargaining and Collective

		Agreement
14	Occupational health and safety	– Occupational Accidents and their causes – Personnel safety program in the organization – Personnel health program – Occupational health and safety legislation
15	Evaluation of Human Resources Information Systems and HRM	– Computer hardware and software in terms of Human Resources – Information required in Human Resources processes – Organizational Benefits of Human Resources Information System – New Developments in Human Resources and Informatics Interface.
16	**FINAL EXAM**	

Textbook(s)/References/Materials:
Textbook: Decenzo, David, A. and Robbins, Stephen, P., (2011). Fundamentals of Human Resource Management: Tenth Edition. Wiley Plus, Gary Dessler, "Human Resource Management", 13th edition. Pearson ISBN-13: 9780132668217
Supplementary References: Dursun Bingol, Hasan Can Şahin Kavuncubaşı
Other Materials: Lecture Notes, Related websites, slides

Assessment		
Studies	**Number**	**Contribution margin (%)**
Attendance		
Lab		
Class participation and performance		
Field Study		
Course-Specific Internship (if any)		
Quizzes / Studio / Critical		
Homework		
Presentation		
Projects		
Report		
Seminar		
Midterm Exam/Midterm Jury	**1**	**40**
General Exam / Final Jury	**1**	**60**
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 total course hours)	14	3	42
Laboratory			
Application			
Course-Specific Internship (if any)			
Field Study			
Study Time Out of Class	14	1	14
Presentation / Seminar Preparation			
Projects			
Reports			
Homework			
Quizzes / Studio Review			
Preparation Time for Midterm Exams / Midterm Jury	1	14	14
Preparation Period for the Final Exam / General Jury	1	30	30
Total Workload	**(90/30 = 3)**		**90**

Course' Contribution Level to Learning Outcomes							
Nu	**Learning Outcomes**	**Contribution Level**					
		1	**2**	**3**	**4**	**5**	
LO1	Define human resources management and associate it with other managerial activities.					X	
LO2	Will be able to plan recruitment, training and development processes.					X	
LO3	Will be able to plan and explain processes related to job design and job analysis.					X	
LO4	Will be able to explain selection and placement process.					X	
LO5	Will be able to evaluate education, performance management and career management processes					X	
LO6	Will be able to explain the subject of remuneration.					X	

Nu	Program Competencies	Learning Outcomes						Total Effect (1-5)
		LO1	LO2	LO3	LO4	LO5	LO6	
	Relationship Between Course Learning Outcomes and Program Competencies (Department of Management Information Systems)							
1	Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security.		x				x	3
2	Develop and manage databases suitable for collecting, storing, and updating data.		x	x			x	4
3	As a result of his/her ability to think algorithmically, and easily find solutions to problems concerning basic business functions.				x	x	x	4
4	Learn programming logic, and have information about current programming languages.							
5	Be able to use up-to-date programming languages.							
6	Be able to take part in teamwork or lead a team using knowledge of project management processes.	x	x	x				4
7	Know ethical and legal rules, and use professional field knowledge within the scope of ethical and legal rules.				x		x	4
8	Know the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in at least one of them.	x	x				x	5
9	Be able to solve the problems encountered in the field of internet programming by designing web applications.							
10	Develop and manage logistics and supply chain management activities		x		x			3
11	Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life.		x	x		x	x	5
12	Be able to develop strategies that will provide a competitive advantage with	x	x	x		x		5

	his/her advanced knowledge of management strategies and management functions.								
13	Develop a business idea, commercialize the business idea, and design and manage his/her venture using entrepreneurial knowledge.								
14	By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence.								
Total Effect									**37**

Policies and Procedures
Web page: https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915
Exams: The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real-world phenomena, through analyzing the situation, distinguishing problems, and suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions.
Assignments: Quizzes and Homework (Assignments) might be applicable. Scientific Research Ethics Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately.
Missed exams: Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.
Projects: A group project with teamwork is welcome.
Attendance: Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.
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.