



# MARMARA UNIVERSITY - Faculty of Business Administration

Business Administration (in English)

## SYLLABUS

Course Code	Course Title	Type of Course	Course Group * for electives	Weekly Course Hours		ECTS Credits	Prerequisite to minimum letter grade
				T	P		
HR2001	Human Resources Management	Compulsory		3	0	5	
Prerequisite		Minimum grade				Grade	
Language of Instruction							
Course Lecturer							
Short Course Content	Within the scope of the course, the basic concepts of human resources management and the administrative, behavioral and technical dimensions of human resources management will be discussed.						
Course Objectives	The aim of the course is to explain in detail the subjects of each of the administrative, behavioral and technical functions, which are the dimensions of human resources management, and to convey the necessary skills to the students about the processes and strategies of human resources management in all its aspects.						
Recommended or Required Reading	1.	İnsan Kaynakları Yönetimi, Şadi Can Sarıman, Muge Leyla Tulu, Beta Yayınları					
		Lecturer presentations and notes					
Learning Outcomes	1.	Learning the concepts of human resource management					
	2.	Learning the topics of administrative scope					
	3.	Learning the topics of technical scope					
	4.	Learning the topics of behavioral scope					
	5.	Learning human resource management strategies					
Planned Learning Activities and Teaching Methods							
WEEK	Date	Course Contents					
Week 1		Explaining course content and topics					
Week 2		Conceptual view of human resource management					
Week 3		Historical development and organization of human resources management					
Week 4		Infrastructure studies in human resources management					
Week 5		Human resources planning					
Week 6		Recruitment and onboarding					
Week 7		Recruitment interview					
Week 8		Midterm(s)					
Week 9		Training and development					
Week 10		Job valuation					
Week 11		Compensation Management					
Week 12		Performance appraisal and performance management					
Week 13		Organization culture					
Week 14		Leadership and motivation					
Week 15		Career management					
Week 16		Study week					
Week 17		Final					
Assessment Methods		Assessment Method	Quantity	Date		Weight in Total (%)	Weight in Semester Evaluation (%)
		Final Exam	1			50	0
		Final Make-up Exam (if exists)	1			50	0
		Semester Evaluation				50	100

Methods and Criteria	Midterm(s)		1		50	100.0
	Quiz(zes)					
	Project(s)					
	Homework(s)					
	Laboratory					
	Other					
*** ECTS Credit Calculation ***						
Evaluation Tool	Hour/Quantity	Student Workload Hours		Evaluation Tool	Quantity	Student Workload Hours
Theoretical hours	3.0	42.0		Quiz & preparation		
Applied hours	0.0	0.0		Homework		
Laboratory	0.0	0.0		Project		
Pre-class self study	1.0	14.0		Research and presentation		
Post-class self study	1.0	14.0		Seminar		
Post-application self study				Field study		
Exam preparation & Midterm	20	20.0		Atelier		
Exam preparation & Final	30	30.0		Other		
GENERAL TOTAL :					55.0	120.0
Recommended ECTS Credit (Total Hours / 25) :						5