

COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Offered by: İşletme			
Course Title: HUMAN RESOURCE PLANNING		Course Org. Title: HUMAN RESOURCE PLANNING	
Course Level: Lisans		Course Code: MNO 4211	
Language of Instruction: İngilizce		Form Submitting/Renewal Date 23/09/2020	
Weekly Course Hours: 3		Course Coordinator: DR.ÖĞR.ÜYESİ ENGİN BAĞIŞ ÖZTÜRK	
Theory	Application	Laboratory	National Credit: 3
3	0	0	ECTS Credit: 5



COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Offered to:	Course Status: Compulsory/Elective
Name of the Department:	
BUSINESS ADMINISTRATION	Elective Course



DOKUZ EYLUL UNIVERSITY



FACULTY OF BUSINESS ADMINISTRATION OFFICE OF THE DEAN

COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Instructor/s:

DR.ÖĞR.ÜYESİ ENGİN BAĞIŞ

Wire: +90 (232) 453 50 60

Fax: +90 (232) 453 50 62

Access: www.deu.edu.tr

Address: D.E.Ü. Kaynaklar Yerleşkesi 35160 Buca / İZMİR

E-mail: isletme@deu.edu.tr



COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Course Objective:

The purpose of this course is to advance students' understanding of human resource management, specifically the workforce planning aspect. This course puts forward a conceptual roadmap for human resource planning and provides analysis and techniques required to handle workforce planning. Through this road map and analysis, this course provides students with specialization needs on developing fair HR systems.

Learning Outcomes:

- 1 Analyze jobs.
- 2 Handle job descriptions.
- 3 Determine requirements and specifications.
- 4 Design and evaluate jobs with a well structured job evaluation system.
- 5 Decide on and implement main techniques to be used in manpower planning and forecasting.
- 6 Prepare and analyze both HR overhead and head-count budgeting.
- 7 Develop oral/written communication skills; articulate and defend his/her position.
- 8 Develop and enhance the essential interpersonal skills to be an effective team member.

Learning and Teaching Strategies:

1. Lecture
2. Online Discussion Groups
3. Term Project and Presentations

Assessment Methods:

Name	Code	Calculation formula
Midterm	MT	
Quiz	QZ	
TermProject	TP	
BNS	BNS	MT * 035 + QZ * 025 + TP * 040



COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Further Notes about Assessment Methods:

Midterm:

Midterm will be comprised of forum discussions on the online education platform. Online forums are important places to discuss our course topics. By the use of forums during the course, students are expected to criticize particular topics, comment on their colleagues' ideas, and bring on new evidence to extend their ideas. This will help students to improve their online communication skills and make students aware of different perspectives of particular topics. Contribution to the each forum discussion will be monitored and graded.

Quiz:

Quizzes will be composed of several assignments. Each assignment will be explained during our lectures and also announced on the online education platform. Assignments can cover basic reporting, data analysis, and as well as conducting online interviews with HR professionals. Each assignment will be graded and average of all assignments will be used in the assessment method.

Term Project:

Depending on students' skills, two types of term projects can be selected. Each student will be required to choose only one type of term project. While one project is related with conducting a literature review, the other term project is related with developing a basic HR information tool. Each term project will be carefully examined and graded.

Assessment Criteria:

1. Students will do job analysis and job descriptions.
2. They will develop a job evaluation system, and evaluate the jobs with a systematic method.
3. They will group and classify jobs in a job grade scale to reach pay level.
4. They will relate job requirements and job specifications to relevant HR functions.
5. Students will apply the process of forecasting staff requirements.
6. They will prepare an overhead budget for specific HR activities.
7. Students will also develop an organization-wide head-count budget.

Textbook(s)/References/Materials:

Sparkman, R. (2018). Strategic Workforce Planning: Developing Optimized Talent Strategies for Future Growth. Kogan Page Publishers.



COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Course Policies and Rules:

Academic integrity is to demonstrate responsible and honest behaviors and follow ethical principles in academia. All students should respect the intellectual property rights of others. Specifically every student should avoid plagiarism. All types of plagiarism are serious and violate academic integrity policy.

To understand and prevent plagiarism, please see the following link:

<https://www.plagiarism.org/understanding-plagiarism>. During our lectures, a variety of information will be provided but if you have any problems you can ask me.

Contact Details for the Instructor:

Assistant Professor Engin Bağış Öztürk, engin.ozturk@deu.edu.tr

Office Hours:

Due to Covid-19 precautions, please send an e-mail to get an online appointment.

Course Outline:

Week	Topics:	Notes:
1	Strategic Workforce Planning	
2	Job Analysis and Competency Modeling	
3	Job Descriptions	
4	Job Evaluation Systems I	
5	Job Evaluation Systems II	
6	Forecasting and Planning I	
7	Forecasting and Planning II	
8	Manpower Planning: Head-Count Budgets	
9	Department Activity Planning: Overhead Budgets	
10	Data Analytical Tools Guide to Workforce Planning	
11	Term Project Presentations	



DOKUZ EYLUL UNIVERSITY



FACULTY OF BUSINESS ADMINISTRATION OFFICE OF THE DEAN

COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

12 Term Project Presentations



COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

ECTS Table

Course Activities	Number	Duration (hour)	Total Work Load (hour)
In Class Activities			
Lectures	12	1,5	24
Tutorials	12	1,5	24

Exams

Midterm	1	2	2
Quiz etc.	1	2	2
Project Assignment	1	2	2

Out Class activities

Preparation before/after weekly lectures (reading, analyz	12	1	12
Preparation for Midterm Exam	1	10	10
Preparation for quiz etc.	1	12	12
Preparing Individual Assignments (Term Projects etc)	1	15	15
Preparing Group Assignments (Term Projects etc)	1	8	8
Preparing Presentations	1	6	6
Total Work Load (hour)			117
ECTS Credits of the Course= Total Work Load (hour) / 25			5