

**KHAZAR UNIVERSITY****School of Economics and Management****Human Resource Management****MGT 450**

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Term: Autumn, 2019  
Lecture hours: Wednesday 15:20-18:30

**COURSE DESCRIPTION** - This course is an introduction to the theory and practice of human resource management. The course is designed to provide students with relevant knowledge about recruitment, selection, orientation, professional development, compensation, benefits administration, labor relations, international HRM. The aim of this course is not only to provide relevant knowledge, but also to develop certain skills for the effective application of HRM practices in Azerbaijan reality.

**LEARNING OBJECTIVES**

By the end of the course students will be able to

- Define the fundamental concepts of human resource management.
- Distinguish appropriate practice in the recruitment, selection, and retention practices of employers.
- Identify the general components of compensation packages, how they are designed and what their potential organizational uses are.
- Demonstrate ability to analyze elements of complex human relations problems and take appropriate actions to solve them.
- Design an effective, consistent, fair performance assessment program to encourage employee development and satisfaction.
- Discuss the impact of health care issues in the employment setting: explain how programs such as health wellness, employee assistance (EAP) function can assist managers and employees develop a more productive work environment.
- Demonstrate knowledge of the impact of cultural diversity and demographics on an organization's ability to manage its human resources.
- Compare international human resource management approaches.
- Communicate effectively in both internal and external settings.

**COURSE MATERIAL**

1. **Fundamentals Human Resource Management, Thirteenth Edition, Robert L. Mathis, John H. Jackson 14th edition Cengage Learning (earlier editions 13th edition, 2014)**
2. **Human Resource Management: Pearson New International Edition, 3rd Edition, Author: Gary Dessler 14th edition 2015 Pearson (earlier editions 13th Edition Pearson)**
3. **Armstrong's Essential Human resources management practices, 1<sup>st</sup> edition, Author: Michael Armstrong, 1<sup>st</sup> edition, 2010 Kogan Page Limited**

## COURSE REQUIREMENTS

To achieve the results, students will be involved in a variety of learning experiences. The course format emphasizes short lectures, discussion of reading assignments, in- and out-of-class exercises, video clips, and case analyses. You will need to read all the assigned materials to achieve high results. Throughout the years of experience students who actively participated, contributed their experiences related to the topics discussed achieved the best results. My idea is to create a learning environment that will balance my presentation of material and student involvement in discussion, projects, videos, cases, and in- and out-of-class exercises.

**You are required to be prepared around relevant topic for class discussions, case studies and etc.** Participation in lectures will develop your understanding around the topic. **Class activity positively affects your grades.**

## COURSE GRADING

Your final grade in this course will be based on the following requirements and weights:

Midterm Exam –	30
Final Exam -	35
Team Project and Presentations	10
Quiz	5
Activity –	10
Attendance -	10

### Midterm and Final Exam

*One midterm and one final exam* are scheduled in this course. All exams will be given according to the attached course schedule.

### Team Project (10 points)

#### Question 1

The organization is based in two different countries (your country and another country of your choice). Present a short account which briefly assesses the labour market trends in each country. In your account, briefly explain the significance of tight and loose labour market conditions and how organizations position themselves strategically in competitive labour markets.

#### Question 2

Explain some of the main legal requirements in relation to recruitment and selection and briefly assess the strengths and weaknesses of at least two different methods of recruitment and

selection. Go on to explain briefly why people leave or remain with organizations and provide a brief summary of some of the costs associated with dysfunctional employee turnover. Provide a brief assessment of the strengths and weaknesses of at least two different approaches to retaining talent.

Quiz covers analysis of different case studies (50 %) and writing an essay (at least 300 words) about explained HR related topics (50 %).

### COURSE SCHEDULE

Week	Chapter	Due
18.09.19	Introduction to HRM Resourcing	<b>Chapter 1, 3</b> Textbook author: Michael Armstrong
25.09.19	Resourcing	<b>Chapter 5,6,7</b> Textbook author: Gary Dessler
02.10.19	Learning and Development	<b>Chapter 22</b> Textbook author: Michael Armstrong
09.10.19	Performance Management	<b>Chapter 9</b> Textbook author: Gary Dessler
16.10.19	HR metrics	Material will be provided
23.10.19	Talent Management Competency Management	<b>Chapter 9</b> Textbook author: R.Mathis
30.11.19	<b>Quiz</b>	
06.11.19	<b>Mid-term Exam</b>	
13.11.19	Reward and Compensation	<b>Chapter 11, 12, 13</b> Textbook author: Gary Dessler
20.11.19	Employee relations	<b>Chapter 16,23, 24</b> Textbook author: Michael Armstrong
27.11.19	Change Management	Material will be provided
04.12.19	Work psychology	Material will be provided
11.12.19	<b>Team Project</b>	
18.12.19	HR and Information technology	M/provided
25.12.19	International HRM, <b>Quiz</b>	<b>Chapter 17</b> Textbook author: Gary Dessler
	<b>Final Examination</b>	