

Identification	Subject	TMGT 450 – Human Resources Management - 3KU/6ECTS
	Program	Undergraduate
	Department	Economics and Management
	Term	Fall 2024
	Instructor	Vusal Nuriyev
	Contact email	vusal.nuriyev@khazar.org
	Classroom/hours	
	Office hours	By appointment
Prerequisites	MGT 303 Fundamentals of Management	
Language	English	
Compulsory/Elective	Compulsory	
Textbooks and course materials	<p>Core Textbooks:</p> <ol style="list-style-type: none"> <i>SHRM 2023: People, Organization, Workplace, Competencies,</i> <i>Human Resource Management: Pearson New International Edition, 3rd Edition, Author: Gary Dessler 16th edition 2020 Pearson</i> <i>Essential Human resources management practices, Michael Armstrong</i> <i>Additional materials: SHRM, CIPD and HBR articles</i> 	
Course Outline	<p>This course is an introduction to the theory and practice of human resource management.</p> <p>The course looks in depth at human resource management process in organizations and its relationship with organizational performance. Students will gain the specialist knowledge and skills required to succeed as a professional in the field of HRM.</p> <p>Students will be taught to have critical view of HRM and acquire a comprehensive grounding of a variety of HRM topics including resourcing, managing labor relations, employee development, performance and reward management etc. The course will also look at the cultural issues in organizations and workplaces and broader environmental factors that can impact on the decision-making of human resource management professionals.</p> <p>The course will then dig deeper into the more complex areas of HRM, to provide students with the opportunity to apply concepts, theories, and best practices to the challenges they will face at workplace and in leadership positions as they move ahead in their career. The course will close by considering the current trends and future challenges in HRM.</p> <p>The course will equip students with not only the relevant knowledge, but also with the skills for the effective application of HRM practices.</p> <p>Instructional methods:</p> <p>Students will be involved in a variety of learning experiences throughout the course. The course format emphasizes short lectures, discussion of reading assignments, in- and out-of-class exercises, video clips, and case analyses. Students will need to read and analyze all the assigned materials to achieve high results. Students will be expected to contribute effectively to class discussions based not only on common sense and personal experience, but also on the required readings. Students are required to be prepared around relevant topics for class discussions, case studies and etc.</p>	
Course objectives	<ul style="list-style-type: none"> • Introducing students to the fundamental principles of HRM • Providing knowledge of concepts drawn from human resource management and organizational behavior • Encouraging students to apply these concepts to individual, group/team, and organizational scenarios through experiential exercises, cases, and projects • Developing skills in analyzing and evaluating major human resource challenges facing management and organizations today and determining appropriate solutions • Providing employee and employer related HR knowledge to prepare students for their future career 	
Learning outcome	<p>By the end of the course students will be able to</p> <ol style="list-style-type: none"> 1. Describe the field of "human resource management" and understand its relevance to managers and employees in work organizations 2. Understand human resource management from a systemic, strategic perspective and get clear view of how HRM can support organizations to achieve their purposes; 	

	<ol style="list-style-type: none"> 3. Understand such HRM areas as resourcing and talent management, learning and development, reward and performance management etc. and know what key processes each of those functions involve; 4. Apply relevant theories to the management of people in organizations 5. Analyze business challenges involving human resource systems 6. Critically assess and evaluate human resource policies and practices 		
Teaching methods	Lecture	X	
	Group discussion	X	
	Presentation	X	
	Case analysis	X	
	Assignment	X	
	Others	-	
Evaluation Criteria	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Attendance		5
	Activity (based on activity test or case study)		5
	Group presentation		10
	Quiz		10
	Final Exam		40
	Total		100
Policy	<p>Apart of the Mid and Final exams, students will be evaluated for their individual results from quizzes, group presentations, attendance and participation during online/in class lectures.</p> <p>Attendance: Students exceeding the 25% absence limit will not be allowed to participate in exams.</p> <p>Group discussion/Class participation/ Experiential learning: Discussion will be based on the subjects' learned and additional materials, which will be reviewed and considered during the lecture. Participation is based on the expression of views and analysis (or current experience). The purpose of discussions; participation and experiential learning is to create the atmosphere and environment where all students cooperate and communicate within the group for better understanding of the taken subject.</p> <p>Quizzes: Scenario based multiple choice questions. Graded and non-graded quizzes will be used throughout the course to verify students' understanding of important elements of the topics covered.</p> <p>Presentation: Purpose of the presentation would be using knowledge, skills and the right way of presenting your work to the class, which is also affect the future presentation skills among the professional audience within the working environment. Students will use all the tools of presenting professional presentation; organizing their ideas; develop effective delivery techniques their ideas; develop effective delivery techniques. The students will be divided into groups, prepare & present pre-assigned topics in front of the audience.</p>		
Tentative Schedule			
Week	Date/Day	Topics	Chapter
Human Resource Management in Context			
1		Introduction to HRM	<i>Essential Human resources management practices, Michael Armstrong: Part I / 1, 2, 3, 6, 7, 8, 9, Human Resource Management, Gary Dessler: Part I / 1, 3, 17.</i>
2		The structure of HR function	<i>SHRM Organization 13/404</i>
3		HR strategy	<i>SHRM People 7/745</i>
4		Organizational Effectiveness & Development	<i>SHRM Organization 83/404</i>
5		Workforce Management	<i>SHRM Organization 141/404</i>

6		Talent acquisition	<p><i>SHRM People – 106/745</i></p> <p><i>Essential Human resources management practices, Michael Armstrong: Part VI.</i></p> <p><i>Human Resource Management, Gary Dessler: Part II.</i></p>
7		<p>Employee Engagement & Retention</p> <p>Performance Management</p> <p>Quiz 1</p>	<p><i>SHRM People – 245/745</i></p> <p><i>Essential Human resources management practices, Michael Armstrong: Part X.</i></p> <p><i>Human Resource Management, Gary Dessler: Part V / 14, 15.</i></p> <p><i>SHRM People – 339/745.</i></p> <p><i>Essential Human resources management practices, Michael Armstrong: Part VII.</i></p> <p><i>Human Resource Management, Gary Dessler: Part III / 9</i></p>
8		<p>Midterm Exam</p> <p>Learning & Development</p> <p>Career Development and Developing Leaders</p>	<p><i>SHRM People – 376/745</i></p> <p><i>SHRM People – 448/745, 471 / 745</i></p> <p><i>Essential Human resources management practices, Michael Armstrong: Part VIII.</i></p> <p><i>Human Resource Management, Gary Dessler: Part III / 8.</i></p>
9		Total Rewards	<p><i>SHRM People – 500/745.</i></p> <p><i>Essential Human resources management practices, Michael Armstrong: Part IX.</i></p> <p><i>Human Resource Management, Gary Dessler: Part IV</i></p>
10		Employee & Labor Relations	<i>SHRM Organization 224/404</i>
11		Technology Management, HRM and Texhnology	<i>SHRM Organization 302/404</i>
12		Managing a Global Workforce	<i>SHRM Workplace 7/529</i>
13		Risk Management	<i>SHRM Workplace 89/529</i>
14		<p>Corporate Social Responsibility</p> <p>Quiz 2</p>	<i>SHRM Workplace 209/529</i>
15		Workplace Competencies	<i>SHRM Competencies 45/603</i>
16	Final Exam		

Please Note:

- The schedule of topics may be adjusted as necessary throughout the semester.
- The dates of the extracurricular/ non textual learning activities are tentative. Ascertaining the dates will depend on the pace of the course and relevant suitability.
- The instructor may direct you to specific external study materials/ activities in preparation for the next class.
- If you miss a class, you are responsible for talking to another student to find out anything you may have missed.

----- **GOOD LUCK!** -----