

**Vocational School of Social Sciences / Human Resource Management**

**2024 - 2025 Academic Year**

**BUSINESS ANALYSIS and EVALUATION**

**Syllabus**

<b>Course Description</b>					
<b>Name</b>	<b>Code</b>	<b>Semester</b>	<b>T+A Hour</b>	<b>Credit</b>	<b>ECTS</b>
BUSINESS ANALYSIS and EVALUATION	İK2132980	Fall Semester	2+0	2	4
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Lect. Ceyda SARI				
<b>Name of Lecturer(s)</b>	Lect. Koray KARABULUT				
<b>Assistant(s)</b>					
<b>Aim</b>	The aim of the course is to prepare students with the basic knowledge and skills related to job analysis and evaluation techniques for the professional and business life and to provide the outlook for students with a broad and holistic perspective for human resource management.				
<b>Course Content</b>	This course contains; 1. The concept of job analysis, importance, usage of job analysis,2. Job analysis process,3. Job Description and Job Specification,4. Data Collection Methods I.,5. Data Collection Methods II.,6. Job Analysis Methods,7. Job Analysis Methods (Application and Cases I),8. Job Analysis Methods (Application and Cases II),9. Scope, Significance and Principles of Job Evaluation,10. Place of Job Evaluation in Wage Management,11. Job Evaluation Methods I,12. Job Evaluation Methods II,13. Job Evaluation Methods III,14. Application,15. Revision.				
<b>Course Learning Outcomes</b>			<b>Teaching Methods</b>	<b>Assessment Methods</b>	
Will be able to explain the basic concepts of business analysis.			16, 9	A	
Defines concepts of job analysis, job description and job requirements.					
Gives examples of job analysis information data collection methods.					
Explains the importance of job analysis in terms of other human resource management functions.			16, 9	A	
Gives examples of job analysis techniques.					
Will be able to explain the basic concepts related with job evaluation.			16, 9	A	
Define job evaluation concepts.					
Gives examples of Job Evaluation methods.					
Explains the importance of job evaluation in terms of wage management.			16, 9	A	
Organizes wage management using Job Valuation.					
Determines the added value created by job evaluation processes.					
Will be able to evaluate the functioning of job evaluation practices in businesses.			16, 9	A	
Interprets job evaluation processes in businesses.					
Questions the functioning of job evaluation processes.					
Will be able to plan ways to increase effectiveness and efficiency with the contribution of job analysis and job evaluation techniques.			10, 16, 9	A	
Identify the best practices in the market and adapt them to the business.					
Develops appropriate management practices for the business.					
Will be able to carry out the Business Analysis process.			10, 16, 6, 9	A	
Creates an effective working model through work studies.					
Designs process maps to maximize efficiency.					
<b>Teaching Methods</b>	10: Discussion Method, 16: Question - Answer Technique, 6: Experiential Learning, 9: Lecture Method				
<b>Assessment Methods</b>	A: Traditional Written Exam				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
1	1. The concept of job analysis, importance, usage of job analysis				
2	2. Job analysis process				
3	3. Job Description and Job Specification				
4	4. Data Collection Methods I.				
5	5. Data Collection Methods II.				
6	6. Job Analysis Methods				
7	7. Job Analysis Methods (Application and Cases I)				
8	8. Job Analysis Methods (Application and Cases II)				
9	9. Scope, Significance and Principles of Job Evaluation				
10	10. Place of Job Evaluation in Wage Management				
11	11. Job Evaluation Methods I				
12	12. Job Evaluation Methods II				
13	13. Job Evaluation Methods III				
14	14. Application				
15	15. Revision				
<b>Evaluation Methods</b>		<b>Weight(%)</b>			
Midterm Exam		40			
General Exam		60			

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**Resources**

Instructor Note.İş Analizi- Soru ve Yanıtlarla, Dr. Bahtiyar Eren, 2022