

<b>Course Title:</b>	<i>Human Resource Management</i>
<b>Course Code:</b>	MGT 305
<b>Credit Hours Theory:</b>	Three (3)
<b>Credit Hours Lab (If Applicable):</b>	0
<b>Instructor Name with Qualification:</b>	Faisal Imran, MSSE
<b>Course Objectives:</b>	<p>This course examines the significance of HRM in organizations. We will explore the links between the role of HR planning in workforce management, and HR policies such as employee involvement, broadly examine the theme of international employment relations including, international and comparative HRM, and then turn our attention to specific HRM practices such as recruitment and selection, flexibility at work, reward and performance management.</p>
<b>Course Learning Outcomes:</b>	<p><b>CLO 1:</b>An understanding of how changes in the organizational structures and political regulation influence HR policy choices.</p> <p><b>CLO 2:</b>An understanding of the strategic significance of HRM for organizations.</p> <p><b>CLO 3:</b>Distinguish trends in employee management in a range of workplaces, including private and public sector organizations.</p> <p><b>CLO 4:</b>Explain the rationale for a range of specific HRM policies and practices, such as recruitment and selection, appraisal and rewards and, equal opportunities policies.</p> <p><b>CLO 5:</b>Access the problems associated with the design and implementation of HRM.</p> <p><b>CLO 6:</b> Offer a reasoned and critical argument while solving case studies.</p>
<b>Contents (Catalog Description):</b>	<p>The aim of this course is to provide students with a critical understanding of theory, policy and practice in the field of HRM. Students are expected to gain a broad appreciation of the major current themes and debates in the field. While the main emphasis is on the nature of HR policies and practices in organizations, the program also concentrates on the political factors that shape HR policy choices. The objective is to give students an understanding of the main concepts and models that underpin HRM, as well as a critical assessment of the relationship between HRM theory and practice in contemporary workplaces.</p>
<b>Recommended Text Books:</b>	<ul style="list-style-type: none"> <li>▪ Human Resource Management by Gary Dessler (12th edition)</li> <li>▪ Human Resource Management by Robert Mathis &amp; John Jackson (10th edition)</li> </ul>

<b>Reference Books:</b>	<ul style="list-style-type: none"> <li>• Baron, J.N. &amp; Kreps, D.M. (1999) Strategic Human Resources: Frameworks for General Managers, John Wiley &amp; Sons.</li> <li>• Lewis, P., Thornhill, A. and Saunders, M. (2003) Employee Relations: Understanding the Employment Relationship, FT Prentice Hall.</li> </ul>																																		
<b>General Instructions for students:</b>	<p><u>Home Works and Assignments</u></p> <p>Attendance is mandatory. Every class is important. All deadlines are hard. Under normal circumstances late work will not be accepted. Students are required to take all the tests. No make-up tests will be given under normal circumstances. Any form of cheating on exams/assignments/quizzes is subject to serious penalty</p> <p><u>Attendance</u></p> <p>75% attendance is mandatory. Latecomers will be marked as absent.</p> <p><u>Evaluation Criteria</u></p> <table border="0"> <tr> <td>Assignments/projects</td> <td>20%</td> </tr> <tr> <td>Quizzes</td> <td>10%</td> </tr> <tr> <td>Mid-Term</td> <td>20%</td> </tr> <tr> <td>Final</td> <td>50%</td> </tr> </table> <p><u>Quizzes Schedule</u></p> <table border="1"> <tr> <td>Quiz # 1</td> <td>Week # 5</td> </tr> <tr> <td>Quiz # 2</td> <td>Week # 8</td> </tr> <tr> <td>Quiz # 3</td> <td>Week # 12</td> </tr> <tr> <td>Quiz # 4</td> <td>Week # 14</td> </tr> </table> <p><u>Assignments Schedule</u></p> <table border="1"> <thead> <tr> <th>Assignment</th> <th>Delivery date</th> <th>Submission Date</th> </tr> </thead> <tbody> <tr> <td>Assignment # 1</td> <td>Week # 3</td> <td>Week # 4</td> </tr> <tr> <td>Assignment # 2</td> <td>Week # 6</td> <td>Week # 7</td> </tr> <tr> <td>Assignment # 3</td> <td>Week # 9</td> <td>Week # 10</td> </tr> <tr> <td>Assignment # 4</td> <td>Week #11</td> <td>Week #12</td> </tr> <tr> <td>Presentation</td> <td>Week 13-14</td> <td></td> </tr> </tbody> </table>	Assignments/projects	20%	Quizzes	10%	Mid-Term	20%	Final	50%	Quiz # 1	Week # 5	Quiz # 2	Week # 8	Quiz # 3	Week # 12	Quiz # 4	Week # 14	Assignment	Delivery date	Submission Date	Assignment # 1	Week # 3	Week # 4	Assignment # 2	Week # 6	Week # 7	Assignment # 3	Week # 9	Week # 10	Assignment # 4	Week #11	Week #12	Presentation	Week 13-14	
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	<ol style="list-style-type: none"> <li>1.0 <u>Introduction to Human Resource Management</u> <ol style="list-style-type: none"> <li>1.1 Importance of Human Resource Management</li> <li>1.2 New approaches to organizing HRM</li> </ol> </li>   <li>2.0 <u>The Manager’s Role in Human Resource Management</u> <ol style="list-style-type: none"> <li>2.1 Fundamentals of Management Planning</li> <li>2.2 The Strategic Management Process</li> <li>2.3 Case study</li> <li>2.4 Fundamentals of Management Planning</li> <li>2.5 The Strategic Management Process</li> </ol> </li> </ol>																																		

**Sixteen Week  
Lesson Plan**

3.0 Job Analysis

3.1 Methods for collecting Job Analysis Information

3.2 Job Analysis in a worker-empowered world

3.3 Recruiting a more diverse workforce

3.4 Methods for collecting Job Analysis Information

4.0 Human Resource Planning and Recruiting

4.1 Recruitment and Selection Process

4.2 The need for Effective Recruiting

4.3 Internal Sources of candidates

4.4 Recruitment and Selection Process

4.5 The need for Effective Recruiting

4.6 Internal Sources of candidates

5.0 Employee Testing and Selection

5.1 Basic Testing Concepts

5.2 Managing the new workforce

5.3 Background Investigations and other selection methods

6.0 Interviewing Candidates

6.1 How to design and conduct an effective interview

6.2 Types of Interviews

6.3 Case study

7.0 Training and Development

7.1 Introduction to Orienting and Training Employees

7.2 Analyzing Training Needs and Designing the Program

7.3 Implementing Training Programs

7.4 Managing the new workforce

7.5 Managing organizational change programs

8.0 Performance Management and Appraisal

8.1 Techniques for Appraising Performance

8.2 Dealing with Performance Appraisal Problems

8.3 Performance Management

9.0 Coaching, Careers, and Talent Management

9.1 Improving your coaching skills

9.2 Career management basics

9.3 Career management methods

10.0 Pay for Performance and Financial Incentives

10.1 Money and Motivation

10.2 Incentives and Recognition Programs

10.3 Benefits and services

11.0 Ethics, Justice and Fair Treatment in HR Management

11.1 Ethics and Fair treatment at work

11.2 Managing Employee Discipline and Privacy

11.3 Managing dismissals

