

Faculty of Commerce & Business Administration

Human Resources Management (1)

Information :

Course Code : MGT 305

Level : Undergraduate

Course Hours : 3.00- Hours

Department : Department of Accounting

Area Of Study :

Human resource management is concerned with managing people effectively in the workplace. This function is carried out by most managers in organizations. However, it is the duty of a specialist human resource manager to provide advice, guidance, assistance and support on employment matters to all those who have direct responsibility for the management of people in the organization. The main function of a human resource department is to ensure the recruitment, selection, training, development and retention of staff necessary for the efficient and effective management of the organization. The purpose of this course is to emphasize these skills and knowledge in the field of human resource management.

Description :

The contributions of behavioral science to motivational systems and to relationships among individuals and organizations are examined. The class considers means for developing, utilizing and remunerating workers. The responsibilities and staff functions within personnel administration are covered with job analysis, planning, recruitment, training, appraisal, and career development and compensation systems.

Course outcomes :

a. Knowledge and Understanding: :

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| 1 - | To provide a basic knowledge of main ideas and key theories relating to Human Resources management in organizations; |
| 2 - | The course uses a wide range of concepts to help students understand the management of people at the level of organizational practices, as well as in the wider, global context of contemporary work practices |

b. Intellectual Skills: :

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| 1 - | To develop an understanding of these and of related ideas and concepts |
| 2 - | To develop skills in diagnosis and problem solving by applying the learned material to given situations |
| 3 - | b. To develop analytical as well as relationship skills that links manpower with the practical working environment |

c. Professional and Practical Skills: :

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| 1 - | Define Human Resources Management |
| 2 - | List the main objectives pursued by the Human Resources Management Units |
| 3 - | Identify the Human Resources Management practices, functions and concepts |
| 4 - | Identify the main purposes of job analysis |
| 5 - | Develop a clear understanding to recruitment, selection and performance appraisal systems |
| 6 - | Describe and understand the training and development functions |

d.General and Transferable Skills: :

1 -	Assess problems
2 -	Develop an integrated view of the human resources practices workplace
3 -	Interact efficiently with others

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Fundamentals of Human Resources Management	3	3	N/A
Human Resources Planning and Job Analysis	3	3	N/A
Recruitment and Selection	3	3	N/A
Performance Evaluation	3	3	N/A
1st mid-term exam	2	2	N/A
Employee Testing and Safety	3	3	N/A
Business Communication	3	3	N/A
Managing Careers	3	3	N/A
Training and Development	3	3	N/A
2nd mid-term exam	2	2	N/A
Recent Issues in the workplace	3	3	N/A
Motivation in Practice	3	3	N/A
Managing Diversity at the workplace	3	3	N/A
Revision	3	3	N/A

Teaching And Learning Methodologies :

Data show and computer in lectures
Demonstration videos.
Group Projects
Self-learning
Case Studies

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Assignments	5.00	13	
Final Exam	40.00	16	
Group Projects	10.00	13	
Mid-Term Exam (1)	20.00	6	
Mid-Term Exam (2)	20.00	11	
Quiz	5.00	13	

Course Notes :

Handouts

Recommended books :

~ÁV John M. Ivancevich Human Resource Management (Seven Edition) McGraw Hill 1998
~Á Human Resource Champions: The Next Agenda for Adding Value and Delivering Results by Dave Ulrich

Periodicals :

Periodicals

Web Sites :

Websites,
<http://www.wikipedia.org/>