

## Faculty of Economics and Political Science

### Human Resources Management

#### Information :

**Course Code :** PAD 202

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Department of Political Science

#### Area Of Study :

This course focuses on the management of human resources practices; highlighting effective tools and methods that positively contribute to the basic success measures of the organization performance. This course seeks to provide students with required skills and tools for managing human resources in different types of organizations: governmental, nongovernmental, public, private, national as well as international. Topics like HR planning, recruitment and selection systems, training and development, performance management, promotion schemes, rewarding and incentive systems in organizational setting are on the top of this course priorities. Students get to understand how HR management practices in real-life organizations through application on case studies and field researches.

#### Course Goals:

- Define HR management & explain how it contributes to an organization's success.
- Present skills needed for HR management.
- Cover the ethical dimensions in HR management.
- Identify the impact of technological changes on HRM.
- Explain how to develop HR plan needed to carry out the organization's strategy, through introducing the three main phases: recruitment, selection and training.
- Identify the activities involved in performance management and introduce different methods for measuring performance.
- Explain how organizations plan employee development and retain employees.
- Explain how to design pay structures and recognize good performance.
- Empirically study HRM practices.
- Develop competency in the skills necessary to engage in fundamental HR activities.

#### Description :

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#### Course outcomes :

##### **a.Knowledge and Understanding: :**

|     |   |
|-----|---|
| 1 - | Define ways to measure the success of a selection method.       |
| 2 - | Identify the elements of the selection process.                 |
| 3 - | Describe how work flow is related to an organization's success. |

|  |  |
|--|--|
| 4 -  | Describe trends in the labor force composition and how they affect human resource management.      |
| 5 -  | Identify the responsibilities of human resource departments.                                       |
| 6 -  | Define human resource management and explain how HRM contributes to an organization's performance. |
| <b>b. Intellectual Skills: :</b>               |  |
| 1 -  | Create solutions to problems related to HR responsibilities in the workplace.                      |
| 2 -  | Critically analyze case studies on HR practices  |
| 3 -  | Explain how to plan an effective training program.   |
| <b>c. Professional and Practical Skills: :</b> |  |
| 1 -  | Distinguish different ethical practices at workplace.  |
| 2 -  | Examine how to plan for human resources needed to carry out the organization's strategy.           |
| 3 -  | Interpret the activities involved in performance management  |
| 4 -  | Apply HR theories to practical cases in Egypt and internationally                                  |
| 5 -  | Assess HR practices in Egypt.  |
| <b>d. General and Transferable Skills: :</b>   |  |
| 1 -  | Conduct interviews. inquiry-based approach to get data and information.                            |
| 2 -  | Practice developing structured tools to collect information.                                       |
| 3 -  | Communicate effectively in a group.  |

| <b>Course Topic And Contents :</b>  |                     |                |                             |
|---|---------------------|----------------|-----------------------------|
| <b>Topic</b>  | <b>No. of hours</b> | <b>Lecture</b> | <b>Tutorial / Practical</b> |
| Introductory Lecture and Course Outline   | 3                   | 1              |                             |
| Managing Human Resources a. Define HRM b. Human Resources & Company Performance c. Responsibilities of HR Departments d. Skills of HRM Professionals e. Ethics in HRM   | 3                   | 1              |                             |
| Trends in Human Resource Management a. Change in Labor Force b. High Performance Work System c. Focus on Strategy d. Technological Change in HRM e. Change in the Employment Relationship   | 3                   | 1              |                             |
| Job Analysis  | 3                   | 1              |                             |
| Job Design  | 3                   | 1              |                             |
| 1st Mid-term Exam   |                     | 1              |                             |
| HR Planning   | 3                   | 1              |                             |
| Recruiting Human Resources  | 3                   | 1              |                             |
| Selection Process   | 3                   | 1              |                             |
| 2nd Mid-term Exam   |                     | 1              |                             |
| Training a. Training linked to organization's b. Training methods needs c. Implementing the training program  | 3                   | 1              |                             |
| Performance Management a. Purposes of Performance Management b. Criteria for Effective Performance Management c. Methods for Measuring Performance d. Sources of Performance Information e. Errors in Performance Measurements f. Performance Feedback & Finding Solutions for Performance Problems | 6                   | 2              |                             |

### **Course Topic And Contents :**

| <b>Topic</b>           | <b>No. of hours</b> | <b>Lecture</b> | <b>Tutorial / Practical</b> |
|------------------------|---------------------|----------------|-----------------------------|
| Research Presentations | 3                   | 1              |                             |
| Final Exam             |                     | 1              |                             |

### **Teaching And Learning Methodologies :**

Data show and computer in lectures

Demonstration videos

Group discussion

Research Paper

### **Course Assessment :**

| <b>Methods of assessment</b>  | <b>Relative weight %</b> | <b>Week No</b> | <b>Assess What</b>   |
|---|--------------------------|----------------|--|
| Course Work (30%) (Attendance, Participation, Assignments, Quizzes, Research Paper) D | 30.00                    |                | To assess understanding, to assess theoretical background of the intellectual and practical skills and to assess theoretical background. |
| Final Exam  | 40.00                    | 15             | To assess knowledge and intellectual skills.   |
| Midterm Exam(s)   | 30.00                    |                | To assess professional skills.   |

### **Periodicals :**

Benjamin J. Inyang, A Case for Performance Management in the Public Sector in Nigeria, International Journal of Business and Management, Vol. 4, No. 4, April 2009 (98-105).

URL: <http://ccsenet.org/journal/index.php/ijbm/article/viewFile/1182/1135>

J. A. Buford and Lindner, J.R., Human Resource Management in Local Government: Concepts and Applications for HRM Students and Practitioners, 1st Edition, South-Western College Pub, Cincinnati, Ohio, 2002.

Nicolas A. Valcik and Teodoro J. Benavides, Practical Human Resources for Public Managers: A Case Study Approach, CRC Press- Taylor and Francis Group LLC, US, 2011

Fayza Z., A Case Study of Human Resource Practices in a Public Sector Silk Factory in Kashmir, International Journal of Business and Management Invention, Vol. I, No. 1, December 2012 (56-64). URL:

<http://www.ijbmi.org/papers/Vol%281%291/F115664.pdf>

Stephen Bach, HR and New Approaches to Public Sector Management: Improving HRM Capacity, Workshop on Global Health Workforce Strategy, World Health Organization: Department of Organization of Health Services Delivery, Geneva, Switzerland, 2001. URL: [http://www.who.int/hrh/en/Improving\\_hrm\\_capacity.pdf](http://www.who.int/hrh/en/Improving_hrm_capacity.pdf)