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**Faculty of Commerce & Business Administration**

**Human Resources Planning**

**Information :**

**Course Code :** HRM 303

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Human Resources Management

**Instructor Information :**

Title	Name	Office hours
Associate Professor	Ahmed Azmy Zaky Abdelaziz	
Lecturer	Noha Adel Abdelrahman Saleh	2
Assistant Lecturer	Hagar Hesham Mohamed Alsaeed Senosy	1
Assistant Lecturer	ENGY SAMY AHMED MOHAMED	

**Description :**

This course introduces students to fundamental concepts of human resource planning, and provides them with an understanding of the wide range of staffing activities within both commercial and industrial organizations. This course develops students' abilities to analyze and integrate the complex social, cultural and organizational factors influencing human resource planning and staffing. The course will examine the process of human resource planning, linking human resource planning with strategic planning, job analysis and job design, recruitment and selection of employees. Ethical issues such as discrimination and equal opportunities are discussed under the topics of job advertisement, selection and staff movement.