Faculty of Economics and Political Science

Human Resources Management

Information :

Course Code :	PAD 202	**Level :**	Undergraduate	**Course Hours :**	3.00- Hours

Department : Department of Economics

Instructor Information :

Title	Name	Office hours
Lecturer	Ayat Abdel Kader Basuoni Abou Seeda	
Assistant Lecturer	Salma Ahmed Shawky AbdElmeguid	

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

Description :

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 outcomes :

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

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
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	

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Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
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	
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 :

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (30%) (Attendance, Participation, Assignments, Quizzes, Research Paperé)	30.00		To assess understanding, to asses 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

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