

# **Human Resources Management**

## **Basic Information**

**Title:** Human Resources Management

**Code:** MGT201

**Credit Hours:** 3 C.H.

**Prerequisite(s):** MGT101

**Classification:** Faculty Compulsory Course

## **Course Description**

This course was designed to provide business students with theories and skills of Human Resource Management (HRM). Having introduced HRM, its rationale and development, the course deals with the HRM process and activities as the core of this course. Emphasis will be given to the conceptual and practical aspects of manpower planning, recruitment, selection, compensation, training and performance appraisal. HRM course also addresses the contemporary issues in the HR literature giving examples and best practices.

## **Learning Objectives**

Upon the completion of this course, the student will be able to:

- Understand the rationale Organizational Behavior (OB) importance of HRM.
- Become familiar with evolution and development of HRM as discipline.
- Distinguish between personnel Management and HR management.
- Comprehend and apply the HR operations.
- Have a brief account about recent developments in HRM.

## **Learning Outcomes**

- Student will be aware of the body of organized knowledge concerning theories and practices of HRM.
- Student will be able to develop a manpower plan.
- Student will have the skill of conducting job interview for recruitment purposes.
- Student will have the knowledge and skill to determine fair pay, develop motivation schemes, develop training needs assessment systems, design programs for creating and maintaining employee-employer relations, and performance appraisal.

## Course Outline

<b>Module/Topic</b>
<b><u>Module 01: Fundamentals of Human Resource Management</u></b> Introduction Objectives <b>Lesson 01</b> : Importance of Human Resource Management <b>Lesson 02</b> : Functions of Human Resource Management <b>Lesson 03</b> : External Influences and Organizing of Human Resources Management <b>Lesson 04</b> : The Strategic Approach to Human Resource Management Summary Assessment
<b><u>Module 02 : Workforce Planning and Job Analysis</u></b> Introduction Objectives <b>Lesson 01</b> : Human Resource Planning and Forecasting <b>Lesson 02</b> : Job Analysis and Its Purpose <b>Lesson 03</b> : Methods of Job Analysis <b>Lesson 04</b> : Job Description, Specification and Evaluation Summary Assessment
<b><u>Module 03 : Recruitment, Selection and Hiring Employees</u></b> Introduction Objectives <b>Lesson 01</b> : Recruiting Goals and Sources <b>Lesson 02</b> : Selection Process: Initial Screening and Testing Candidates <b>Lesson 03</b> : Selection Process: Interviewing Candidates <b>Lesson 04</b> : Hiring Employees Summary Assessment
<b><u>Module 04 : Socializing, Training and Developing Employees</u></b> Introduction Objectives <b>Lesson 01</b> : Employees Socialization and Orientation <b>Lesson 02</b> : Training and Development <b>Lesson 03</b> : Training and Development Needs Assessment <b>Lesson 04</b> : Training and Development Evaluation Summary Assessment
<b><u>Module 05 : Performance Management and Appraisal</u></b>

Introduction

Objectives

**Lesson 01** : Importance and Objectives of Performance Management

**Lesson 02** : Performance Appraisal Process

**Lesson 03** : Performance Appraisal Methods

**Lesson 04** : Effective Performance Management

Summary

Assessment

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**Module 06 : Compensation: Rewards and Pay Plans**

Introduction

Objectives

**Lesson 01**: Classification of Rewards

**Lesson 02** : Job Evaluation and Pay Structure

**Lesson 03** : Establishing The Pay Structure

**Lesson 04** : Pay For Performance

Summary

Assessment

\*Delivery mode of each topic will be determined by instructor and could differ from one semester to the other.