

Industrial and Management Engineering Courses (IM)

Industrial and Management Engineering Courses Group

IM 531 E – Human Resource Management

COURSE INFORMATION

Course Title: Human Resource Management

Code: IM 531 E

Hours: Lecture – 2 Hrs. Tutorial – 2 Hrs. Credit –3.

Prerequisite: CB 311

GRADING

Class Performance/Attendance: 10%

Midterm # 1/Assignments – (7th Week): 30%

Midterm # 2/Assignments – (12th Week): 20%

Final Exam: 40%

COURSE DESCRIPTION

Managers and their personnel concepts – personnel administration and resource policies – organizational planning and management development – managing and working in a changing world – motivation and team work – recruitment and selection – training and appraisal – worker participation in production problems wages, incentives and services

TEXT BOOK & REFERENCES

Personnel Management by Torrington, D and Hall, L Publisher: Prentice Hall

Organization Behavior by Buchanan, D.A. and Huczynski, A.A., Publisher: Prentice Hall

International Comparisons in Human Resource by Brevster, A. Publisher: Pitman

Human Resource Management by R. Wayne Mondy, Robert M. Noe, Shane R. Premeaux Publisher: Prentice Hall.

COURSE AIM

Enable the students "the managers of the future" to understand that effective management release human energy, stimulate personal development and encourages team work in moving towards organizational goals.

APPENDIX A-60

SPECIFIC OUTCOMES OF INSTRUCTION

Recognize the need to co-ordinate activities associated with employees, and defining measures of employee effectiveness. Recognize environmental pressures, both external and internal which contain human resource management policies and their implementation.

Model human resource requirements to meet defined organizational objectives.

COURSE OUTLINE

- Week Number 1:* Human Resources Management, an overview
- Week Number 2:* The environment of human resource management
- Week Number 3:* Job analysis and human resource planning
- Week Number 4:* Recruitment
- Week Number 5:* Internet Recruitment
- Week Number 6-7:* Selection
- Week Number 8-9:* Training and development
- Week Number 10:* Career planning and development
- Week Number 11:* Performance appraisal
- Week Number 12:* Compensation and benefits
- Week Number 13:* Internal employee relations
- Week Number 14:* Labor management relations
- Week Number 15:* Safe and health work environment
- Week Number 16:* Final Exam.

COURSE COORDINATOR AND DEMAND

Course Coordinator

Course Demand: *Elective*