

MGT 4040: HUMAN RESOURCE MANAGEMENT

CREDIT: 3 UNITS

1.0 COURSE DESCRIPTION

A study of the theoretical and practical aspects of human resource management including job analysis and design, recruiting, retention, training, appraisal, and compensation systems and employee health and safety; emphasis on contemporary issues such as changing governmental and legal requirements, increasing demands for more highly skilled workers and international competition.

2.0 COURSE OBJECTIVES

At the end of this course the student should be able to:

- Define and explain the nature of human resource management.
- Explain the purpose and methods used in conducting job analysis and job design in organizations.
- Identify and discuss the methods and techniques used in the recruitment and selection of employees
- Discuss the methods and strategies used in employee orientation, training, and development.
- Compare the major performance appraisal methods and discuss the major problems inhibiting effective performance appraisal.
- Analyse the basic factors and considerations in developing effective compensation systems.
- Discuss the major requirements and strategies of managing labour relations in an organization.
- Develop an understanding of safety and health requirements in organizations.

3.0 COURSE CONTENT

3.1 Week 1: The Nature of Human Resource Management

- The meaning and importance of human resource management
- Roles and functions of human resource management
- Views and challenges of human resource management

3.2 Week 2: Job Analysis and Job Design

- Job analysis process and methods
 - Job description

- Job specification
- Job dimensions or characteristics
- Job design process and approaches
 - Job enrichment
 - Job enlargement
 - Job rotation

3.3 Week 3: Employee Recruitment and Selection Process

- Human resource planning and forecasting process
- Employee recruitment methods and sources
- Employee selection and interviewing
- Contemporary issues on employee recruitment and selection

3.4 Week 4: Employee Orientation, Training, and Development

- Employee orientation process
- Employee training process and methods
- Management development process and methods
- Principles of learning
- Evaluating training and development programs
- Problems and issues in training and development

3.5 Week 5: Performance Appraisal Systems

- Meaning and importance of performance appraisal
- Performance appraisal process and methods
- Performance appraisal interviews
- Problems and issues in performance appraisal

Mid-Quarter Examination

3.6 Week 6: Compensation and Reward Systems

- Meaning and importance of compensation
- Types of reward systems
- Base wage and salary systems
- Factors affecting choice of reward systems

3.7 Week 7: Employee Incentives and Benefits

- Job evaluation
- Financial incentives and pay for performance

- Employee benefits
- Issues and problems on compensation management

3.8 Week 8 & 9: Employee and Labour Relations

- Labour laws
- Role of trade unions in labour relations
- Collective bargaining and dispute resolution
- Contract administration and grievances
- Employee discipline and counselling

3.9 Week 10: Employee Health and Safety Programs

- Occupational safety and health requirements
- Causes and prevention of accidents
- Worker's compensation
- Employee safety and health programs

3.9 Week 11: Final Examination

4.0 TEACHING METHODOLOGY

The course will be conducted through brief lectures, group discussions, case studies and projects of practical nature

5.0 RECOMMENDED COURSE TEXT

Dessler, Gary (1997). *Human Resource Management*. London: Prentice Hall International Inc.

6.0 RECOMMENDED READINGS

Harvey, Don and Bowin, Robert B. (1996). *Human Resource Management: An Experiential Approach*. New Jersey: Prentice-Hall.

Ivancevich, John (1998). *Human Resource Management*. Boston: Irwin/McGraw-Hill.

Noe, Raymond A. et al. (1992). *Human Resource management*. Homewood, Illinois: Irwin/Mcgraw-Hill

7.0 COURSE EVALUATION

1. Class Attendance and Participation 10%

2.	Quizzes	10%
3.	Group Work Assignment	10%
4.	Individual Assignment (Term Paper)	20%
5.	Mid-Quarter Examination	20%
6.	Final Examination	<u>30%</u>
		100%

8.0 GRADING SYSTEM

90 – 100	A
87 – 89	A-
84 – 86	B+
80 – 83	B
77 – 79	B-
74 – 76	C+
70 – 73	C
67 – 69	C-
64 – 66	D+
62 – 63	D
60 – 61	D-
0 – 59 and Below	F