The main objective of the course is to enhance the student’s understanding the philosophy of, and the practices, techniques and current issues in HRM. The course also aims at broadening student’s decision making capacity in the field of HRM.

COURSE DESCRIPTION
This course addresses the principles, practices, techniques and issues involved in human resource management.

COURSE METHODOLOGY
The class will be conducted primarily in lecture format. Regardless, students will be encouraged to raise question and to make observations and comments whenever they wish. So, the course will be a combination of lectures by the instructor herself, class discussions on the case studies and relevant topics. Also, students’ independent studies are encouraged.

COURSE REQUIREMENTS
Attendance is expected at every class. The student should read the assigned chapter before coming to the class in which it will be discussed. BUS 201 Introduction to Business is the prerequisite of this course.

GRADING INFORMATION & CRITERIA
40% of the midterm exam and 60% of the final exam constitute the raw grade of the course. Raw grade is then converted into letter grade through the curve system. The outcomes are e-mailed to the students.

REQUIRED & PROPOSED MATERIALS

EXTRA INFORMATION
Office Hours: Wednesday 11-12.

COURSE OUTLINE
The topics to be covered and the number of weeks devoted to each are as follows:
Week 1: The management of human resources in organizations.
Week 2: The concept and importance of human resource management.
Week 3: Organization of human resource management department.
Week 4: Functional Areas of human resource management.
Week 5: Human Resources Planning,
Week 6: Job Analysis,
Week 7,8: Recruitment, Selection, Placement.
Week 9: Orientation, Training and Development,
Week 10: Career Development and Career Management
Week 11: Performance Evaluation
Week 12: Compensation and Benefits, Health and Safety,
Weeks 13, 14: Communication, Discipline and Industrial Relations.