

<b>Semester:</b>				
<b>Course no:613.4</b>		<b>Human Resource Management I</b>		<b>Credit Hours= 3</b>
<b>Total Periods= 60</b>		<b>1 Period= 45min</b>		
<b>S.No</b>	<b>Topics</b>	<b>Main Points</b>	<b>References</b>	<b>Periods</b>
1	<b>The development of human resource management</b>	<ul style="list-style-type: none"> <li>• Definitions of Human resource management</li> <li>• The concept of HRM</li> <li>• Early stages in development ; history</li> <li>• HRM as a profession.</li> </ul>	1,2,3,4,5,7,9	8
2	<b>The Contemporary Environment Changes &amp; Challenges</b>	<ul style="list-style-type: none"> <li>• Definitions of environment.</li> <li>• Elements of an organization's environment; external environment, internal environment</li> <li>• Changes that challenge managers of HR; environmental challenges, organizational challenges, individual challenges.</li> </ul>	1,2,8	8
3	<b>Organizational consideration in Managing Human Resources</b>	<ul style="list-style-type: none"> <li>• Definitions of; organization, organizing</li> <li>• Organization as a system &amp; organizational structure; definition of system, system laws, principles of organizational structure.</li> <li>• Responsibility &amp; authority within the organization; responsibility, authority, line manager, staff manager, types of authority, line &amp; staff organization.</li> <li>• HR department in an organization.</li> </ul>	2,3,6	8
4	<b>Job Requirements</b>	<ul style="list-style-type: none"> <li>• Job design; definition, elements of job design, techniques of job redesign.</li> <li>• Job analysis &amp; competency approach; definitions of job analysis, the basics of analysis, uses of job analysis information, steps of job analysis, methods of collecting job analysis.</li> <li>• Job description; definition, writing job descriptions</li> </ul>	1,3	8
5	<b>Human Resource Planning &amp; Recruitment</b>	<ul style="list-style-type: none"> <li>• Human resource planning; definition, types of planning, purpose of planning, causes of demand</li> <li>• Determining vacancies; forecasting techniques.</li> <li>• Human resource recruitment; definition, types of recruitment, process of recruitment; preparing &amp; publishing information, processing &amp; assessing the applications, notifying the applicants</li> <li>• Recruitment within &amp; outside the organization; internal recruitment channels, external recruitment channels.</li> </ul>	2,1,5	8

		<ul style="list-style-type: none"> <li>• EEO</li> <li>• AA</li> </ul>		
6	<b>Analyzing the Qualifications of Job Candidates &amp; Selection of employees</b>	<ul style="list-style-type: none"> <li>• Matching people &amp; the jobs</li> <li>• Sources of information about job candidates</li> <li>• Process &amp; instruments of selection; Interview &amp; tests; types of interview, process of interview.</li> <li>• Making selection decisions.</li> <li>• Validation &amp; the selection process.</li> <li>• Reaching a selection decision.</li> <li>• Legal requirements that shape selection policies.</li> </ul>	1,5	8

### **BOOKS RECOMMENDED**

1. Human Resources & Personnel Management By William B Werther & Keith Davis
2. Management By Robinns Coulter
3. Human Resource Management By Garry Dessler
4. Managing Human Resource By Wayn F.Cascio
5. Essentials of HRM By Shaun Tyson
6. Hospital Administration and Human Resource Management By R.C.Goyal
7. The journal of international social research volume 2/9 fall in 2009
8. [www.cliffnotes.com](http://www.cliffnotes.com)
9. [www.humanresourceabout.com](http://www.humanresourceabout.com)

### **Marking Scheme: Human Resource Management I**

<b>Exams</b>	<b>Total Marks100</b>	<b>Objectives</b>	<b>Subjective</b>
Mid Term	40	60-80%	20-40%
Final Term	60	60-80%	20-40%

