

Kurdistan Region Government

Ministry of Higher Education and Scientific Research

Erbil Polytechnic University

**Module (Course Syllabus) Catalogue**

**2022-2023**

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| **College/ Institute** | **Erbil Technical Administration College** | |
| **Department** | **International Marketing and language** | |
| **Module Name** | **Human Resource Management** | |
| **Module Code** |  | |
| **Degree** | **Technical Diploma Bachelor High Diploma Master PhD**  × | |
| **Semester** | **2** | |
| **Qualification** |  | |
| **Scientific Title** |  | |
| **ECTS (Credits)** | **5** | |
| **Module type** | **Prerequisite Core Assist.**  × | |
| **Weekly hours** | **3** |  |
| **Weekly hours (Theory)** | **( 1 )hr Class** | **( )Total hrs Workload** |
| **Weekly hours (Practical)** | **( 2 )hr Class** | **( )Total hrs Workload** |
| **Number of Weeks** | **14** | |
| **Lecturer (Theory)** | **Sardar Yaseen Saber** | |
| **E-Mail & Mobile NO.** | [**Sardar.sabir@epu.edu.iq**](mailto:Sardar.sabir@epu.edu.iq) | |
| **Lecturer (Practical)** |  | |
| **E-Mail & Mobile NO.** |  | |
| **Websites** |  | |

**Course Book**

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| **Course Description** | Human Resource Management links people-related activities to business strategy. The course develops a critical understanding of the role and functions of the various human resource activities in an organisation, providing students with a comprehensive review of key HRM concepts, techniques and issues. Topics include job analysis and design, recruitment and selection, evaluation, performance management, occupational health and safety, and the strategic contribution of HRM to organisational performance and evaluating HRM effectiveness. Working with contemporary case studies, students not only engage in collaborative and individual work processes but use communication and discourse characteristic of the HRM context and environment. | | | | | |
| **Course objectives** | 1. To have an understanding of the basic concepts, functions and processes of human resource management  2. To be aware of the role, functions and functioning of human resource department of the organizations.  3. To Design and formulate various HRM processes such as Recruitment, Selection, Training, Development, Performance appraisals and reward Systems, Compensation Plans and Ethical Behaviour.  4. Develop ways in which human resources management might diagnose a business strategy and then facilitate the internal change necessary to accomplish the strategy  5. Evaluate the developing role of human resources in the global arena. | | | | | |
| **Student's obligation** |  | | | | | |
| **Required Learning Materials** | استخدام وسائل **باستخدام (Data Show)، (Power Point)، (Weight Board) .**  **-** الحلقات النقاشية اثناء المحاضرة مع امكانية عرض الافلام العلمية اذا سمح الوقت مع استخدام اسلوب الحلقات النقاشية لبعض المواضيع**.** | | | | | |
| **Evaluation** | ‌ **Task** | | **Weight (Marks)** | | **Due Week** | **Relevant Learning Outcome** |
| Paper Review | |  | |  |  |
| Assignments | Homework | 10 | | 1-12 |  |
| Class Activity | 2 | | 1-12 |  |
| Report | 16 | | 1-12 |  |
| Seminar | 0 | | 1-12 |  |
| Essay | 0 | | 1-12 |  |
| Project | 16 | | 1-12 |  |
| Quiz | | 8 | | 1-12 |  |
| Lab. | |  | |  |  |
| Midterm Exam | | 24 | |  |  |
| Final Exam | | 40 | |  |  |
| Total | | 100 | |  |  |
| **Specific learning outcome:** |  | | | | | |
| **Course References‌:** |  | | | | | |
| **Course topics (Theory)** | | | | **Week** | | **Learning Outcome** |
| Human Resource Management | | | | 1 | |  |
| Managing Work Flow And Conducting Job Analysis | | | | 2 | |  |
| Understanding the Legal Environment | | | | 3 | |  |
| Managing Diversity | | | | 4 | |  |
| Recruiting and Selecting Employees | | | | 5 | |  |
| Managing Employee Separations, Downsizing, and Outplacement | | | | 6 | |  |
| Appraising and Managing Performance | | | | 7 | |  |
| Training the Workforce | | | | 8 | |  |
| Developing Careers and Compensation | | | | 9 | |  |
| Rewarding Performance | | | | 10 | |  |
| Designing and Administering Benefits | | | | 11 | |  |
| Developing Employee Relations | | | | 12 | |  |
| Respecting Employee Rights and Managing Discipline | | | | 13 | |  |
| Working with Organized Labor and Managing Workplace Safety & Health | | | | 14 | |  |
| **Questions Example Design**  **1. Managers: People who are in charge of others and who are responsible for the timely and correct execution of actions that promote their unit’s successful performance.**  **A) True B) False**    **2. What is Human Resource Management? Which of the following is a true statement?**  **A) Human Resource Management is the strategic approach to the effective management of people in a company or organization such that they help their business gain a competitive advantage.**  **B) It is designed to maximize employee performance in service of an employer's strategic objectives.**  **C) Human resource management refers to the policies, practices, and systems that influence employees’ behavior, attitudes, and performance.**  **D) All of the above.**  **3. Find that Performance appraisals in type of Key Performance Indicators?**  **4. Explain the group work, (Team work)?** | | | | | | |
| **Extra notes:** | | | | | | |
| **External Evaluator** | | | | | | |