

Course Book

Ministry of Higher Education and Scientific Research



College: Erbil Administrative Technical College

Course Title: Human Resource Management

Academic Year: 2020 / 2021

Department: Technical Business Management

Stage: 1 Semester 2

Course system: Annual Semester

Course type: Specialty Supportive General

Number of weekly theoretical hours: 3

Number of weekly practical hours:

Total number of weekly hours: 5

Credit hours:

Instructor information:	
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<p>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.</p>	
<p>Course objectives: education.</p> <ol style="list-style-type: none"> 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. 	
<p>Learning resources:</p> <ul style="list-style-type: none"> • Theory: X • Laboratory practice: • Clinical practice: • General: 	
<p>Teaching and learning strategies:</p> <ul style="list-style-type: none"> • Theory: • Laboratory practice: • Clinical practice: 	

1. Course calendar (Theoretical Part):

Week/Unit	Outline	No. of Hours
1.	▪ Human Resource Management	3
2.	▪ Managing Work Flow And Conducting Job Analysis	3
3.	▪ Understanding the Legal Environment	3
4.	▪ Managing Diversity	3
5.	▪ Recruiting and Selecting Employees	3
6.	▪ Managing Employee Separations, Downsizing, and Outplacement	3
7.	▪ Appraising and Managing Performance	3
8.	▪ Training the Workforce	3
9.	▪ Developing Careers	3
10.	▪ compensation	3
11.	▪ Rewarding Performance	3
12.	▪ Designing and Administering Benefits	3
13.	▪ Developing Employee Relations	3
14.	▪ Respecting Employee Rights and Managing Discipline	3
15.	▪ Working with Organized Labor	3
16.	▪ Managing Workplace Safety & Health	3
17.	▪ International HRM Challenge	3
Total		

Student evaluation:

Allocation of marks

Student performance	First semester/mid year exam	Second semester	Annual quest	Final exam	Total annual marks
Written theoretical test			60	40	100
Daily theoretical quiz					
Daily practical activity			0	0	0
Practical lab. skill test					
Total marks			60	40	100

Examples of exams:

Theoretical:

Type of question	Example
	<p>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.</p> <p style="text-align: center;">A) True B) False</p> <p>2. What is Human Resource Management? Which of the following is a true statement?</p> <p>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.</p> <p>B) It is designed to maximize employee performance in service of an employer's strategic objectives.</p> <p>C) Human resource management refers to the policies, practices, and systems that influence employees' behavior, attitudes, and performance.</p> <p>D) All of the above.</p> <p>3. Find that Performance appraisals in type of Key Performance Indicators?</p> <p>4. Explain the group work, (Team work)?</p> <p>5. Explain the Recruiting and Selecting Employees?</p>