Course Name: Human Resource Management
Course Code: HRM302
Semester: 2nd
Credit Hour: 03
Total Weeks: 16 – 18
Total Hour: 48 – 54

Week 1
INTRODUCTION HRM.
• Purpose of HRM
• Objectives of HRM
• Essentials of management

Week 2
• HRM Activities
• HRM areas
• Case studies

Week 3
• Motivation process
• Model of motivation
• Job design

Week 4
HUMAN RESOURCE PLANNING
• Demand for Human Resources
• Causes of Demand
• Forecasting Techniques
• Human Resource Requirements

Week 5
SUPPLY OF HUMAN RESOURCE
• Estimates of Internal Supply
• HR Audits
• Succession Planning
• Replacement Charts and Summaries
ESTIMATES OF EXTERNAL SUPPLY
• External Needs
• Labor Market Analysis

Week 6
• Job analysis and methods
• Purpose of job analysis
• Case study

Week 7
RECRUITMENT
• Recruitment Constraints of Challenges
• Internal Recruitment of Channels
• External Recruitment Channels

Week 8
SELECTION
• Procedure
• Selection Procedure / Steps
• Preliminary Reception
• Employment Tests
• Selection Interviews
• References and Backgrounds

Week 9
• Medical Examination
• Job offer
• Realistic Jobs Preview
• Case study

Week 10
TRAINING AND DEVELOPMENT
• Socialization process
• Orientation
• Training approaches

Week 11
• Employed development
• Methods
• Case study

Week 12
• Organizational development
• OD methods
• Evaluating, training and development effectiveness

Week 13 & 14
• Elements of performance appraisal System
• Performance appraisal challenges
• Past and future oriented performance appraisal methods

Week 15 & 16
HRM & EMPLOYEES RELATIONSHIPS
• Appraisal errors
• Wages and Salaries
• Incentives
• Benefits and Services

TEXT BOOKS
1. Human Resource Management by R. Decenzo

REFERENCE BOOKS
2. Management of People and Work by Dales & Beach