


AMOU UNIVERSITY
“A Vehicle for Peace and Development”
AMOU UNIVERSITY



FACULTY OF BUSINESS AND PUBLIC ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

ACADEMIC YEAR 2015/ 2016

COURSE DESCRIPTION

ADM 3101	HUMAN RESOURCE MANAGEMENT
Contact Hours	48
Pre-requisite	N/A
Purpose/Aim	While people have always been central to organizations, they are now increasingly becoming a critical tool in building the organizations' competitive advantage. This is an introductory course that covers the basic HR concepts, key functions, and strategies. It will look at the HR management functions/activities, emphasizing, ONLY basic principles , i.e. the definition, rationale and challenges of: HR Planning, Staffing, Performance Management, employee Development, Compensation and Benefits management, and Employee Relations and Discipline.
Course Objective	<ul style="list-style-type: none"> ▪ To acquire the foundation knowledge, concerning the concepts and functions in HRM. ▪ To prepare students for the subsequent in-depth and complex course matter in HRM ▪ To enable understanding and appreciation of the basic theories, methods and role that HRM play in contemporary organizational success. ▪ To critically reflect on theories, approaches and challenges of contemporary HRM.
Indicative Learning Outcomes	Upon completion students should be able to: <ul style="list-style-type: none"> ▪ Identify and describe principles and functions of HRM. ▪ Understand and appreciate the role and function that HRM play in organizational success. ▪ Understand and apply the basic theories, methods or techniques used by HR practitioners. ▪ Know the basic skills and necessity for working with and through others to influence organizations.
Intellectual, Practical and Transferable Skills	<ul style="list-style-type: none"> ▪ Problem solving skills ▪ Analytical ▪ Team work



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	<ul style="list-style-type: none"> ▪ Communication 		
Course Content	Redefining Human Resource Management, Management approaches to HRM, Challenges to HRM in the contemporary era of globalization, HR management functions and processes, emphasizing, ONLY basic principles, i.e. the <i>definition, rationale</i> and <i>challenges</i> of: HR Planning and Work Design, Recruitment and Selection, Performance Management, employee motivation, Training and Development, Compensation and Benefits management, Employee Relations and Discipline.		
Learning & Teaching Methodologies	This course will be taught for a total of 45 hours [i.e. three (3) contact hours per week]. Teaching and learning in this course will be through among others, team-teaching; problem-based approaches; student-centered learning; lectures; in class exercises; own readings; take-home assignments and group exercises.		
Instructional Materials/Equipment	<ul style="list-style-type: none"> ▪ Use of case studies ▪ Class discussions ▪ Straight lecture ▪ Group presentations 		
Course Assessment	The assessment method is structured to include coursework and final examination. Coursework consists of assignments, presentations and tests. Each course in the program shall be assessed on the basis course work and final examination represented as		
	Type		Weighting (%)
	Final Examination		60
	Mid Term Examination		20
	Assignment		10
	Attendance		10
	Total		100
The minimum mark required to pass is 50, this includes course work and final examination. Each course in the program is allowed a maximum of three hours for final examination.			
Recommended Reading	Title	Author	Publisher
	A handbook of Human Resource Management Practice, 8 th Edition.	Armstrong, M. 2001.	London: Kogan Page.
	Human Resource Management, 8 th Edition.	Byars L. Lloyd & Rue, W. Leslie. 2006.	New York: McGraw Hill
	Management. Seventh Edition.	Kreitner, Robert. 1999.	New Delhi: A.I.T.B.S Publishers
	Human Resource Management, 2 nd Edition.	Schuster, Federick E. 1987.	New York: Reston Publishing Company.
	Human Resource Management, 9 th Edition.	Ivancevich M. John. 2003.	New York: McGraw Hill.



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Additional Reading	Understanding Industrial Relations. 2 nd Edition	Forham D,Pimlott, J. 1986.	Holt Renard and Winstone, London.
Other Support Material	A variety of multimedia systems and electronic information resources as prescribed by the lecturer. Various manuals, URL search and journals.		