

ITEM		
1. Title of subject	Managing Human Resources I	
2. Subject code	DBA 204	
3. Status of subject	Compulsory	
4. Stage	Diploma	
5. Credit Hours	Four (4)	
6. Pre-Requisite	None	
7. Assessment	30% Coursework 70% Final Examination	
8. Semester	Semester 4, Year 2	
9. Objective of subject	This subject aims to enable students to comprehend the nature of organizational behaviour and certain human resources functions in organizations today.	
10. Synopsis of subject	Managing Human Resources I is the study of various aspects of organizational behaviour and some human resource functions.	
11. Details of subject	Contents	Hours
Week 1 & 2	Topic: <ul style="list-style-type: none"> • Individual differences and personality - Biographical characteristics - Perception - Attitudes 	6

	<p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Explain individual biographical differences, ▪ Discuss the concept of personality, ▪ Analyze the factors that influence individual perception, ▪ Explain the components of attitude. <p>Activity: Lecture, Class Presentation</p> <p>Further reading for this lesson: Buchanan & Huczynski, Chapter 2.</p>	
Week 3	<p>Topic:</p> <ul style="list-style-type: none"> • Leadership - Types of leaders - Leadership theories - Leadership styles <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Discuss different theories of leadership, ▪ Compare the various styles of leaders. <p>Activity: Lecture, Class Presentation</p> <p>Further reading for this lesson: Buchanan & Huczynski, Chapter 4.</p>	3
Week 4 & 5	<p>Topic:</p> <ul style="list-style-type: none"> • Motivation theories - Maslow's theory - ERG theory - Expectancy theory - Theory X and Y <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Explain the different motivational theories. <p>Activity: Lecture, Class Presentation, Quiz</p> <p>Further reading for this lesson: Buchanan & Huczynski, Chapter 6.</p>	6

<p>Week 6</p>	<p>Topic:</p> <ul style="list-style-type: none"> • Motivation theories and Application - Two factor theory - Job redesign for motivation <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Explain the application of motivational theories at the workplace. <p>Activity: Lecture, Class Presentation, Quiz</p> <p>Further reading for this lesson: Buchanan & Huczynski, Chapter 6</p>	<p>3</p>
<p>Week 7 & 8</p>	<p>Topic:</p> <ul style="list-style-type: none"> • Groups - Types of groups - Stages of group development - Group resources - Group structure <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Define groups, ▪ Discuss the composition of a group. <p>Activity: Lecture, Class Presentation,</p> <p>Further reading for this lesson: Buchanan & Huczynski, Chapter 9</p>	<p>6</p>
<p>Week 9</p>	<p>Topic:</p> <ul style="list-style-type: none"> • Stress - Sources of stress - Consequences of stress - Managing stress <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Explain the sources of stress at the workplace, ▪ Demonstrate the consequences of stress on individual employees. <p>Activity: Lecture, Class Presentation</p>	<p>3</p>

	Further reading for this lesson: Buchanan & Huczynski, Chapter 10	
Week 10 & 11	<p>Topic:</p> <ul style="list-style-type: none"> • Human Resource Planning - Forecasting supply - Forecasting demand - Job analysis <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Explain the different aspects of human resource planning. ▪ To discuss the job analysis process. <p>Activity: Lecture, Class Presentation, Quiz</p> <p>Further reading for this lesson: Beardwell & Holden, Chapter 5.</p>	6
Week 12 & 13	<p>Topic:</p> <ul style="list-style-type: none"> • Recruitment and Selection - Recruitment process - Recruitment methods - Selection process - Selection techniques - Problems in selection techniques <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ Explain the recruitment and selection process, ▪ Compile the different recruitment and selection methods, ▪ Identify problems in selection techniques. <p>Activity: Lecture, Class Presentation, Quiz</p> <p>Further reading for this lesson: Beardwell & Holden, Chapter 7 & 8.</p>	6
Week 14	<p>Topic:</p> <ul style="list-style-type: none"> • Revision <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> ▪ To demonstrate an understanding of all chapters covered. <p>Activity: Quiz, Presentation, Question Reviews</p>	3

	Further reading for this lesson: Buchanan & Huczynski Beardwell & Holden	
	Total	42
12. Text	Compulsory	Beardwell, I., & Holden, L. (2000). <i>Human Resource Management: A Contemporary Approach</i> (3 rd .ed). Prentice Hall.
	Reference	Buchanan, D., & Huczynski, A. (1997). <i>Organizational Behaviour: An Introductory Text</i> . UK: Prentice Hall. Dessler, G. (2005). <i>Human Resource Management</i> (10 th ed.). Prentice Hall Inc.

