

NO.	TITLE		
1.	Subject	Human Resource Principles	
2.	Subject Code	DHRM 101	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 1, Year 1	
6.	Objectives	<ul style="list-style-type: none"> ▪ This unit is designed to cover the main elements in human resource management cycle within business and others organisations. Among the areas covered are human resource planning, recruitment selection and training. 	
7.	Learning Outcome	<p>At end of the lesson students will be able:</p> <ul style="list-style-type: none"> ▪ To understand the components of HRM cycle, their integration and management. ▪ To understand the procedures of analysing a job, recruiting the right person and appraising the performance of an employee. ▪ To understand the procedures of compensating, establishing pay plans and handling grievances and benefits and services in a human resource department. 	
8.	Synopsis		
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		1. The Strategic Role of Human Resource <ul style="list-style-type: none"> - The Managers Human Resource and Management jobs - Strategic planning and HR management - HR's strategic role 	3
		2. Job Analysis <ul style="list-style-type: none"> - The Nature of job analysis - Methods of collecting job analysis information - Writing job descriptions - Writing job specification 	3

		<p>3. HR Planning and Recruiting</p> <ul style="list-style-type: none"> - Employment planning and forecasting - Effective recruiting - Internal sources of candidates - Outside sources of candidates <p>4. Employee Testing and Selection</p> <ul style="list-style-type: none"> - Why careful selection is important - Basic testing concepts - Types of tests <p>5. Interviewing Candidates</p> <ul style="list-style-type: none"> - Basic features of interviews - Types of interviews - What can determine an interview's usefulness? - Designing and conducting the - Effective interview <p>6. Training and Developing Employees</p> <ul style="list-style-type: none"> - Orientating employees - The training process - Motivate the leader - Traditional training methods - Electronic training - Training for special purposes - Diversity training - Providing lifelong learning - Managerial development and training - Evaluating the training effort - Training effects To measure <p>7. Managing Strategic Organisational Renewal</p> <ul style="list-style-type: none"> - HR's role in organisational change - Managing organisational change and development - Instituting Total Quality Management programs - Creating team-based organisations <p>8. Appraising and Managing Performance</p> <ul style="list-style-type: none"> - The appraisal process - Appraisal methods - Appraising performance: Problems and solution - Dealing with rating scale appraisal problems 	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
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		<ul style="list-style-type: none"> - How to avoid appraisal problems - Who should do the appraising? - The appraisal interview - Types of interview - How to conduct the appraisal interview - Current practice - The role of appraisals in managing performance 	3
		<p>9. Establishing Strategic Pay Plans</p> <ul style="list-style-type: none"> - Determining pay rates - Establishing pay rates - Pricing managerial and professional jobs - Compensation trends 	3
		<p>10. Benefits and Services</p> <ul style="list-style-type: none"> - The benefits picture today - Pay for time not worked - Insurance benefits - Retirement benefits - Employee services - Flexible benefits programs 	3
		<p>11. Labour Relations and Collective Bargaining</p> <ul style="list-style-type: none"> - The labour movement - Unions and the law - The union drive and election - The collective bargaining process 	3
		<p>12. Employee Safety and Health</p> <ul style="list-style-type: none"> - Why health safety and health are important? - Occupational Safety Law - Management commitment and safety - What causes accidents? 	3
		<p>13. Managing Global Human Resources</p> <ul style="list-style-type: none"> - HR and the internationalisation of business - Improving international assignments through selection - Training and maintaining international employees. 	3
		TOTAL	42
10.	Main Reference	Dessler, G. (2005). <i>Human Resource Management</i> (10 th ed.). New Jersey: Prentice Hall.	

11.	Additional Reference	<p>Mondy, R. W., Noe, R. M., & Premeaux, S. R. (2001). <i>Human Resource Management</i> (7th ed.). New Jersey: Prentice Hall.</p> <p>Beardwell, I., & Holden, L. (2004). <i>Human Resource Management: A Contemporary Approach</i> (4th ed.). London: FT Prentice Hall.</p> <p>Torrington, D., & Hall, L. (2002). <i>Human Resource Management</i> (5th ed.). London: FT Prentice Hall.</p> <p>Armstrong, M. (2006). <i>A Handbook of Human Resource Management Practice</i> (10th ed.). London: Kogan Page.</p>
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