



COURSE SYLLABUS

COURSE TITLE:	Human Resources Management	COURSE CODE:	MGMT225
PREREQUISITES:	None	SEMESTER:	FALL 2020
INSTRUCTOR:	Mr. Baber MIRZA	CREDITS:	3
EMAIL:	bmirza@groupe-igs.fr	SCHEDULE:	Friday 8h30-11h30

COURSE DESCRIPTION:

Using online platforms and its resources, this course offers students a primer on Human Resource Management. The course will give students a valuable insight as to the role an HR executive will play or even an entrepreneur can assume with respect to hiring, evaluating, motivating, and managing their employees and staff. Although traditionally, the course would follow the route of managerial and also sometimes orthodox teaching subjects such as legal, salary, and other HR related issues, this course is designed to allow students to gain some knowledge as to the workings of HR and also how to manage issues which are more current and relative to our times such as Diversity, Conflicts, and Change.

COURSE OBJECTIVES:

- To understand and learn key concepts for Human resource management such as hiring, skill assessment, and managing conflicts, and appraisals.
- To be able to analyze candidates' strengths and weaknesses with regards to job suitability and personnel allocation
- To be aware of the important challenges facing business managers regarding hiring new recruits, promotion, firing, or managing differences and conflicts.

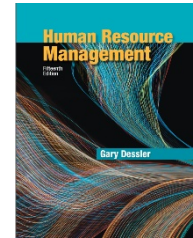
EXPECTED LEARNING OUTCOMES:

Upon completion of this course students should be able to:

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 - To be clearly define Human resource management and understand the managerial nature of allocating resource to suitable work processes
- To be able to analyze the strengths and weakness of any candidate through various aspects such as reviewing their CV, interviewing, and appraisals.
- To be able to understand the importance of hiring team players and managing conflicts.

MANDATORY TEXTBOOK:

Gary Dessler – Human Resource Management 15th Edition



EVALUATIONS:

The final grade will be determined as follows:

Online weekly assignments – 30 %

Online and Class participation – 30%

Final Assignment – 40%

Presence in class is mandatory. More than 2 absences will lead to a failing grade.

GRADING CRITERIA:

Grades will be based on the standard ABS Grading Rubrics available on beecome.

ONLINE INSTRUCTIONS:

You will be told to sign up for a CANVAS account with your ABS email. (use of personal email is not allowed and against GDPR law). The course assignments, instructions, and deadlines will be communicated on Beecome.io and the same will be on Canvas. However, Beecome.io is our main e-campus tool and you should download the APP for any notifications and updates.

You are free to contact me on my email bmirza@groupe-igs.fr (do not email me anywhere else, like Gmail or Hotmail). You must use proper email etiquettes such as mentioning your full name, class, and issue. I take 48 hours to respond so do not email me at the last minute for issues such as work submission. Manage your time properly.

The videos are not mandatory to watch but the reading is. The assignments will be either MCQs, short subjective questions, or research-based ones. You are to follow the instructions carefully. There writing style, structure, and quality is also important.

Your work will be checked for plagiarism and ghost writing. If the plagiarism level is above 10%, you will get an F.

Manage your time well. The deadlines are usually 4 days after the actual class. There are no LIVE STREAMS. The videos are pre-recorded. This is to allow you all flexibility of working at your own pace.

COURSE SCHEDULE:

Dates	Reading/Homework	Session Content
Session 1 18 Sept Face to Face	Chapter 1	Introduction to HRM How to access Canvas LMS for submitting homework There will be a mock assignment for you all to do. This won't be graded but I will demonstrate how you have to attempt it.
Session 2 25 Sept Face to Face	Chapter 3	Human resource Management strategy and analysis Followed by class work – to be submitted online 1 st online / class participation work – must be submitted under given deadline
Session 3 2 Oct	Chapter 4	Job Analysis & the Talent Management Process 1 st online session – Read the chapter / watch the video Attempt the assignment on Canvas LMS within the given deadline
Session 4 9 Oct	Chapter 5	Personnel Planning & Recruiting 2 nd online session – Read the chapter / watch the video Attempt the assignment on Canvas LMS within the given deadline
Session 5 16 Oct Face to Face	Chapter 6	Employee Testing & Selection 3 rd online session – Read the chapter / watch the video Attempt the assignment on Canvas LMS within the given deadline
Session 6 23 Oct	Chapter 7	Interviewing Candidates 2 nd online / class participation work – must be submitted under given deadline
Session 7 30 Oct	Chapter 8	Training & Development part 1 4 th online session – Read the chapter / watch the video Attempt the assignment on Canvas LMS within the given deadline
Session 8 6 Nov	Chapter 8	Training & Development part 2 4 th online / class participation work – must be submitted under given deadline
Session 9 13 Nov	Chapter 14	Building Positive Employee Relations part 1 5 th online session – Read the chapter / watch the video Attempt the assignment on Canvas LMS within the given deadline
Session 10 20 Nov	Chapter 14	Building Positive Employee Relations part 2 5 th online / class participation work – must be submitted under given deadline
No class due to business games		
Session 11 4 Dec	Chapter 17	Managing Global HRM part 1 6 th online session – Read the chapter / watch the video



		Attempt the assignment on Canvas LMS within the given deadline
Session 12 11 Dec	Chapter 17	Managing Global HRM part 2 Final Essay submission Submission deadline is 17 th December Details of assignment will be discussed online.

The schedule of Final Exams will be confirmed and published by 31 October 2020. The last day of the semester is 18 December 2020. DO NOT PLAN ANY TRAVEL BEFORE THIS DATE AS THERE ARE NO MAKE-UP EXAMS.