

**Institute of Education and Research
University of the Punjab
Lahore**

Program	BS Education		
Course Title: Human Resource Management		Course Type: Major CourseSpecialization -2	
Course Code: MCEd-402Ad	Credit Hours: 3		Duration: 16 Weeks
Introduction	Human Resource Management belongs in all organizations. Its focal point is people; people are the life blood of organizations. Without them, there is no need for computer systems, compensation plans, or programs and procedures. This subject/course is designed to teach the basic principles of Human Resource Management (HRM) to diverse students. This course is designed to provide you the foundations of HRM whether you intend to work in HRM or not, most of these elements will affect you at some point in your career. Either you will be working with some organizations or having people working for you, in both cases you will be dealing with people.		
Learning Objectives	<p>At the conclusion of this course, the student should be able to:</p> <ul style="list-style-type: none"> • Have a more comprehensive understanding of the Human Resource Management practices. • Hold informed conversations with functional specialists and understand how to draw effectively on their expertise in managing organizations. • Develop the knowledge, skills and concepts needed to resolve actual human resource management problems or issues. • Understand the employment relationship (shared responsibility between employers, and employees, management, human resources specialists). • Apply course concepts and theory in a practical context. • Demonstrate empirical investigative skills by producing an in-depth analysis of a management situation usually presented through case studies. • Recognise the need to take a holistic approach to performance improvement rather than a narrowly functional approach. 		
Course Content	<ol style="list-style-type: none"> 1. Introduction to the Human Resource Management <ol style="list-style-type: none"> 1.1 Introduction to Management: Organizations and the management Process 1.2 Organizational theories and different approaches to management 1.3 Brief History of Human Resource Management 1.4 Strategic importance of Human Resource Management 1.5 Objectives of the HRM function 1.6 Human Resource Management department operations 1.7 External and Internal environmental influences 2. Acquiring Human Resource Management <ol style="list-style-type: none"> 2.1 Human Resource Management Planning 2.2 Recruitment 		

	<p>2.3 Selection</p> <p>3. Rewarding Human Resource Management</p> <p>3.1 Performance evaluation</p> <p>3.2 Compensation</p> <p>3.3 Job analysis and design</p> <p>3.4 Benefits and services</p> <p>4. Developing Human Resources</p> <p>4.1 Training and developing</p> <p>4.2 Career planning</p> <p>4.3 Discipline</p> <p>5. Maintaining and protecting Human Resources</p> <p>5.1 Human /Labor relations and collective bargaining</p> <p>5.2 Safety, Health and wellness</p>								
Text Book(s)	<ol style="list-style-type: none"> 1. From human resource management to human dignity development: A dignity perspective on HRM and the role of workplace democracy. I. Kostera, M. Pirson (Eds.), Dignity and the Organization, Palgrave Macmillan, Cham (2017) 2. Robbins, S.P. & Coulter, M. (2018) <i>Management</i>. 14thed. Pearson George R. Terry & Stefan G. Franklin (1997) <i>Principles of Management</i>. AITBS Publishers, New Delhi 3. Cameron, K. S. and Quinn, R. E. (2011) <i>Diagnosing and changing organizational culture: Based on the Competing Values Framework</i>. (3rd edition). US: Jossey-Bass 4. Deetz, S. A., Tracy, S. J., & Simpson, J. L. (2000). <i>Leading organizations through transition: Communication and cultural change</i>. Thousand Oaks: Sage. 5. Hooper, A., & Potter, J. (2000). <i>Intelligent leadership: Creating a passion for change</i>. Sydney, NSW: Random House. 6. Shafritz, S., Steven Ott, J., & Yong Suk Jang. (2005). <i>Classics of organization theory</i>. Fort Worth: Harcourt Publishers. 								
Teaching/Learning Strategies	<ol style="list-style-type: none"> 1. Lecture 2. Multimedia presentations Cooperative Learning 3. Non creditor workshops and seminars 4. Active Learning 5. Individualized Instruction 6. Case studies 7. Reflective practice. 								
Evaluation Criteria	<table> <tr> <td>Assignments</td> <td>20%</td> </tr> <tr> <td>MidSemesterTest</td> <td>25%</td> </tr> <tr> <td>Short presentations</td> <td>15%</td> </tr> <tr> <td>FinalTest</td> <td>40%</td> </tr> </table>	Assignments	20%	MidSemesterTest	25%	Short presentations	15%	FinalTest	40%
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