

**American University of Kuwait
Course Syllabus**

Course Number: HR 205

Instructor: Dr. Dimitrios Hatjidis

Course Title: Human Resource Management

Office Location: A-418

**Time/Days: Section 01 /11:00am-11:50am/TRSU
Section 02/ 1:00pm-1:50pm/TRSU**

Phone: 802040 Ext 3551

Building /Location: Both Sections A-204

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**Office Hours: Sunday 2:00- 3:00 pm.,
Monday 12:30pm-3:30pm
Wednesday 12:30pm-3:30 p.m.**

Catalog Course Objective and Description

This course examines theories and practice of human resource management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public and/or business policy. It also studies major models that shape human resources development.

Prerequisites: MGMT 201

AUK Mission Statement

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment encouraging critical thinking, effective communication, personal growth, service, and leadership.

AUK College of Business and Economics Mission Statement

The College of Business and Economics prepares students through an American educational experience combining quality intellectual challenge and ethical professional practice for careers in Kuwait and beyond.

The focus is on:

- Developing business in Kuwait and the Gulf
- Supporting rigorous programs that foster excellence in business teaching and scholarship
- Working together to learn and disseminate socially responsible practices to advance society

Student Learning Outcomes

Upon successful completion of this course, the student will:

- LO 1-Become familiar with human resource (HR) management techniques used in work organizations;
- LO 2-Be able to evaluate the effectiveness of HR management techniques.
- LO 3-Practice applying HR management techniques with cases.
- LO 4-Develop problem-solving and communication skills needed for effective HR management.

Course Learning Outcomes in relation to College of Business and Economics Bachelor of Business Administration Learning Goals:

This course emphasizes the following Bachelor of Business Administration learning goals:

Program Goal	Learning Objective Students will:
Critical Thinking and Decision skills	Demonstrate critical thinking skills with application of principles to business situations.
Ethics and Social Responsibility	Apply ethical reasoning and social responsibility aspects of business situations.

- Critical thinking and decision skills as well as ethics and social responsibility are developed through course material and practice with an analysis of business cases that involve a structured approach to identifying and analyzing management problems.
- Ethics and social responsibility are further addressed in chapter 12 of the textbook which specifically focuses on that topic.

Evaluation of student performance will be based on the following criteria:

- Participation and contribution to class discussion.
- Evidence of preparation, especially reading the text material and making appropriate notes on case studies.
- Participation and contribution to group activity if required.
- Recognition and understanding of text chapter objectives, and its relation to management skills.
- Selection and commentary on appropriate examples of modern applications of basic management theory.
- Methodological collection of data for research projects.

This course encourages Critical Thinking related to its content, and decision-making through case studies, and class discussion.

Course schedule and Course Content:

Week	Activity	Chapters
(1)	Lecturing, discussion, case studies	CHAPTER 1 The New Human Resource Management Process – 2
(2)	Lecturing, discussion, case studies	CHAPTER 2 Strategy Driven Human Resource Management – 38 CHAPTER 3 The Legal Environment and Diversity Management - 74
(3)	Lecturing, discussion, case studies	CHAPTER 4 Workforce Planning: Job analysis, Design , and Employment Forecasting – 114
(4)	Lecturing, discussion, case studies Individual written TEST in class	CHAPTER 5 Recruiting Job Candidates - 154 CHAPTER 6 Selecting New Employees -184
(5)	Lecturing, discussion, case studies	CHAPTER 6 Selecting New Employees -184(continues) CHAPTER 7 Learning and Development - 224
(6)	Lecturing, discussion, case studies	CHAPTER 8 Performance Management and Appraisal – 262

(7)	Lecturing, discussion, case studies	CHAPTER 9 Rights and Employee Management - 302
(8)	Exam #1 (Mid Term) ALL CHAPTERS COVERED SO FAR	Class time CHAPTER 10 Employee and Labor Relations - 342
(9)	Lecturing, discussion, case studies Group project initiation	CHAPTER 11 Compensation Management - 386 Will be distributed by the instructor (S Drive)
(10)	Lecturing, discussion, case studies Case study Reading at home	CHAPTER 12 Recognizing Employee Contributions with Pay - 496 Will be distributed by the instructor (S Drive)
(11)	Lecturing, discussion, case studies Written Test Case study	CHAPTER 13 Employee Benefits – 462 Class time
(12)	Lecturing, discussion, case studies	CHAPTER 14 Workplace Safety, Health and Security - 508
(13)	Lecturing, discussion, case studies Group project submission	CHAPTER 15 Organizational Ethics, Sustainability and Social Responsibility - 540
(14)	Lecturing, discussion, case studies	CHAPTER 16 Global issues for Human Resource managers - 572
(15)	Lecturing, discussion, case studies	CHAPTER 16 Global issues for Human Resource managers - 572 (continues)
(16)	Course review	Highlight important issues, and Q & A Sessions
(17)	Exam #3 (Final) ALL CHAPTERS COVERED AFTER THE MID TERM TILL LAST CLASS	Date will be determined by the registrar

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective

Textbook

Human Resource Management: Functions, Applications and Skill Development (3rd Edition)

Lussier, R., and Hendon, J.

International Student Edition

SAGE

ISBN: 978-1-5443-3131-7

Copyright year: 2019

Assessment:

Evaluation (Grading) Scheme

The final grade for this course will be determined as follows:

Type of assessment	Format	Brief description	Relevance to specific LOs
Coursework Week 4	Written TEST (15%)	MCQ and Essay questions	LO1, LO2
Mid-Term Week 8	Written exam (25%)	MCQ, Essay questions and Case study	LO1, LO2, LO3,
Coursework Weeks 9-13	Group Project Case study- Poster (20%)	CASE STUDY analysis and recommendations based on critical thinking	LO2, LO3, LO4
Coursework Weeks 10-11	Individual CASE STUDY read at home and take written exam in class (15%)	Critical thinking questions combining information from the case and class material.	LO3, LO4
Final Exam Week 17	Written Exam (25%)	MCQ, Essay questions and Case study	LO1, LO3, LO4
TOTAL	100%		

1. Exam #1; Chapters 1-9, Midterm time
2. Exam # 2; Chapters 9-16. Determined by the registrar. During final week.
3. **Additional bonus 3% on the final grade can be given to students participating/supporting research projects.**

Course Grade scale:

The grading scale used in the course is the same as that appearing in the AUK Academic Catalog:

Methodology:

Students are expected to read textual assignments and complete written /research assignments on the schedule of topics and assignments BEFORE the assigned class.

Most important students will be expected to contribute searching questions and commentary.

Attendance

Class attendance is required; students are allowed one free absence. After one absence your grade will be affected accordingly.

Course Assignments

Normally **late assignments will not be accepted.** Exceptions may be made, with appropriate notice (i.e. 24 hours advance), where unusual circumstances permit, providing corrected work has not been returned to students. If you miss a test, you have to contact me same day for make-up, and before I return the graded test.

Students are expected to correspond on course matters from their “auk.edu.kw” email address. Students are also expected to check their email daily so that, in emergency, the instructor can email changes in schedule to students. All students need to follow the Students Code of Conduct available for your information in AUK catalog.

Academic Integrity Policy: See the college’s Student Code of Conduct in catalogue.

Disability Accommodation:

If you believe that you need accommodations for a disability, kindly arrange for an appointment with Dr. Huda Shaaban (hshaaban@auk.edu.kw) at the Counseling Center located in front of Gate 2. All disability-related accommodations require registration with the Counseling Center and are not applied retroactively, so contact Dr. Huda Shaaban as soon as possible.