



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



A COURSE MODULE DESCRIPTOR FORM

(Course Book)

Module Information			
Course Module Title	Human Resource Management		
ناونيشانى مۆديۆل	بهريۆه بر دنى سه رچاوه م رۆببهبكان		
عنوان الوحدة	ادارة الموارد البشرية		
Course Module Type	Core	Module Code	4BA09
ECTS Credits	8	Module Level	3
Semester of Delivery	3	Dept. Code	BA
College (Code)	College of Administration & Economics (A & E)		
Module Website (CMW)	https://ums.lfu.edu.krd/		
Module Leader (ML)	Dr. Sohail Imran Khan		
e-mail	sohailkhan@lfu.edu.krd		
ML Acad. Title	Assistant Professor	ML Qualification	Ph.D., M-Com, MBA
ML ORCID	https://orcid.org/0000-0002-4629-2788		
ML Google Scholar Acc.	https://scholar.google.com/citations?user=A2o1VDMAAAAJ&hl=en		



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Course Module Tutor	Dr. Sohail Imran Khan		
Module Tutor email	sohailkhan@lfu.edu.krd		
Date Approved	14 th July. 2024	Version Number	1.0

Relation with Other Modules

Pre-requisites	Students are expected to come early to the class and bring their notebooks and other relevant material for learning. They are expected to adhere to classroom etiquette.
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Module Aims, Learning Outcomes, and Indicative Contents

Module Introductory Description	<p>The Human Resource Management course introduces the various functions of HRM, including recruitment and selection, remuneration and benefits, rewards, job design, workforce management, labor relations, etc.</p> <p>The course will introduce the managers to practices of contemporary human resource management with a specific focus on performance evaluating, structuring teams, guiding and mentoring people, and performing the wide range of other people-related duties of a manager.</p>
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Module Aims	This course aims to give students the knowledge, understanding, and key skills required by today's HR Professionals and to enable students to effectively contribute to dynamic organizations.
Module Learning Outcomes	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Discuss current human resource practices. 2. Develop the knowledge, skills, and theories needed to resolve the actual problem of manpower at the workplace 3. Identify the needs of human resources in the workplace 4. Evaluate the procedures and practices for staffing, recruitment, and selection. 5. Conduct Induction programs 6. Know Human resource management globally 7. Identify work issues relating to human resource management such as rewards, compensations, benefits, etc. 8. Provide innovative solutions to problems in the fields of HRM
Learning and Teaching Strategies	
Strategies	The module will be delivered to the students through the use of modern technology, custodies, reading material, flipped classroom, video, and case analysis. The student-centered approach will be applied. The strategies to be implemented to target students learning outcomes.

Module Delivery				
Structured workload (h/w)	3 hours / Week			
Unstructured workload (h/w)	11.4			
Total workload (h/w)	14.4 hours / Week			
Module Assessment				
	Time/Number	Weight (Marks)	Week Due	Relevant Outcome
Assignment	1	5%	6	Analyze and interpret written communication skills



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Quiz	2	10%	3 and 11	Help you assess your knowledge and understanding of the subject.
Case Study	1	10%	4 - 5	Allow yourself to give your opinion about a situation.
Presentation	1	10%	8 - 10	Boost your confidence and presentation skills
Book Review	1	5%	13	Enhances reading and understanding skills and knowledge
Poster Presentation	1	5%	12	Visually communication of concepts and ideas
Midterm		15%	7	
Final Exam		40%		
Total		100% (100 Marks)		

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	<ul style="list-style-type: none"> ▪ Brenardin, John (2003). Human Resource Management: An experimental approach, Third Edition, McGraw Hill. ▪ French, Wendell (2003). Human Resource Management, Fifth Edition, Houghton Mifflin. ▪ Maidment, Fred (2007). Annual Editions: Human Resource, Seventh Edition, McGraw Hill. ▪ Moody, Wyne & Noe, Robert (2005). Human Resource Management, Ninth Edition, Pearson 	Available Online
Recommended Texts	Robert L. Mathis & John H. Jackson (2011). Human Resource Management, Thirteenth Edition, South-Western	Yes
Websites	Lfu.edu.krd	



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Delivery Plan (Syllabus)

Week	Material Covered
Week 1	Explain Organizational Assets. What is HRM? Why do we call it HRM? And Definition of HRM.
Week 2	Why do we need HR? HR as a Core Competency, What does the HR managers do? and Human Resource System.
Week 3	HRM Process, HR Principles, and Recent Trends in HRM.
Week 4	Human Resource Management in Small Organizations, Human Resource Management in Large Organizations, Scope of HRM, Goals of HRM, and Difference between HRM and Personal Management.
Week 5	Job Analysis, Definition, Objective, and Importance.
Week 6	Methods of Job Analysis, and Process of Job Analysis.
Week 7	Job Description and Job Specification (Meaning and Definitions), Purpose of Job Analysis, Advantages and Disadvantages of Job Specification, and Difference between Job Description and Job Specification.
Week 8	Recruitment Vs Selection, Example of Recruitment Advertisement, and Definitions of Recruitment and Selection.
Week 9	Mid-Term
Week 10	Recruitment Process, Internal and External Sources of Recruitment, External Recruitment Methods, The Role of Social Media in Finding Jobs, and Common Challenges of Recruitment.
Week 11	Presentation Week
Week 12	Selection Process, and Difference between Recruitment and Selection.
Week 13	Motivation (Meaning and Definition), Types, and Theories of Motivation.
Week 14	Induction (Meaning and Definition) Objectives and Purpose of Induction



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Week 15	Steps in the Induction Process and Problems of Induction.
Week 16	Final Exam
Course Keywords	
Human Resource Management, Recruitment, Selection, and Induction	

APPENDIX: (Help and Information)

Percentage to Grade Chart

Marks	Level	ئاست
90 - 100	Excellent	ناياب
80 - < 90	Very Good	زۆر باش
70 - < 80	Good	باش
60 - < 70	Medium	ناوهند
50 - < 60	Pass	پهسه‌ند
0 - < 50	Fail	كهوتوو