Personnel Administration

CATHOLIC UNIVERSITY OF KOREA

강 의 계 획 서

2014학년도 제1학기

교과목명	국 문	인사관리			
	영 문	Personnel Administration			
과목번호-분반	00743-02	이수구분	제1전공필수	시간/학점	3/3
요일 및 시간 (강의실)	화1(IH234), 목 1~2(IH234)	수강대상		선수과목	
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1.교과목 개요

This course gives broad idea about Human Resource Management, which is playing an important role in the organization. Human Resource, if not managed in the right manner, will in fact become part of a problem than leading towards solution. In this era of Globalization and sophisticated use of technology, the successful organization thrives well on the basis of the performance of Human Resources. The output of human resources, if trained and managed very well is very difficult to replicate by the rival companies. I hope, after finishing this course, students may be able to understand the key concepts related to Human Resource Management that may help them in enhancing their individual capability as well as their contribution for the well being of the organization.

2. 강의목표

1.◦To introduce the important concepts related to Human Resource Management
2.◦To stimulate thought provoking discussion regarding the issues related to Human Resource Management
3.◦To have overall idea about Human Resource Management.

3. 강의방법

1.◦Active participation in the class during lectures and class presentations
2.◦Submission of Final report (Group)
3.◦Mid term exam and Final exam (Individual)
The Group report includes the following:
-Title page
◦◦- Executive Summary
◦◦- Table of Contents
◦◦- List of Tables (if available)
◦◦- List of Figures (if available)
◦◦- Body of Document
◦◦- Conclusion
◦◦- Implication
◦◦- References
◦◦- Appendix (ces)
After forming the group, I will assign a topic to each group for presentation. The group should prepare the topic and send to my e-mail, the soft copy of PPT as well as the hard copy of PPT on the day of presentation.◦

I expect from you all, active participation in the class, so that while learning and acquiring knowledge, the element of boredom can be eradicated.

4. 평가방법

The exams are conducted on the basis of reading materials supplied and the issues discussed in the class. This is done for assessing the students' understanding of major concepts and theories that is being discussed in the class.

** Course assessment

Based on ◦Percentage (%)
Attendance◦5%
Mid term exam◦40%
Final exam◦40%
Presentation/ Class Participation/ Final Report◦15%

5. 과제물

The anticipated length of the report is with a minimum of 15 pages (Excluding Bibliography) and there is no hard and fast rule regarding maximum number of pages, in clarifying the ideas. Liberty is given to groups regarding this aspect. 1.5 -Spacing, 12-Font size and Times New Roman Style is preferred. Please follow the APA (American Psychological Association) style in preparing the report and in citing references.
◦The group report should be on the basis of the issues related to Human Resource Management. For this purpose, you may contact any organization; do some sort of interviews with the Human Resource Management wing of the organization and try to explore the

-◦HRM Practices in the Organization
-◦How do they design and implement the HRM Practices in the Organization
-◦What are the factors that influences the design and implementation of HRM Practices
-◦How about the Training and Development activities related to the organization
-◦What are their specific problems in designing and implementation of HRM Practices
-◦How to tackle the existing HRM problems
-◦Aspects related to HRM practices discussed in the class
As Human Resource Management is a vast subject and scope is quite broad, better focus on one aspect and explore in an in-depth manner such as recruitment, training, performance appraisal etc. rather than trying to grab all information related to HRM Practices. The group members may brief with me about the topic for few minutes and submit to me a one page outline before starting the report.

6. 실험, 실습계획

7. 관련강의

8. 교재

도서명	출판사	저자	연도	교재여부
Managing Human Resources	Prentice-Hall Publishing	Gomez-Mejia, L. R., Balkin, D. B., & Cardy, R. L.,		교재

9. 강의일정 및 내용

주	기간	강의내용	참고자료	비고
1	2014-03-03 ~ 2014-03-07	1.◦Meeting present and emerging Human Resource Challenges		
2	2014-03-10 ~ 2014-03-14	1.◦Meeting present and emerging Human Resource Challenges		
3	2014-03-17 ~ 2014-03-21	2.◦Managing Work Flows and Conducting Job Analysis		
4	2014-03-24 ~ 2014-03-28	2.◦Managing Work Flows and Conducting Job Analysis		
5	2014-03-31 ~ 2014-04-04	3.◦Input: Employee Recruiting and Selection		

주	기간	강의내용	참고자료	비고
6	2014-04-07 ~ 2014-04-11	Mid Term Exam		
7	2014-04-14 ~ 2014-04-18	4.◦Evaluating Job Performance		
8	2014-04-21 ~ 2014-04-25	4.◦Evaluating Job Performance		
9	2014-04-28 ~ 2014-05-02	5.◦Employee Training		
10	2014-05-05 ~ 2014-05-09	5.◦Employee Training		
11	2014-05-12 ~ 2014-05-16	6.◦Managing Compensation		
12	2014-05-19 ~ 2014-05-23	6.◦Managing Compensation		
13	2014-05-26 ~ 2014-05-30			
14	2014-06-02 ~ 2014-06-06			
15	2014-06-09 ~ 2014-06-13			
16	2014-06-16 ~ 2014-06-20	Final Exam		