

K. J. SOMAIYA COLLEGE OF SCIENCE AND COMMERCE , AUTONOMOUS

**CERTIFICATE COURSE IN HUMAN RESOURCE
MANAGEMENT**

Course Details

**Department of Commerce
2019-2020**

This document contains the structure of course, details of syllabus and evaluation pattern.

Course Details

- ❖ **Course type** : Certificate
- ❖ **Course Title** : Certificate Course In Human Resource Management
- ❖ **Preamble** :

The youth of today are managers and decision makers of tomorrow. It is essential for young generation to gain expertise in the field of their specialisation. This would bring confidence and job satisfaction. Along with expertise knowledge is also essential to learn various aspects of working in a team as a team member and as a leader too. Learning Human Resource Management would enable a learner to learn HRM skills such as decision making, conflict management, Problem solving etc. Group dynamics and Team building will help to understand perspective of team members and motivate towards achieving goals of organisation. Module on Leadership will enlighten learner with various Traits of a leader, Leadership styles and develop leadership qualities. Motivation is essential for self development as well as for developing team. Interview techniques and Etiquettes enables learner to understand different types of interviews and prepare for them. This course in HRM will enhance Human Resource Management skills of a learner and prepare him for future endeavour.

❖ **Objectives of course :**

1. To prepare learner for future endeavour in corporate world.
2. To enable the learner gain knowledge and understanding about motivation skills.
3. To enable the learner gain knowledge and understanding about leadership skills.
4. To enable the learner gain knowledge and understanding about team building and group dynamics.

❖ **Learning Outcomes :**

1. At the end of the course student will be able to apply motivational skill at workplace.
2. Learner will be able to apply leadership skill
3. Learner will be able to apply team building skill to understand his team and group dynamics.

❖ **Prerequisites / Eligibility Criteria** :
Undergraduate or post- graduate from any faculty

❖ **Intake Capacity** : **30 STUDENTS**

❖ **Duration** : 03 MONTHS

Course Coordinator : Name : Ms. Shilpa Sawant
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❖ **Career opportunities:** _____

❖ **Syllabus** :

Module I: Introduction to HRM		
Content	No of Lectures	Credits
Meaning, Definition, nature of HRM, Personnel management v/s HRM, Objectives, functions, EQ,SQ	07	½
Module II: Human Relations		
Content	No of Lectures	Credits
Qualities of a good leader, leadership traits, ethical leadership, leadership development. Motivation – meaning, types of motivation, theories of motivation Team building approaches, effect on performance, challenges, application of team building Group formation, group membership and social identity group cohesion ,	15	01
Module III: Interview techniques and Etiquettes		
Content	No of Lectures	Credits
Meaning, process, types, techniques of interview Corporate etiquettes	08	½

❖ **Evaluation Pattern :**

	Internal	Final Exam
Theory	20 marks	60 marks
Practical	20 marks	----