



BABCOCK UNIVERSITY

SCHOOL: SCHOOL OF MANAGEMENT SCIENCES

DEPARTMENT: INFORMATION RESOURCES MANAGEMENT

SEMESTER /SESSION: 2017/2018

COURSE CODE AND TITLE: IRMA 313 PRINCIPLES OF MANAGEMENT IN INFORMATION RESOURCES MANAGEMENT
DAY OF CLASS: THURSDAY [2-4PM]

NO OF UNITS: 2

TEACHER'S NAME: DR. O.D. SOYEMI

VENUE FOR CLASS: AUDITORIUM 3

OFFICE ADDRESS: ROOM A228 BBS BUILDING

OFFICE HOURS: 8AM- 5PM

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OUR VISION STATEMENT

A first-class Seventh-day Adventist institution, building servant leaders for a better world

OUR MISSION STATEMENT

Building leadership through Christian education; transforming lives, impacting society for positive change

To achieve our mission, we are committed to:

- Achieving excellence in our teaching, research program, and service delivery
- Imparting quality Christian education
- Instilling Christ-like character to the members of our Community

OUR CORE VALUES

- | | |
|-------------------------------|-----------------|
| • Excellence | -Our Culture |
| • Integrity | -Our Promise |
| • Accountability | -Our Moral |
| • Servant Leadership | -Our Strength |
| • Team Spirit | -Our Dignity |
| • Autonomy and Responsibility | -Our Passion |
| • Adventist Heritage | -Our Commitment |

OUR PHILOSOPHY

Babcock University's philosophy is anchored on the harmonious development of the intellectual, physical, social, and spiritual potentials of our students, inspiring stable and noble character needed for effective leadership and service in the society.

CORPORATE IMAGE STATEMENT: A center of excellence for character development and scholarship; a socially responsive, responsible, and accountable institution in matters of commitment and action.

COURSE DESCRIPTION: An examination of the sub-area of general management concerned with manpower(human) resources: recruitment, selection, placement, training and development of human resources within the organization

COURSE CONTENT: The course will enlighten students on human resource management activities especially those that are peculiar to human resources within “*information centric*” organizations for ensuring better performance

COURSE OBJECTIVES: By the end of this course students would have learnt:

- i. The various management theories that relates with human resources management
- ii. Understand the management principles: decision making and leadership
- iii. Familiarized with the leadership styles and appreciate the servant leadership style exhibited by Jesus Christ.
- iv. Understand the processes involved in recruitment, selection, placement, training and development of personnel within the organization.
- v. Understand the relevance of Information and information Professionals to Human resource management practices

REQUIRED TEXTBOOKS/JOURNALS:

- i. Dessler G.(2011) Human Resource Management. 12th edition
- ii. Torrington D., Hall L. and Taylor S. (2008) Human Resources Management. 7th edition.
- iii. G.E. Evans and P.L. Ward (2007) Management Basics for Information Professionals . 2nd ed.
- iv. Cole G.(2004) Management Theories and Practices. 6th edition
- v. Cole G.(2002)Personnel and Human Resource Management. 5th edition
- vi. Stoner J., Freeman E. and Gilbert D. (1995) Management. 6th edition

COURSE REQUIREMENTS:

CLASS ATTENDANCE: - “Every student is required to attend classes regularly and punctually, unless ill or prevented by some recognized emergency. Students who absent themselves from class for more than three weeks during the semester shall merit an F grade. Authorized leave of absence from campus does not excuse the student from classes, or relieve the student of the required course work’ (*BU Academic Bulletin 2012-2015 p.13*).

PARTICIPATION: -Students are to actively engage in topic discussion and sharing of ideas in class.

TARDINESS/CONDUCT OF STUDENTS IN CLASS: - Lateness to class is unacceptable; students are not allowed to operate their cell phones, iPods and other electronic mobile gadgets during classes, except with the permission of the teacher. Eating and chewing off bubble gums and drinking (water exempted) is also not allowed except with the permission of the teacher. Very importantly, students are required to dress in compliance with the university dress code and wear their identity cards while in class.

SHORT DEVOTIONALS/PRAYER: - Spiritual nurture is a part of whole person development, and team spirit is our strength; thus, every student is required to participate in the devotional exercise and prayer in class.

SUBMISSION OF ASSIGNMENT: students are expected to correctly complete and submit assignments on schedule. But in case of genuine unanticipated circumstances [to be determined by the teacher] such student will be given a maximum of 1 week grace period for submission.

GUIDELINE FOR WRITTEN WORK: guideline for each written work will be given in class.

ACADEMIC INTEGRITY/HONESTY: “Babcock University has a zero tolerance for any form of academic dishonesty. Morally and spiritually, the institution is committed to scholastic integrity. Consequently, both students and staff are to maintain high, ethical Christian levels of honesty. Transparent honest behavior is expected of every student in all spheres of life. Academic dishonesty include such things as plagiarism, unauthorized use of notes or textbooks on quizzes and examinations, copying or spying the test or paper of another student (formal or take-home), talking to another student during examinations. Academic matter would automatically result in a failing grade for the examination, and suspension, or outright dismissal from the university. Academic dishonesty issues are referred to SPEAM (Senate Panel on Examination and Academic Misconduct) who investigates and makes recommendations to Senate. Penalties for examination and academic misconduct are spelt out in the *student’s handbook* and in other regulations as published from time to time” (*BU Academic Bulletin 2012-2015 p.18*).

GRIEVANCE PROCEDURE

“Students who believe that their academic rights have been infringed upon or that they have been unjustly treated with respect to their academic program are entitled to a fair and impartial consideration of their cases. They should do the following to effect a solution:

1. Present their case to the teacher(s) concerned
2. If necessary, discuss the problem with the Head of Department
3. If agreement is not reached at this level, submit the matter to the School Dean
4. Finally, ask for a review of the case by the Grievance Committee

5. A fee is charged for remarking of scripts. If a student's grievance is upheld after an external examiner has remarked the script, the grade would be credited to the student. The lecturer will be given a letter of reprimand and will be asked to refund the fees to the student. If the student's grievance is not sustained, the student will be given a letter of reprimand and the original grade retained" (*BU Academic Bulletin 2012-2015 p.18*).

TEACHING/LEARNING METHODOLOGIES: Lectures, Discussion and hands on practical.

COURSE ASSESSMENT/EVALUATION

Continuous Assessment:

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|----------------------|-------|---------|
| Class Attendance: | 5% } | } = 40% |
| Quizzes & Tests: | 10% } | |
| Assignments: | 10% } | |
| Mid-Semester Exam: | 15% } | |
| Final Semester Exam: | 60% | |

GRADE SCALE

Currently, the 5-pointgrading system adopted by the University Senate translates as follows:

| Grades | Marks- Quality | Range Points | Definition |
|--------|----------------|--------------|---------------|
| A | 80-100 | 5.00 | Superior |
| B | 60-79 | 4.00 | Above Average |
| C | 50-59 | 3.00 | Average |
| D | 45-49 | 2.00 | Below Average |
| E | 40-44 | 1.00 | Pass |
| F | 0-39 | 0.00 | Fail |

INCOMPLETE GRADE: An incomplete grade may only be assigned to a student upon request, due to an emergency situation that occurred within that semester, which prevented completion of an/some assignments, quizzes, or examination. Such a student would complete a contract form, obtainable from the Registrar, after agreement with the teacher. The form must be signed by the teacher, the student, the HOD, the dean, the Registrar, and the Senior Vice President (SVP) before contract begins. The original copy of the incomplete form will be sent to the Registrar with copies to the teacher, the student, the HOD, the dean, and the SVP. An incomplete grade (I) reverts to the existing grade if contract is not completed by the end of the following semester (including summer semester, except for examinations), (*BU Academic Bulletin 2012-2015 p. 20*).

STUDENTS WITH DISABILITY

“Babcock University seeks to provide a conducive environment for optimal living and learning experience. While the university is working towards facilities that accommodate persons with disabilities, provisions will be made for students with disabilities under the following conditions. Students with disabilities are to:

- a. Report to Student Support Services for assessment, and obtain a clearance/recommendation at the commencement of the semester or as soon as disabling incidence occurs
- b. Show the clearance/recommendations to relevant university officials at the commencement of the semester or as soon as disabling incidence occurs
- c. Maintain ongoing contact with Student Support Services” (*BU Academic Bulletin 2012-2015 p. 20*).

DAILY/WEEKLY OUTLINE OF SCHEDULE:

| DATE | TOPIC | CLASS ACTIVITIES | ASSIGNMENT DUE |
|--------------------------|---|------------------|--|
| Thursday , Sept. 7, 2017 | Welcome back? Discussion of course outline | Discussion | Read-up assignment: Chapters 1 and 2 of Personnel and Human Resource Management by Cole G. (2002). Chapter 1 of Torrington D., Hall L. and Taylor S. (2008) Human Resources Management. 7 th edition |
| Thursday,Sept.14, 2017 | Management concepts: definitions, types, functions and information characteristics of each management level. Emphasis on the 4 key management function: planning, organizing, leading and controlling for success. Hab 2: 2-3; Creation story for organizing | Lecture | <i>Assignment [Group]: each group will select a relevant and related study topic. Topics must be approved by teacher not later than 28/09/2017.</i> <i>This will be presented at later period of the class Specification or guideline will be given to students in class.</i> |
| Thursday,Sept.21, 2017 | Personnel Management versus Human Resources Management | Discussion | Read-up assignment: chapter 6 of Personnel and Human Resource Management by Cole G. (2002). And |

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|--------------------------|--|--|---|
| | | | Material on Leadership to be given in class |
| Thursday, Sept. 28, 2017 | Management Theories and Leadership Concept 1: Fayol's Principle of Management D. McGregor- Theory X and Y | Lecture | Read-up assignment: Chapter 3: Planning Job and People in Torrington D., Hall L. and Taylor S. (2008) Human Resources Management. 7 th edition |
| Thursday, Oct. 5, 2017 | Management Theories and Leadership Concept 1: Maslow's hierarchy of Needs Leadership concepts: classification & Characteristics [Deborah, Joshua and Jesus] Characteristics of a good follower | Lecture Discussion [Chapter 6] Quiz 1 | Read-up assignment: chapter 11-13 of Personnel and Human Resource Management by Cole G. (2002). |
| Thursday, Oct. 12, 2017 | Human Resource Management Process: Part 1: Human Resource planning Job Analysis, prescription and specification | Lecture | Read up assignment on Recruitment and Selection chapters 7 and 8 of Torrington D., Hall L. and Taylor S. (2008) Human Resources Management. 7 th edition |
| Thursday, Oct. 19, 2017 | Human Resource Management Process: Part 2 MID SEMESTER Recruitment and selection | Lecture | |
| Thursday, Oct. 26, 2017 | Human Resource Management Process, Part 3: Recruitment and selection | Lecture | <i>Assignment (individual): The role of Information professionals in</i> |

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|-------------------------|---|-------------------------------------|--|
| | Socialization: orientation and organizational culture | | <i>organization's Human Resource Management process</i> <i>Submission date: Nov.4, 2016</i> |
| Thursday, Nov.2, 2017 | Human Resource Management Process, Part 3: Training and development | Lecture Quiz 2 | |
| Thursday, Nov. 9, 2017 | Human Resource Management Process, Part 4: Human resource Appraisal | Discussion | |
| Thursday, Nov. 16, 2017 | Challenges of Human Resource management in Nigeria | Discussion Presentation | |
| Thursday, Nov. 23, 2017 | Presentation and Revision | Discussion Presentation | |