



**Spring Term**

**Basic Information:**

<b>Title:</b>	Human Resource Management	<b>Code:</b>	MGMT-370
<b>Program:</b>	BBIT	<b>Credit Hours:</b>	Three (03)
<b>Sessions:</b>	30 Classes + Mid Term + Final Term	<b>Pre-Requisite:</b>	

**Course Description:**

*As the World economy becomes more oriented toward knowledge-based work, and organizations increasingly recognize that people truly are a major source of competitive advantage, HRM has taken on a strategic role. Consequently, decisions made in organizations about who to hire, what training to give them, how to reward them, and so on have become more important. In addition, these decisions are not just made by the HR department. Individual employees and team members are becoming involved in selecting and evaluating co-workers. Managers are responsible for selection, training, performance management, and compensation decisions. At the same time, our society is becoming increasingly litigious. It is in your best interests as future employees and future managers to understand your responsibilities regarding HR.*

**Learning Outcomes:**

*After the completion of this course, it is expected that students who will involve themselves in the knowledge base working of the course will be capable to*

- 1. Understand human resource management from a systemic, strategic perspective.*
- 2. Describe the field of "human resource management" and understand its relevance to managers and employees in work organizations.*
- 3. Conduct a basic job analysis and apply this understanding of job requirements to other human resource management systems such as selection, performance appraisal, and compensation.*
- 4. Recognize basic human resource management tools such as performance appraisal forms, and understand some of the technical details of human resource management practices.*
- 5. Analyze business challenges involving human resource systems.*

**Teaching Learning Methodology:**

*The formal teaching component of this course consists of active student participation in and contribution to all forms of teaching and learning i.e. lectures, discussions, research assignments and projects. Lectures will be twice a week of 90 min each.*

**Weekly Term Plan**

<b>Wk</b>	<b>Lecture Topic</b>
01	<i>Introduction to Human Resource Management: A Strategic Function</i>
02	<i>Strategic Role of Human Resource Management</i>
03	<i>HR and Strategic Challenges</i>
04	<i>Job Analysis</i>
05	<i>Personnel Planning and Recruiting</i>
06	<i>Employee Testing and Selection</i>
07	<i>Motivation or leadership</i>
08	<i>Orange HRM (Entry)</i>
09	<b>Mid-Term Examination</b>
10	<i>Interviewing Candidates</i>
11	<i>Effective Recruitment</i>
12	<i>Training and Developing Employees</i>
13	<i>Performance Management and Appraisal</i>
14	<i>Organizational Change and Development</i>
15	<i>Ethics Justice and Fair Treatment in HR management</i>
16	<i>Designing HRM Policy to enhance the Organization Culture</i>
17	<i>Orange HRM (Full Model)</i>
18	<b>Final Term Examination</b>



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**Topics in Detail**

**Strategic Role of Human Resource Management**

- Line and Staff aspects*
- Changing environment*
- HR Scorecard*
- Proficiencies*

**HR and Strategic Challenges**

- Strategic management process*
- Strategic fit*
- HR and competitive advantage*
- HR's strategic roles*

**Job Analysis**

- Nature of job analysis*
- Methods*
- Writing Job descriptions and specifications*
- De-jobbing*

**Personnel Planning and Recruiting**

- Forecasting*
- Methods of effective recruiting*
- Sources of candidates*

**Employee Testing and Selection**

- Basic testing concepts*
- Types of tests*
- Selection methods*

**Interviewing Candidates**

- Types*
- Usefulness*
- Designing and conducting effective interviewing*

**Training and Developing Employees**

- Training process*
- Methods*
- Organizational change and development*

**Performance Management and Appraisal**

- Basic concepts*
- Methods*
- Problems and solutions*

**Ethics Justice and Fair Treatment in HR management**

- Ethics at work*
- Ethical behavior*
- Role of HR*

**Text & Recommended Readings**

1. Human resource management  
 Gary Desler  
 (Latest Edition)
2. Human resource management  
 Lloyd L. Byars and Leslie W. Rue  
 (Latest Edition)

**Assignment Specification**

- Microsoft Word for Documentation*
- Headings*                      *Arial 11pt Bold*
- Normal Text*                      *Times New Roman 10pt*
- Header Footer*                      *Times New Roman 8pt*
- Paragraph*                      *Single Line Spacing*
- First Line Indent 1.0 cm*
- Page Margins*                      *2 cm from each side*



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**Grading Policy:**

*Final Grade for this course will be the cumulated result of the following term work with relevant participation according to the quoted percentage.*

<b>Sessional</b>	<b>25%</b>		<b>Mid Term</b>	<b>35%</b>		<b>Final Term</b>	<b>40%</b>
Assignments	10 %		Mid Term Exam	25%		Final Exam	30%
Quizzes	10%		Major Report/Work	10%		Case Study/ Project/ Term Paper	10%
Presentations	05%						

*Remember subdivision of Mid Term and Final Term Examination should be done only in extreme cases of very essential and major Grading Instruments.*

**Dishonest Practices & Plagiarism**

*Any student found responsible for dishonest practice/cheating (e.g. copying the work of others, use of unauthorized material in Grading Instruments) in relation to any piece of Grading Instrument will face penalties like deduction of marks, grade 'F' in the course, or in extreme cases, suspension and rustication from IBIT.*

*For details consult Plagiarism Policy of PU at <http://pu.edu.pk/dpcc/downloads/Plagiarism-Policy.pdf>*

**Grading System:**

Letter Grade	Grade Point	Num Equivalence
A	4.00	85 – 100 %
A-	3.70	80 – 84 %
B+	3.30	75 – 79%
B	3.00	70 – 74 %
B-	2.70	65 – 69 %
C+	2.30	61 – 64 %
C	2.00	58 – 60 %
C-	1.70	55 – 57 %
D	1.00	50 – 54 %
F	0.00	Below 50 %
I	Incomplete	*
W	Withdraw	*

**Norms to Course:**

- ✓ *Submission Date and Time for the term instruments is always **Un-Extendable**.*
- ✓ *5 Absentees in class will result in forced withdrawal. (PU Policy)*
- ✓ *Re-sit in Mid and Final Term will cause you a loss of 2 and 3 grade marks respectively. (PU Policy)*
- ✓ *This is your responsibility to keep track of your position in class evaluation units.*
- ✓ *After the submission date, NO excuse will be entertained.*
- ✓ *Keep a copy of all submitted Grading Instruments.*
- ✓ *Assignment is acceptable only in its Entirety.*
- ✓ *No make up for any assignment and quiz.*
- ✓ *Copied & Shared work will score Zero.*
- ✓ *Assignments are Individual.*

**Good Luck**  
 For the Spring Term