



Khwaja Fareed University of Engineering & Information Technology, RYK

Institute of Business Administration

Course Outline

Human Resource Management (3 Credit Hours)

Pre-Requisite: Not required
Course Type: Elective
Theory/Lab: Theory
Program: Bachelor of Business Administration (BBA)
Total Lectures: 32

Course Introduction

The course will provide an overview of human resource management, with emphasis in human resource planning and strategy, personnel selection, equal employment opportunity, training, performance appraisal, compensation, and contemporary issues in organizational behavior. The course has been developed for the student of general management whose job will involve responsibility for managing people in a global environment.

Course Contents

By the end of this course, students should be able to:

- Understand human resource management from a systemic, strategic perspective.
- Describe the field of "human resource management" and understand its relevance to managers and employees in work organizations especially in a global economy.
- 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.
- Recognize contemporary human resource management tools and understand some of the technical details of human resource management practices.
- Apply relevant theories to the management of people in organizations.
- Analyze business challenges involving human resource systems.
- Critically assess and evaluate human resource policies and practices.
- Be aware of current international HRM trends, explain how human resource management practices can support organizational strategy – especially in a global environment.
- Describe sound practice in the areas of recruitment, selection, training, performance appraisal, remuneration, and retention.
- Apply knowledge of HRM to critique existing HR practices in a client organization and to develop improved practices and tools to suit the client's specific needs.

Mapping of CLOs and PLOs

Sr. No	Course Learning Outcomes	PLOs	Blooms Taxonomy
CLO_1	Demonstrate an awareness of and knowledge about HRM, including:	PLO-1	C(1&2)(Knowledge and Understanding)

	1. the role of HRM in modern workplaces, 2. key HRM functions and how they relate to each other, 3. options for implementing HRM functions, 4. advantages and disadvantages of different HRM options		
CLO_2	Engage in group discussions and conduct group work based on human resource management activities.	PLO 4: Teamwork PLO 7: Leadership development	C(2) Participation
CLO_3	Access, evaluate and apply findings from the evidence-based literature to address problems arising in human resource management.	PLO-12	C(3) Comprehension

Overall Grading Policy

Assessment Items	Percentage
Quizzes	5%
Attendance	5%
Assignments	10%
Midterm Exam	25%
Final Exam	50%
Class Behavior	5%

Reference books:

Human Resources Management, by Gary Dessler

Administrative Instructions

- According to institute policy, 75% attendance is mandatory to appear in the final examination.
- In any case, there will be no retake of (scheduled/surprise) quizzes.
- For queries, kindly follow the office hours in order to avoid any inconvenience

LMS Usage

Students are required to visit LMS Course portal regularly for latest course information, important notifications regarding lectures, Quizzes, homework/assignments etc.

Lecture Breakdown

Week	Topics	Activity
Week 1	Topic: Introduction to HRM Description: Importance and impact of HRM in organizations; surveys and studies concerning current HR topics	
Week 2	Topic: Strategic HRM / HR Planning / Globalization Description: Strategic HR management means that HR professionals are proactive in addressing business realities and focusing on future business needs, such as strategic planning, compensation strategies, the performance of HR, and measuring its results. It also means that HR strategy and planning is embedded in corporate, business and functional strategy development. This is especially	

	crucial in a globalized business environment. HR planning in a global business environment.	
Week 3	Topic: Job Analysis / Job Design Description: - Analyzing jobs - Workflow analysis - Business process re-engineering - Job design - Person-job fit - Job-person fit - Job characteristics - Job description.	
Week 4	Topic: Recruitment / Selection Description: - Strategic recruiting and HR planning - Labor markets - Regular vs. flexible staffing - Recruiting sources - Selection and selection criteria - Placement - Person/job fit	
Week 5	Topic: Compensation / Training / Development / Career Management Description: - Training / strategic training - Talent Management / Development - Retention - Succession planning	
Week 6	Topic: Careers and career planning Description: - Total rewards and compensation - Incentive plans and executive compensation - Employee benefits	Assignment 1
Week 7	Topic: Performance Management / Performance Evaluation (360-degree evaluation / Balanced Scorecards) Description: - Performance management - Performance appraisal - Identifying and measuring employee performance - Performance criteria / KPIs	Quiz 1
Week 8	Mid Term Examination	
Week 9	Topic: Recruitment / Assessment Center Description: - Recruiting and selecting employees - Recruitment techniques - Sources of recruitment - Selection tests and Interviewing techniques	
Week 10	Topic: Change Management Description: - The role of leadership / strategic leadership - How to deal with constant rapid change - The implementation cycle - Sense of urgency - Organizational development-	Assignment 2

Week 11	Topic: How to deal with constant rapid change - The implementation cycle - Sense of urgency - Organizational development	Quiz 2
Week 12	Topic: Employees relationship management	
Week 13	Topic: Leadership Description: - Meaning and relevance of leadership - Global and cross-cultural leadership - Moral aspects of leadership; power -Leader as motivator and coach - Leadership and integrity, responsibility and accountability	
Week 14	-Auditing HRM. Evaluating HRM's contribution to organizational competitiveness. -Human Resource Information Systems (HRIS)	
Week 15	HRM project Finalization and Presentations	
Week 16	Final Term Exams	