Course Outline
National University of Computer & Emerging Sciences
Lahore Campus

Course:	**Human Resource Management**		
Course code:	**MG 560**	Year/Semester:	Spring 2018
Program:	**MS (SPM)**	Units/Cr Hrs:	3 Cr Hrs
Department:	FAST School of Management	**Instructor:**	**Arslan Shoaib**
Course Type:	Elective Course	Email:	Arslan.shoaib@nu.edu.pk
Approved By:		Consultation Hours:	Wednesday 12pm-2pm

COURSE DESCRIPTION

For every successful organization, Human Resource Management (HRM) plays a key role in hiring the best talent and further developing it to gain a competitive advantage in the industry. This course covers vital functions of HRM. Thus, using a structured approach we study the processes essential to carry out each function. Delivery method includes lectures and discussions, reviewing sample practices from the industry, role play exercises and case analyses. The course content bring rich in managerial and analytical orientation seeks to provide you with strong conceptual learning as well as hands-on practical skills you can apply on the job.

COURSE OBJECTIVES

The objective of the course is to

- Develop a strong understanding of the fundamentals of Human Resource Management
- Lean why human resource management is a crucial for competitive advantage
- Learn how internal and external forces shape the HR practices in organizations
- Critically evaluate HR practices in various organizations through case studies and make recommendations through group work
- Analyze local HRM practices and compare and contrast them with the global HRM practices
- Present substantial findings through final project presentations and draft
- Think critically and make logically sound judgments in hiring/firing, training, pay, systems & procedures and employee relations
- Team building and accountability to appreciate the benefits of working in groups
- To be aware of ethical issues in human resource management and contemplate how they can impact organizations

LEARNING OUTCOMES

By completing this course, the students will be able to do the following;

- List, design, refine, implement and evaluate basic HR practices and procedures.
- They will be able to design job descriptions through job analysis and explain the role of these in the recruitment process and beyond.
- Regarding recruitment and selection, they will have the ability to: compare and contrast major alternative recruitment methods,
- Apply different methods of short-listing; identify and apply selection criteria; evaluate the usefulness of a range of selection methods; and, apply and validate selection decision making.
- Demonstrate knowledge on training and development and identify methods of on-the-job and off-the-job training and evaluation

- Provide support to carry out training needs analysis and explain the role of training and development in career development and talent management
- Explain the key elements of an appraisal form and the process of a typical appraisal meeting; and, link performance management system to other areas such as performance related pay, pay increments, training and development etc
- They will have knowledge of alternative methods of setting base pay rates and will be introduced to different elements that make up a pay package, keeping theories of equity and motivation in perspective.
- They will also have basic knowledge and understanding of salary structures, including concepts of grades, pay spines, broad banding, and analytical and non-analytical job evaluation.
- In performance management, they will be able to debate multiple perspectives on managing individuals' performance in organizations.
- Maintain positive workplace environment by following Workplace Health and Safety Standards
- Eliminate workplace issues by designing and implementing grievance handling process

TEXTBOOK & REFERENCES

- Human Resource Management, 11th edition by Garry Dessler (2011) Pearson Education Inc

ASSESSMENT

You shall be evaluated as per following criteria. Only high quality contributions shall receive high grades.

• Class Participation	10%
• Quizzes, Assignments and Team activities	10%
• Midterm	20%
• Project Presentation	10%
• Final Exam	50%

CLASS CONDUCT

You are required to attend all classes with high focus and enthusiasm for leaning.

- **"Read assigned chapters before class and come prepared to class for question/answers"**
- **Class participation is a MUST**. **All discussions in English only**. You are required to be well spoken in English Only share high quality points that bring value to the class session and let others speak if you have already participated, to ensure uniform discussion
- Plagiarism means using someone else's work without their consent or passing off someone else's work as your own. Plagiarism shall be dealt with severely and shall receive an F grade for the work submitted or F in the entire course
- Punctuality, professionalism and fostering mutual respect is essential

CLASS SCHEDULE

Wee	Sessi	Topic

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k	on	
	1	Course introduction, class participation details, project details, evaluation criteria
1	1	Chapter-1 Introduction to HRM
	1	Chapter- 3 Human Resource Management Strategy and Analysis
2	1	Chapter- 4 Job Analysis and the Talent Management Process
	1	**Quiz 1- (February 5, 2018)**
3	1	**Quiz 1- (February 5, 2018)**
	1	Chapter- 5 Personnel Planning and Recruiting
4	1	Chapter- 5 Personnel Planning and Recruiting
	1	**Presentations**
5	1	**Presentations**
	1	**MIDTERM-1 (February 26,2018)**
6	1	**MIDTERM-1 (February 29,2018)**
	1	Chapter-6 Employee Testing and Selection
7	1	Chapter-7 Interviewing Candidates
	1	Chapter-8 Training and Developing Employees
8	1	Chapter-8 Training and Developing Employees
	1	**Quiz 2- (March 19, 2018)**
9	1	**Quiz 2- (March 19, 2018)**
	1	Chapter-9 Performance Management and Appraisal
10	1	Chapter-11 Establishing Strategic Pay Plans
	1	**Presentations**
11	1	**Presentations**
	1	**MIDTERM-2 (April 12,2018)**
12	1	**MIDTERM-2 (April 14,2018)**
	1	Chapter-12 Pay for Performance and Financial Incentives
13	1	Chapter-12 Pay for Performance and Financial Incentives
	1	Chapter-13 Benefits and Services
14	1	Chapter-13 Benefits and Services
	1	**Quiz 3- (April 30, 2018)**
15	1	**Quiz 3- (May 02, 2018)**
	*	**Final Presentations**
16	*	**Final Presentations**