

*VICTORIA UNIVERSITY OF BANGLADESH*  
*DEPARTMENT OF BUSINESS ADMINISTRATION*

**Course Profile**

*BACHELOR OF BUSINESS ADMINISTRATION*

*COURSE TITLE: HUMAN RESOURCE MANAGEMENT*

*COURSE CODE : MGT-405*

**Description**

*This course is designed to inform students about basic concepts and topics in human resources management (HRM). The course has two goals; firstly, To increase student's knowledge of strategic and tactical uses of HR practices and policies - particularly those that increase organizational productivity and return on HR investments and secondly, to develop student's skills in the following areas and priority: (1) critical thinking; (2) written and oral communication; and (3) teamwork.*

**Course Objectives**

*The management of human resource has changed significantly during the past decades. New approaches are applied to handle the diversified human resource in modern organizations are made up of "Person (human), and "material, that need a knowledge and skill to put them in the best possible formation for higher productivity and employee's satisfaction. This course is designed to focus more on the management of human (employees) side of the organization in term of their recruitment, maintenance, and chosen to introduce the students to general management whose job inevitably will involve responsibility for managing people along with organizational assets.*

**TextBooks**

- 1. Gary Dessler, Human Resource Management (9th Edition)*
- 2. George W. Bohlander, Scott A. Snell, Hardcover, Managing Human Resources*
- 3. Wayene F. Cascio, Managing Human Resources, fourth International Edition, 1997*
- 4. William B. Werther & Keith Davis, Human Resource & personnel, McGraw Hill*
- 5. Bernardin & Russell, Human Resource Management 2<sup>nd</sup> edition, McGraw Hill*
- 6. Fred Luthans, 1996. Organizational Behavior, 8<sup>th</sup> edition, McGraw Hill*

**COURSE OUTLINES**

Class	Topics
1 <sup>st</sup> Class	Concept of Human Resource Management, Scope of Human Resource Management, History of Human Resource Management, Function of Human Resource Management
2 <sup>nd</sup> Class	Role of HR Executives, Employees Turnover and Its impacts
	Concept of Job Analysis and Design, Process of Job Analysis, Methods of Job Analysis, Job Analysis Information, Concept of Job Design
3 <sup>rd</sup> Class	Recruitment, Factors Affecting Recruitment, Sources of Recruitment, Recruitment Policy,
4 <sup>th</sup> Class	Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction
5 <sup>th</sup> Class	Meaning of Training, Area of Training, Methods of Training, Concept of Management Development, Management Development Methods, Differences Between Training and Development, Evaluation of Training and Management Development
6 <sup>th</sup> Class	Managing Employee Relations
7 <sup>th</sup> Class	The Union-Management and Collective Bargaining
8 <sup>th</sup> Class	Concept of Employee Growth, Managing Career Planning, Elements of a Career Planning Programme, Succession Planning
9 <sup>th</sup> Class	<b>Presentation</b>
10 <sup>th</sup> Class	Need for Performance, Reviews, Overview of Performance Appraisal, Types of Appraisal Methods, 360 degree appraisal, Benefits
11 <sup>th</sup> Class	Concept of Compensation Management, Wage and Salary Administration, Managing Wages, Concept of Rewards and Incentives, Managing Benefits in Organisations
12 <sup>th</sup> Class	Job Evaluation, Objectives, Techniques, Advantages and Limitations, Introduction to Competency
	<b>Mid-Term Examination</b>
13 <sup>th</sup> Class	Human Resource Information System, Components, Types, Application, Implementation, Benefits, Impact
14 <sup>th</sup> Class	Objectives of Discipline, Principles for Maintenance of Discipline, Basic Guidelines of a Disciplinary Policy, Disciplinary Action, Penalties, Procedure for Disciplinary
15 <sup>th</sup> Class	Concept of Grievance, Causes of Grievances, Forms and Effects of Grievance,
16 <sup>th</sup> Class	Grievance Handling Procedure, Need for Grievance Redressal Procedure
17 <sup>th</sup> Class	Concept of Employee Welfare, Welfare Measures, Types, Employee Welfare Responsibility,
18 <sup>th</sup> Class	Business Benefits of Employee Welfare Activities and Motivational strategies
19 <sup>th</sup> Class	<b>Presentation</b>
20 <sup>th</sup> Class	Managerial Ethics and Conflict Management
21 <sup>st</sup> Class	Human Resource management in Bangladesh: Changing Role of Human Resource in Bangladesh, Globalization, Its Impact on HR
22 <sup>nd</sup> Class	International HRM and Emerging Horizons of HRM: Concept, importance, and models of International HRM; Challenges of International HR Managers
23 <sup>rd</sup> Class	Global HR practices; E-HRM; HRIS (Human Resource Information System); Measuring intellectual capital
24 <sup>th</sup> Class	Impact of HRM practices on organisational performance; contemporary issues in Human

## Resource Management and Case Studies

**COURSE EVALUATION**

Particulars	Weight	Marks
Works Sheet		
• Class Attendance	5%	5
• Four Class Tests	20%	5X4= 20
Assisgmt and Presentation	10%	10
Mid-term Test	25%	25
Final Examination	40%	40
Grand Total	100%	100

**GRADING SYSTEM**

Marks Obtained (out of 100)	Letter Grade		Grade Point (4 point scale)
80% and above	A+	(A plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.5
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D	(D regular)	2.00
Less than 40%	F	Fail	0.0

**COURSE CONDUCTION**

<b>Semester &amp; Class Begin</b>	Fall, 2016 & 15 October, 2016
<b>Course Instructor</b>	Md. Shawan Uddin Assistant Professor Department of Business Administration
<b>Credit Hour/ Week</b>	3 Hours & 1.5 Hour/Class
<b>Total Lectures</b>	Twenty Four
<b>Presentation Class</b>	One
<b>Class Test</b>	Two
<b>Mid-Term Schedule</b>	26 November – 2 December, 2016
<b>Final Examination</b>	20 January – 26 January, 2016