

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

**Course Profile**

*BACHELOR OF BUSINESS ADMINISTRATION*

*COURSE TITLE: ACQUISITION OF HUMAN RESOURCES*

*COURSE CODE : MGT-406*

**Description**

*The modern business and non-profit organizations demand high caliber of human resource providers and planners equipped with sound knowledge of personnel policies and procedures to motivate the workforce for higher efficiency and maximum productivity. In considering the demand, this course is designed to give an overview of current ideas and issues in Human Resource Development.*

**Course Objectives**

*The primary objective of this course is to provide an understanding of the essential elements of human resource process in organizations. Students acquire knowledge in analyzing, assessing and programming for human resource requirements of organizational business plans and strategies. Quantitative as well as qualitative concepts, approaches and techniques are emphasized.*

**TextBooks**

*Belcourt, M. and K. McBey: Strategic Human Resource Planning,*

*Thompson Nelson, Fourth Edition, 2007.*

*Mathis, R. L., & Jackson, J. H. (2010). Human resource management (13th ed.)*

*Nkomo, S. M., Fottler, M. D., & McAfee, R. B. (2010). Human resource management applications: Cases, exercises, and skill builders (7th ed.)*

*Ulrich, D., & W. Brockbank. (2005). The HR Value Proposition . Boston: Harvard Business School Press*

**COURSE OUTLINES**

Class	Topics
1 <sup>st</sup> Class	Human Resources Planning: Nature & Scope of HR Planning, Importance of HR Planning, Steps in HR Planning, Objectives of HR Planning, Level of HR Planning
2 <sup>nd</sup> Class	Linkages with Business Planning & Strategies, Benefits of HRP, Elements & Process of HRP
3 <sup>rd</sup> Class	Preparing for HR: Job Analysis, Human Resource Management/Information System, Environmental Scanning
4 <sup>th</sup> Class	Assessing & Forecasting HR Requirements: Benefits of HR Forecasting, Planning Horizon
5 <sup>th</sup> Class	Assessing & Forecasting HR Requirements: Qualitative and Quantitative Forecasting Methods
6 <sup>th</sup> Class	Assessing & Forecasting HR Requirements: Demand & Supply Side Forecasting, Forecasting Net HR Requirements
7 <sup>th</sup> Class	<b>Presentation</b>
8 <sup>th</sup> Class	Job Evaluation: External & Internal: Purposes of Job Evaluation
9 <sup>th</sup> Class	Job Evaluation: Internal And External Equity, Determining Job Worth
10 <sup>th</sup> Class	Job Evaluation: Competency-Based Pay, Comparable Worth, Performance-Based Pay, Supply and Demand
11 <sup>th</sup> Class	Generic Vs. Custom Surveys, How to Select Pay Surveys, How to Analyze, Interpret And Use Survey Data
12 <sup>th</sup> Class	HR Program Evaluation: Importance of Evaluation, Criteria & Techniques of Evaluation, Cost-Benefit Assessments
	<b>Mid-Term Examination</b>
13 <sup>th</sup> Class	HR Program Evaluation: Audits & Utility Analysis
14 <sup>th</sup> Class	HR Program Evaluation: Impact Studies - Client Satisfaction
15 <sup>th</sup> Class	Equal Employment Opportunity and Diversity
16 <sup>th</sup> Class	Staffing the Organization: Recruitment
17 <sup>th</sup> Class	Staffing the Organization: Selection
18 <sup>th</sup> Class	HR Training, Development, & Talent Management
19 <sup>th</sup> Class	Performance Management
20 <sup>th</sup> Class	<b>Presentation</b>
21 <sup>st</sup> Class	Compensation Strategies and Practices
22 <sup>nd</sup> Class	Managing Employee Benefits
23 <sup>rd</sup> Class	Employee Rights and Responsibilities
24 <sup>th</sup> Class	<b>Case Studies</b>

**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