



## COURSE PROFILE

SUMMER SEMESTER-2016

(HRM 326) INTRODUCTION TO HRM

Level of Knowledge: Basic knowledge.

Course Intention: This course provides a basic understanding of HRM concepts and its' implementation of need satisfying products and services industries of domestic and international markets. The format of the course consists of lectures, case discussions, application exercises, projects, exams, and in-class group assignment and presentations.

Course Assessment:

Item/Activity	Marks
Work Sheet (Including Class Attendance & 4 Class Test)	25%
Assignment & Presentation (two)	10%
Mid-term test	25%
Final examination	40%
<b>Total</b>	<b>100%</b>

Grading and Point System:

Marks obtained (out of 100)	Letter Grade		Grade Point (4 point scale)
80% and above	A+	(A plus)	4.0
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.50
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.0
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)	2.0
less than 40%	F	(Fail)	0.0

Note: I (Incomplete) may also be used under the provision of VUB regulations.

DETAILED CONTENTS:

Lecture no. 1 & 2	Strategic Implications of a dynamic HRM Environment
Lecture no. 3 & 4	Fundamentals of HRM
Lecture no. 5 & 6	Equal Employment Opportunity
Lecture no.7 &8	Employment Rights and HR Communications
Lecture no. 9 & 10	Human Resource Planning and Job Analysis
Lecture no. 11 & 12	Recruitment
Lecture no.13	<b>Presentation</b>
<b>MID TERM EXAM</b>	
Lecture no. 14 & 15	Socializing, Orientating, and Developing Employees
Lecture no.16 & 17	Establishing the Performance Management Employees
Lecture no. 18 & 19	Establishing Rewards and Pay Plans
Lecture no. 20 & 21	Employee Benefits
Lecture no. 22 & 23	Ensuring a Safe and Healthy Work Environment
Lecture no. 24	<b>Presentation</b>

**Text Book:**

Fundamentals of Human Resource Management – David A. Decenzo & Stephen P. Robbins

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