

Institute of Administrative Sciences
Faculty of Business, Economics, and Administrative Sciences
University of the Punjab, Lahore
Course Outline



Programme	BS Management	Course Code	MGT-201	Credit Hours	3
Course Title	Introduction to Human Resource Management				
Course Introduction					
<p>The course is an introductory course in the principles of planning, directing, and controlling people functions in an organization. Emphasis is on the effective implementation of a comprehensive human resources program, including the recruitment, development, evaluation, and motivation of employees. The curriculum is designed to provide a basic understanding as well as appreciation of the importance of human resource management in today's competitive business environment, as well as the HR information students will need to be effective managers in either a large or small company setting. Prominence is devoted to the human resource management activities and decisions facing managers throughout the organization as well as the duties and responsibilities of human resource professionals. The course will also examine the impact of human resource management practices and decisions on both organizational and individual performance.</p>					
Learning Outcomes					
<p>The purpose of this course is to assist the student in gaining working knowledge of the major human resources functions in a modern organization. Specific attention will be given to several broad learning objectives. You will be expected to become familiar with the following:</p> <ol style="list-style-type: none"> 1. demonstrate an understanding of job analysis; recruitment of employees, including internal and external sources; selection of employees, including concerns of validity and reliability; 2. demonstrate comprehension of the legal environment that affects HRM; 3. develop an understanding of the training and development function, including needs assessment, methods of training, and development processes; 4. show a basic understanding of the performance evaluation process, including methods of performance appraisal, and potential errors involved; 5. demonstrate an understanding of organizational reward systems, in particular wage and salary systems; incentive-based or performance-based systems; and employee benefits, including retirement benefits, health benefits, and so on; 6. exhibit understanding of employee safety and health concerns and requirements, particularly the Occupational Safety and Health Act (OSHA); 7. recognize the importance of business ethics and the role it plays in HRM, as HR professionals serve as advocates for the workforce while complying with the corporate objectives of senior management; and 8. comprehend the global perspective of HRM and how it serves the long-term objectives of business globalization. 					
Course Content				Assignments/Readings	
Week 1	Initial Class Meeting			Introductions—Course Overview	
	Chapter 1—Lecture/Discussion				
Week 2	Begin Chapter 2—Lecture/Discussion			Assessments as uploaded on Moodle LMS	
	Complete Chapter 2—Lecture/Discussion				

Week 3	Begin Chapter 3—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 3—Lecture/Discussion	
Week 4	Begin Chapter 4—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 4—Lecture/Discussion	
Week 5	Begin Chapter 5—Lecture/Discussion	
	Complete Chapter 5—Lecture/Discussion	Assessments as uploaded on Moodle LMS
Week 6	Begin Chapter 6—Lecture/Discussion	
	Complete Chapter 6—Lecture/Discussion	
Week 7	Begin Chapter 7—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 7—Lecture/Discussion	
Week 8	Mid Term Examination	
Week 9	Begin Chapter 8—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 8—Lecture/Discussion	
Week 10	Begin Chapter 9—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 9—Lecture/Discussion	
Week 11	Begin Chapter 10—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 10—Lecture/Discussion	
Week 12	Begin Chapter 11—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 11—Lecture/Discussion	
Week 13	Begin Chapter 12—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 12—Lecture/Discussion	
Week 14	Begin Chapter 13—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 13—Lecture/Discussion	
Week 15	Begin Chapter 14—Lecture/Discussion	Assessments as uploaded on Moodle LMS
	Complete Chapter 14—Lecture/Discussion	
Week 16	Begin Presentations of students	
	Completer Presentations of students	
Textbooks and Reading Material		
Textbooks.		
Title: <i>Human Resource Management: People, Data, and Analytics, Second Edition</i>		
Authors: Talya Bauer, Berrin Erdogan, David Caughlin, and Donald Truxillo		

ISBN: 9781071876855

Suggested Readings

HR Resources

HR Websites

Several websites related to HR can be used to explore additional information about the field.

- Academy of Management: <http://www.aomonline.org>
- Academy of Management, HR Division: <http://www.hrdiv.org>
- Bureau of Labor Statistics: <http://www.bls.gov>
- Department of Labor: <http://www.dol.gov>
- Educational Testing Service (GRE & other tests): <http://www.ets.org/>
- Human Resources Information: <http://humanresources.about.com/>
- Human Resources Internet Guide: <http://www.hr-guide.com/>
- International Association for Human Resource Information: <http://www.ihrim.org/>
- International Public Management Association for Human Resources: <http://www.ipma-hr.org>
- National Human Resources Association: <http://www.humanresources.org/>
- Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
- O*NET: Occupational Information Network: <http://www.doleta.gov/programs/onet/>
- Society for Industrial and Organizational Psychology (SIOP): <http://www.siop.org/>
- Society for Human Resource Management (SHRM): <http://www.shrm.org>
- Workforce Management: <http://www.workforce.com>
- WorldatWork: <http://www.worldatwork.org>

Top HR Journals

Many students get excited about human resources as a career path and often ask where they might find more information. The following journals, which publish scientific research directed toward understanding HR problems, are excellent sources for current developments in this field.

- *Journal of Applied Psychology*
- *Personnel Psychology*
- *Academy of Management Review*
- *Academy of Management Journal*
- *Journal of Management*
- *Journal of Vocational Behavior*
- *Human Performance*
- *International Journal of Selection and Assessment*
- *Human Resource Management Review*
- *Research in Personnel and Human Resource Management*

Teaching Learning Strategies

This course makes use of interactive teaching and learning strategies which engage students to promote critical and reflective thinking, research and evaluation skills that will help them become better learners and enhance their skill set. Students will use personal and social capability to collaboratively work with others in learning activities, appreciate their own strengths and abilities and those of their peers, enabling them to develop a range of interpersonal skills such as communication, negotiation, teamwork, leadership and an appreciation of diverse perspectives.

Assignments: Types and Number with Calendar

Will be decided by the course instructor

Assessment			
Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	40%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.