Programme	BBA	Course Code	BBA-112	Credit Hours	3
Course Title	**Introduction to Human Resource Management**				

Course Introduction

Organizations have various resources among which human resources have the vital place. How to select, recruit, train, evaluate and retain these resources is the basic knowledge through introducing this course.

Learning Outcomes

On completion of this course, the students will be able to:

1. Understand the theories and practices of HRM
2. Develop and design different employment forms.
3. Participate in selection of personnel using psychometric assessment techniques

Contents

Unit-I Human Resource Management: Present and Future

- 1.1 What is HRM?
- 1.2 Why and how is HRM important?
- 1.3 Introduction to the era of management and inclusion of HRM
- 1.4 Challenges of HRM
- 1.5 Current trends in HRM
- 1.6 Specific and general services of HRM
- 1.7 Functions of HRM

Unit-II Job Analysis

- 2.1 HR planning
- 2.2 Job description
- 2.3 Job specification

Unit-III Requirement

- 3.1 Recruitment of employees
- 3.2 Recruitment techniques
- 3.3 Sources of recruitment
- 3.4 Types of job test

Unit-IV Staffing

- 4.1 Types of interviews
- 4.2 Interview techniques

Unit-V Employee development

- 5.1 Performance appraisal
- 5.2 Performance management

Unit-VI Training development

- 6.1 Types of training
- 6.2 Training techniques

Unit-VII Developing careers

- 7.1 Career growth

	7.2 Responsibility of career growth 7.3 Factors of career growth **Unit-VIII Compensation** 8.1 Compensation management 8.2 Types of compensation **Unit-IX Rewards** 9.1 Types of rewards 9.2 Rewarding performance 9.3 Pay for performance **Unit-X Benefits** 10.1 Benefits administration 10.2 Types of benefits 10.3 Pay equity 10.4 Pay dissatisfaction model 10.5 Employee and labour relations 10.6 Employee health and safety
Teaching & Learning Strategies	A combination of lecturing, presentations, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions and practical work.
Assignments	Written assignment (10 marks), presentation (5 marks) and Quiz (10 marks)
Textbooks and Reading Material	Byars, L. L., & Rue, L. W. (2008). *Human resource management* (9th ed.). McGraw-Hill Irwin. Dessler, G., &Varkkey, B. (2018). *Human resource management* (15th ed.). Pearson. Ren, S., Tang, G., & Jackson, S. E. (2018). Green human resource management research in emergence: A review and future directions. *Asia Pacific Journal of Management. 35*(3), 769-803.