

University of the Punjab, Lahore

Hailey College of Banking & Finance

Course Outline

(Core Course / Auxiliary Course /Special Course)

Program	BBA	Course Instructor	
Years/Semester		Email	
Name of the Course	Human Resource Management		
Course No.	BHBF429		
Credit Hours	3		
Prerequisites	N/A		
Follow Up	--		
Category	Core Course		
Course Description and Learning Objectives	The main objective of this course is to provide complete and relevant knowledge about Human Resource Management and its application. It will cover the areas like effective recruitment, Orientation, Training, Appraisal, Pay determination and handling human resource for small scale businesses.		
Syllabus Before Mid-Term Examinations			
WEEK 01	Introduction to Human Resource, Importance of Human Capital for Organizations, Human Resource Management Process, Line & staff aspects of HRM, HR Managers' Responsibilities & Functions		
WEEK 02	Changing Environment of HR Management, Strategy Metrics & HR Scorecard, Use of HR Scorecard Assignment 1 (Responsibilities of HR Department of a Bank and an Insurance Company – Comparative Analysis)		
WEEK 03	HR's Strategic challenges & role, Strategic management process, Strategy oriented HR system,		
WEEK 04	Job Analysis, Uses of Job Analysis Information, Steps in Job Analysis, Qualitative & Quantitative Job Analysis Techniques, Methods of Collecting Job Analysis Information.		
WEEK 05	Writing Job Description & Job Specification, Concepts of job enlargement, job rotation, job enrichment & Dejobbing, Assignment 2 (Identify and Write a Job Description and Job Specification of a Branch Manager of a Bank/Insurance Company)		
WEEK 06	Employment Planning & Forecasting, Recruiting, Internal/Outside Sources of Employees, Developing & using application Forms		
WEEK 07	Basic Testing Concepts, Types of Tests, Selection Process		
WEEK 08	Steps in Recruitment, Selection Techniques		
Syllabus After Mid-Term Examinations			
WEEK 09	Interview & its Types, Tips for Designing & Conducting effective Interview		

WEEK 10	Employee Orientation, Training Process & its Types, Training Methods for the Development of Employees, Evaluation of Training Effort				
WEEK 11	Performance Management, Appraisal Process, Methods & Role, Appraisal interviews				
WEEK 12	Establishing Competitive Pay Plans & Pay Rates, Competency-based Pay, Contemporary Compensation Trends Assignment 3 (Comparative Study of Pay Plans of Banks and Insurance Companies for Fresh Graduates)				
WEEK 13	Performance and Pay, Performance and Incentives, Types of incentive plans, Short/Long term incentives				
WEEK 14	Presentations on Assignment 3				
WEEK 15	Importance of Effective HR Strategies for Small Scale Businesses, HR Practices for SMEs', Presentations on Assignment 3				
WEEK 16	Managing Global Human Resources, HR challenges of international businesses				
Text Books	Gary Dessler: <i>Human Resource Management</i>				
Reference Material	Provided by instructor				
Instructional Aids/Resources	<ul style="list-style-type: none"> • Smart Projector • Video Lectures • Online Case Study Database Access (Harvard) • Turnitin 				
Teaching strategies	Participatory lectures, assignments, workshop sessions, presentations, term papers				
Assessment	Marks in %	Sessional	Mid	Final	Total 100%
	Criteria	25	35	40	100
Governing Rules	<ul style="list-style-type: none"> • There will be a closed-book mid-term exam (minimum duration 1 hour) and final-term exam (minimum duration 1.5 hours) in which material from lectures, assigned readings/handouts, and the textbook will be covered. The exams will test your understanding of the course material and your ability to apply the concepts learned. • Prior Preparation, Regular Attendance, and Professional Participation in all classes is expected and rewarded. Come to the Class prepared to lead the class discussion for analytical interpretations, alternative strategies, and persuasive solutions. 				
Attendance Requirements	<ul style="list-style-type: none"> • Students failing to maintain a minimum attendance of 75% will not be allowed to sit in Exams <p>It is strongly recommended that students attend every class session.</p>				

Classroom Behavior	In class all cell phones must be turned off or set on "silent mode." During lectures use of mobile phone or other gadgets without the permission of instructor is not allowed
Honesty Policy	A Participant found in cheating on any exam/ assignment/ project will receive no credit (i.e. no grade) for that exam/ assignment/ project