



NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

The first private university in Bangladesh

School of Business and Economics

Department of Management

Course Name:	Human Resources Management
Course Code: & Section No:	MGT 351
Semester:	Spring 2024

INSTRUCTOR & DEPARTMENT INFORMATION

1. Instructor Name:	Md. Al-Amin
2. Office Room:	NAC 869
3. Office Hours:	ST: 9:00 am - 1:00 pm (Proctor's Office, 5 th floor, admin building) MW: 10:45 pm – 12:15 pm (NAC 869)
4. Office Phone:	+880 255668200 (Ext: 6083)
5. Email Address:	md.alamin@northsouth.edu
6. Department:	Management
7. Links:	North South University Website: http://www.northsouth.edu School of Business and Economics Website: http://www.northsouth.edu/academic/sbe/

COURSE & SECTION INFORMATION

Section	9 & 13
Class Time & Location	Section 9: MW, 9:25 am – 10:40 am, NAC 405 Section 13: MW, 12:15 pm – 1:30 pm, NAC 502
Course Prerequisite(s)	MGT 210
Course Credit Hours	3:0

Course Description

Human resource management has always been vital in modern organizations locally or globally. More and more businesses are realizing the importance of HRM today than ever. Managers can be equipped with enough resources like capital, information, machinery, etc. but still may fail to accomplish the goal because they fail to bring in the right talent required for the job. On the other hand, a manager with very limited resources may do the same job much more effectively because he/she had the right "people" for the job at the right time. This means a manager's success lies in getting the job through others.

This course is designed around the terms and concepts and modern theories and HR practices that are well in practice today and are playing a major role in organizations. Major topics in this course include an understanding of HRM, external and internal factors affecting the HRM, HR planning, job analysis, job design, recruitment and selection, HR training and development, performance appraisal and compensation, labor relation, and labor disputes, and finally collective bargaining issues. This course will offer a firm understanding of employers, employees, organizations, society, our business practices, ethics, and discrimination in the job from different angles. Ample examples will be provided and a number of case incidents will be discussed for better understanding of the subject.

Student Learning and Outcome

Upon the successful completion of this course, a student will be able to:

1. Demonstrate effective written and oral communications skills (project)
2. The ability to appreciate a global perspective (Case Study)
3. Ability to apply terms and concepts in practicality

LEARNING RESOURCES AND TEXTBOOK(S)

Author	Title	Edition & Year	Publisher	ISBN
Garry Dessler	Human Resource Management	16 th Edition, 2020	Pearson	ISBN-13: 978-0135637289

Other Resources

Reference Text:

Human Resource Management, Lloyd L. Byars and Leslie Rue, 13th edition, September, 2010

Journals and Online Magazines:

Journal of Human Resource Management, Journal of Asian Business studies.

Teaching Methods

Extensive lectures will be given on every topic followed by real-life examples using US and local MNCs. A summary of the lectures will be available through lecture modules. Students are highly encouraged to take notes carefully. The lectures will be highly interactive. Small cases will be analyzed in a group setting using a workshop format. Students will be encouraged to participate in discussions and share their ideas regarding the case problem.

ASSESSMENT STRATEGY AND GRADING SCHEME

Grading Tool	Points
Midterm Exam 1	20%
Midterm Exam 2	20%
Final Exam	25%
Report	10%
Report Presentation	10%
Class Attendance & Participation	5%
Case Analysis (2 units)	10%

Course Contents:

Lecture Series 1	The Strategic Role of Human Resource Management (Module 1)
Lecture Series 2	Job Analysis (Module 3)
Lecture Series 3	Personnel Planning and Recruiting (Module 4)
Lecture Series 4	Employer Testing and Selection (Module 5)
Lecture Series 5	Interviewing Candidates (Module 6)
Lecture Series 6	Orientation and Training (Module 7)
Lecture Series 7	Developing Managers (Module 8)
Lecture Series 8	Managing Quality and Productivity (Module 9)
Lecture Series 9	Establishing Pay plans (Module 12)
Lecture Series 11	Pay-for-performance and Financial Incentives (Module 13)
Lecture Series 12	Benefits and Services (Module 14)
Lecture Series 13	Special Topic: Guaranteed piece-work incentive calculation
Lecture Series 14	Special Topic: PF Calculation (Definition and concepts and rules)
Lecture Series 15	Global Perspective and Ethics

Course Plan:

Class	Topic	Date & Day
Class 1	Introduction to the course	Sun, Jul 23
Class 2	Introduction to Human Resource Management	Tue, Jul 25
Class 3	Job Analysis	Sun, Jul 30
Class 4	Job Analysis	Tue, Aug 1
Class 5	HR Planning & Recruiting	Sun, Aug 6
Class 6	HR Planning & Recruiting	Tue, Aug 8
Class 7	Case Analysis 1	Sun, Aug 13
Class 8	Testing & Selecting	Sun, Aug 20
Class 9	Testing Selecting	Tue, Aug 22
Class 10	Midterm Exam 1	Sun, Aug 27
Class 11	Interviewing Candidates	Tue, Aug 29
Class 12	Interviewing Candidates	Sun, Sep 3
Class 13	Training and Development	Tue, Sep 5
Class 14	Training and Development	Sun, Sep 10
Class 15	Performance Appraisal	Tue, Sep 12

Class 16	Performance Appraisal	Sun, Sep 17
Class 17	Midterm Exam 2	Tue, Sep 19
Class 18	Establishing a Pay Plan	Sun, Sep 24
Class 19	Pay for Performance and Financial Incentives	Tue, Sep 26
Class 20	Pay for Performance and Financial Incentives	Sun, Oct 1
Class 21	Case Analysis 2	Tue, Oct 3
Class 22	Benefits and Services	Sun, Oct 8
Class 23	Benefit and Services	Tue, Oct 10
Class 24	Global Perspectives of HRM	Sun, Oct 15
Class 25	Ethics, Justice, and Fairness	Tue, Oct 17
Class 26	Ethics, Justice, and Fairness	Sun, Oct 22
Class 27	Report Submission + Presentation	Tue, Oct 24
Class 28	Presentation	Sun, Oct 29
Class 29	Presentation	Tue, Oct 31
Class 30	Revision Class	Sun, Nov 4
	Final Exam	TBA

Exams

Midterms and final exam will comprise of MCQ, true/false, and short questions. The syllabus of the final exam will not be comprehensive. The format of the exams will be discussed later.

Group Project

There will be a group project based on the topics covered in the class and it will test the research and report writing skills of the students. There will be a maximum of 9 groups in the class. So the number of members per group will depend on the total number of students in the class.

Report Submission and Presentation

The report of the group project has to be submitted at the end of the semester. All the group members will have to participate in the project work and contribute to report writing. The guideline provided by the instructor has to be followed strictly while writing the report.

Also, groups will be penalized in case of late submission of the report. **The penalty for late submission is 30% per day up to 3 days, which includes weekends.**

The report needs to be presented as per the predetermined schedule. All the group members will have to participate in the presentation. A comprehensive guideline about the presentation will be provided in the class.

Case Analysis/ Workshop

This will be in class assignment. Students will form groups where they will be assigned a case to dissect, analyze, interpret, and give a decision regarding a problem pertaining to the case. Limited time will be given

to complete this assignment and they have to produce a decision in written format within that stipulated time. Students need to demonstrate their learning in application in this exercise.

Class Attendance and Participation

Class participation means the contribution of a student to the class. It involves being respectful toward the lecturer, and fellow students, being careful, and positive, and bringing lively thoughts to the discussion. Attendance will be taken in all the classes, midterms, debates, case analysis activities, and final exams. A maximum of 4 missed classes (including the first class) will be considered.

Makeup Policy

There will be strictly no makeup exam under any circumstances. No alternative arrangement (such as a comprehensive final) will be made for missed exams.

Academic Misconduct

Academic misconduct, dishonesty, and plagiarism will be dealt with utmost strictness and punitive measures. Students are advised not to copy directly from any resources. Any form of cheating in the exams will not be tolerated and strict actions will be taken according to NSU academic policies.

Students with Special Needs

North South University will provide educational opportunities that ensure fair, appropriate, and reasonable accommodation to students who have disabilities/special needs that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructor to ensure that their needs are met. The University through its Special Need section will exert all efforts to accommodate special needs.

Grading Scale

A	A-	B+	B	B-	C+	C	C-	D+	D	F
93	90	87	83	80	77	73	70	67	60	<60

** The instructor reserves the right to change the above outline at her discretion. Topics may be altered or reorganized at any point of the semester if necessary.

Students should read the course outline thoroughly and consult with the instructor in case of any confusion or query.

GOOD LUCK 😊