



Greenwich University

COURSE OUTLINE

SPRING 2019 Term

- **Course** : **Human Resource Management**
- **Code** : **GMAG 508**

ADMINISTRATIVE INFORMATION

- **Instructor** : **Mr. Tewfik Futloo**
- **Instructor's Email** : **tewfik@greenwich.edu.pk**
(Assignments given should be sent to the instructor via email above for marking. After checking they will be returned before the next class.)
- **Class Session** : **January 21, 2019 – May 04, 2019**
- **Class Timings** : **Saturday, 09:00 Am - 11:30 Pm**

A 10-minute break will be given. Any student coming late or returning late after the break will be considered absent for that day.

In case of cancellation / makeup of a class you will be notified through the website of Greenwich and / or through your Greenwich email account.

ATTENDANCE:

100% class attendance is mandatory for the students to enable them to appear in the final examination. However, in case of an emergency / serious illness the students will be eligible to (02) absences during the whole semester.

RULES AND REGULATIONS:

- All mobile phones must remain switched off or kept on silent / vibration mode) for the entire duration of a class. Any breach of this rule will lead to immediate confiscation of the phone, which will only be returned after the semester is over.
- Smoking is strictly prohibited on the entire campus, except the cafeteria.
- No food, drinks, gum or beetle-nut (chalia) are allowed inside the classroom.
- In order to maintain the sanctity and decorum on the University Campus, all male and female students are required to be dressed in a decent and appropriate manner. The University shall take a particularly stern view of any kind of immodest and revealing clothes.
- The Student ID Card must be displayed while attending class.
- Cheating, plagiarism, offensive language and disruptive behavior will be addressed according to policies for academic misconduct mentioned in the Students' Handbook.

COURSE DESCRIPTION:

This course is basically designed to provide students the basic understanding of key HRM functions, which include HR planning, recruitment & selection, compensation, performance evaluation, and training & development. Since human resource provides a competitive advantage that ultimately has a vital role in success and effectiveness of any organization, this course emphasizes on the understanding of the basic concepts of managing human resource and their applications in today's organizations. The course is designed to help the students understand if western human resource management theories and practices have any relevance to the 51 local settings. The course will also discuss the Islamic perspective of managing human resource. It will shed light on the basic tenets of human resource management given by Qura'n and Sunnah. The students will also be encouraged to compare and contrast the human resource practices suggested in their text books and the practices critical for achieving success from indigenous perspective.

COURSE OBJECTIVE:

This course is about both the design and execution of human resource management strategies. This course has two central themes: (1) How to think systematically and strategically about aspects of managing the organization's human assets, and (2) What really needs to be done to implement these policies and to achieve competitive advantage. It adopts the perspective of a general manager and addresses human resource topics (including reward systems, performance management, high-performance human resource systems, training and development, recruitment, retention, equal employment opportunity laws, work-force diversity, and union-management relationships) from a strategic perspective.

LEARNING OUTCOMES:

At the end of this course, students should be able to:

1. Demonstrate an in-depth knowledge of the activities and decisions that inform the employment relationship and management including recruitment, selection, training, health and safety, employment laws, motivation, and productivity of employees.
2. Understand the relevance of the HRM theories and practices, developed in Western settings, in indigenous cultures.
3. Develop and design different forms and memos for recruitment, selection, TNA and performance appraisal of employees.
4. Understand the Islamic perspective of managing human resource.
5. Demonstrate and assess leadership in a professional context, by selecting and appraising appropriate styles for situations, and contributing and discussing relevant expertise, liaising with and assessing professional colleagues, and managing and evaluating a supporting team.
6. Identify and discuss ethical implications of situations and decisions, and develop appropriate professional stances.
7. Participate in selection of personnel using psychometric assessment techniques.
8. Conduct internal research on HR-related problems at work, and communicate results effectively to colleagues and peers.
9. Understand the difference between HRM theories, their relevance and application from indigenous context.

TEACHING METHODOLOGY:

- Lectures
- Assignments
- Individual & Group Projects
- Case Studies
- Guest Speaker: A professional will be invited to share his / her experiences.

PERFORMANCE REQUIREMENTS:

Complying with the course requirements with active class participation and timely submission of assignments.

MATERIAL / RESOURCES:

RECOMMENDED TEXTS:

Managing Human Resources, 7th Edition, Luis Mejia, David Balkin and Robert Cardy.

Other Reading:

- Human Resource Management, 12th Edition, Robert Mathis and Jack Johnson.
- Harvard Business Review
- HR Horizon, DAWN

EVALUATION METHODS AND ASSIGNMENTS:

- Quizzes will be given in every class based upon the lesson taught in the previous session. The teacher will mark and return them to the students in the same/next class.
- Students who maintain 100% attendance in a minimum course load of five will be awarded a certificate and his/her name/picture will be placed on the notice board
- Class Assignments will be given regularly.
- Class participation
- Portfolios should be maintained by students of all their assignments, quizzes, /presentation, etc. The portfolios must be submitted to the instructor in the 14th class. The portfolios will be returned to the students prior to the final examination .
- Mid-Term and Final Examination
- Final exams will comprise questions based on the entire syllabus, including the teaching done before the Mid-Term Exam.
- **Report:** The students will be assigned, individually, or in groups to write term paper / report based on visit to the corporate entities / markets and discussions with professionals and practitioners. All such visits will be undertaken through official transmittal letters to be issued by the University on the request of students and / or faculty.

GRADING:

*	Group Project	10%
*	Quizzes	10%
*	Assignment	05%
*	Class Participation	05%
*	Mid-term Examination	30%
*	Final Examination	40%

COURSE CONTENTS

WEEK – I

Introduction

- Meeting present human resource requirements
- What is HRM?
- Why HRM is important?

WEEK – II

- Emerging Human resource management challenges.
- Trends in HRM
- Global vs local HRM practices

WEEK – III

- HRM from Islamic and indigenous perspective
- Basic Islamic philosophy of managing human resource

WEEK – IV

- Conducting Job analysis.
- HR Planning
- Job Description
- Job Specification

WEEK - V

Staffing

- Recruiting and selecting employees
- Recruitment techniques
- Sources of recruitment
- Selection tests and Interviewing techniques

WEEK - VI

Employee development

- Performance appraisals
- Performance management

WEEK – VII

- Training and development
- Training the employees
- Types of training
- Technique of training

WEEK – VIII

MID-TERM EXAMINATION

WEEK - IX

- Developing careers
- Career growth

WEEK – X

- Project Description and discussion

WEEK – XI

Compensations

- Managing compensation
- Types of compensation

WEEK – XII

- Rewarding performance
- Pay for Performance

WEEK – XIII

- Designing and administering benefits
- Types of benefits

WEEK – XIV

- Employee relations

WEEK – XV

- Project Presentations

WEEK – XVI

FINAL EXAMINATION

-----*For Office Use Only*-----

Dean: : _____ **Date:** ____ / ____ / 2019

Head of Department: : _____ **Date:** ____ / ____ / 2019

Faculty Member: : _____ **Date:** ____ / ____ / 2019

Uploaded on the website by: _____ **Date:** ____ / ____ / 2019