



**NORTH SOUTH UNIVERSITY**

*Center of Excellence in Higher Education*

*The first private university in Bangladesh*

**School of Business  
Department of Management  
MGT 351 Human Resources Management**

<b>Course Name:</b>	<b>Human Resources Management</b>
<b>Course Code &amp; Section No:</b>	<b>MGT 351</b>
<b>Semester:</b>	<b>Summer 2021</b>

**INSTRUCTOR & DEPARTMENT INFORMATION**

<b>1. Instructor Name:</b>	Shahid Hossain
<b>2. Office Room</b>	NAC 858
<b>3. Office Hours:</b>	S/T/M/W 9.15 AM – 11.15 AM & 1.00 PM – 2.30 PM (Once campus reopens)
<b>4. Office Phone:</b>	1714
<b>5. Email Address:</b>	<a href="mailto:shahid.hossain@northsouth.edu">shahid.hossain@northsouth.edu</a>
<b>6. Department:</b>	Management
<b>7. Links:</b>	North South University Website: <a href="http://www.northsouth.edu">http://www.northsouth.edu</a> School of Business Website: <a href="http://www.northsouth.edu/academic">http://www.northsouth.edu/academic</a>

**COURSE & SECTION INFORMATION**

<b>Class Time &amp; Location</b>	TBA
<b>Course Prerequisite(s)</b>	MGT 210, ENG 102, ENG 103
<b>Course Credit Hours</b>	3:0
<b>Course Description</b>	<p>Human resource management has always been a vital element in modern organization 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 in required for the job. On the other hand a manager with very limited resource may do the same job much effectively because he/she had the right “people” for the job at the right time. This means the success of a manager lies in getting the job through others.</p> <p>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 employer, employees, organization, our 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.</p>

<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>• At the end of the course students will have firm understanding of the HRM terms and concepts and practices.</li> <li>• Students will learn how to apply the knowledge gained from this course in real world.</li> <li>• Students will learn how to think critically and dissect a controversial topic pertaining HRM and debate their points of views.</li> <li>• Students will learn about public speaking as they demonstrate their debating skill.</li> <li>• Students will learn how to dissect a complicated case and prepare a report professionally.</li> </ul>
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**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 into practicality

**LEARNING RESOURCES AND TEXTBOOK(S)**

Author	Title	Edition & Year	Publisher	ISBN
Garry Dessler	Human Resource Management	15 <sup>th</sup> Edition, January 16, 2016)	Pearsons	ISBN-13: 978-0134235455

**Other Resources:**

<p><b>Reference Text:</b> Human Resource Management, Lloyd L. Byars and Leslie Rue, 14<sup>th</sup> edition</p> <p><b>Journals and Online Magazines:</b> Journal of Human Resource Management, Journal of Asian Business studies.</p>
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**Teaching Methods:**

Extensive lectures will be given on every topic followed by real life examples using US and local MNCs. 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 group setting using workshop format. Students will be encouraged to participate in discussion and share their ideas regarding the case problem.

<b>ASSESSMENT STRATEGY AND GRADING SCHEME</b>	
Grading tool	Points
Midterm Exam	25%
Final Exam	30%
Class Attendance & Participation	5%
Case Analysis (in group) – 2 units	20%
Report on HR Policy and Benefits Calculation & Analysis (Group of 6 max/min)	20%

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	Managing global HRM
Lecture Series 16	Ethics, Justice, and Fair treatment in HRM

Course Plan:

Session 1	Course introduction and Intro to HRM
Session 2	The strategic role of HRM
Session 3	Job analysis
Session 4	Continuation of session 4 and debate team formation
Session 5	Personnel planning and recruiting/ Small report topic allocation with schedule
Session 6	Continuation of session 6
Session 7	Employee testing and selection
Session 8	Continuation of session 7
Session 9	Interviewing candidates
Session 10	Case Study 1
Session 11	Orientation and training
Session 12	Midterm Exam
Session 13	Continuation of session 11
Session 14	EDP and Developing managers
Session 15	Continuation of session 14
Session 16	Managing quality and productivity
Session 17	Continuation of session 16
Session 18	Case Study 2
Session 19	Establishing pay plans
Session 20	Continuation of session 19
Session 21	Pay-for-performance and Financial incentives and case analysis 2
Session 22	Managing Global HRM
Session 23	Benefits and Services/Employee safety and labor relation (special topic)
Session 24	Ethics, Justice, and Fair Treatment in HRM

Group Project/Report:

Students will form group of five and will be assigned/select a company in Bangladesh (preferably Dhaka) in order to analyze their HR and benefits policies and will demonstrate calculation of PF and Gratuity in line with the firm's policies.

Case Analysis/ Workshop:

Students will analyze video cases provided by the instructor and offer their findings in class.

**Exam Formalities:****Online exam using Google classroom based on MCQs**

Students will be notified about the exam date in advance and points break down. It could be straight short and broad questions or it can be of multiple choice questions or a combination of both. Instructor will make those decisions in duly fashion and notify the students. Students are to take the exam in due date. There is NO opportunity of makeup exam except for very serious causes for which student has to provide solid proof. In additions special permission will be required from the Program Department signed by the Chair of the Management program verifying the cause of makeup exam.

**Due date Policy:**

Every individual report, term paper, etc. are due on the exact due date that will be announced. Failure to meet deadline will cause you lose significant points. Remember! This is an easy course where you can do well if you just try and one of the pre conditions are handing out your assignments on time.

**Class Participation/Class Attendance:**

It means the contribution of a student for the class. It involves being respectful toward the lecturer, fellow students, being careful, positive, and bring lively thoughts for the discussion. And most importantly the attendance will count. Failure to show up in class for more than three times will directly violate the codes of NSU policy.

**Grading Scale:**

NSU standard grading scale will be followed.

**Classroom Rules of Conduct:**

During online classes:

Students must keep their camera on all time

Microphones should be turned off unless asked to switch on

During onsite classes:

Cell phones must be switched off or in silent mode.

Cell phones will not be allowed during exam.

Show respect to your course instructor and to your peers.

Do not miss deadlines.

Cheating in any form will result in a "Fail" grade.

**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 instructors to ensure that their needs are met. The University through its Special Need section will exert all efforts to accommodate special needs.

**Final Comments:**

Please understand that your instructor is here to help you, to be with you, and to walk through the difficult steps as long as you co-operate. Instructor of this course will be available for all of you. Feel free to stop by when something bothers you and we will try our level best to help you out. You can always email me, write me, or make an appointment with me when you need me. I will be there for you.

The instructor reserves the right to change the above outline at his discretion.