

**KARACHI UNIVERSITY BUSINESS SCHOOL
UNIVERSITY OF KARACHI**

BS (BBA) – VI

Course Title : HUMAN RESOURCE MANAGEMENT

Course Number : BA(BS) – 552

Credit Hours : 03

Objective

How well an organization obtains, maintains and retains its human resource is a major determinant of its success or failure. This course explains how proactive managers and human resource professionals share their dual responsibility for continuously improving the human contribution to organizations, in ways that are strategically, socially, legally and ethically acceptable.

Course Contents

1. Introduction To Human Resource Management

- 1.1. The Central Challenge
- 1.2. The Organization of a Human Resource Department
- 1.3. The Human Resource Management Model
- 1.4. Proactive versus Reactive Human Resource Management

2. Environmental Challenges

- 2.1. External Challenges
- 2.2. Organizational Challenges
- 2.3. Frameworks and International Challenges

3. Job Analysis and Design

- 3.1. Job Analysis Information: An Overview
- 3.2. Collection of Job Analysis Information
- 3.3. Applications of Job Analysis Information
- 3.4. The Human Resource Information System
- 3.5. Overview of Job Design
- 3.6. Behavioral and Efficiency Trade-Offs
- 3.7. Techniques of Job Redesign

4. Human Resource Planning

- 4.1. The Demand for Human Resources
- 4.2. The Supply of Human Resources
- 4.3. Estimate of Internal Supply
- 4.4. Implementation of Human Resources Plans

- 5. Recruitment & Selection**
 - 5.1. Recruitment: Constraints and Challenges
 - 5.2. Internal Recruitment Channels
 - 5.3. External Recruitment Channels
 - 5.4. Job Application Blank
 - 5.5. Inputs and Challenges to Selection
 - 5.6. Complete Selection Process
 - 5.7. Challenges, Process, and Feedback

- 6. Orientation, Placement, and Separation**
 - 6.1. Placement Obstacles to Productivity
 - 6.2. Orientation Programs
 - 6.3. Employee Placement
 - 6.4. Separations
 - 6.5. Issues in Placement

- 7. Training and Development**
 - 7.1. Steps to Training and Development
 - 7.2. Training and Development Approaches
 - 7.3. Evaluation of Training and Development
 - 7.4. Development Human Resources

- 8. Career Planning**
 - 8.1. Career Planning and Employee Needs
 - 8.2. Human Resources Departments and Career Planning
 - 8.3. Career Development

- 9. Performance Appraisal**
 - 9.1. Elements of Performance Appraisal Systems
 - 9.2. Performance Appraisal Challenges
 - 9.3. Past-Oriented Appraisal Methods
 - 9.4. Future-Oriented Appraisals
 - 9.5. Implications of the Appraisal Process
 - 9.6. Feedback for the Human Resources Function

- 10. Compensation, Protection, Incentives and Gainsharing**
 - 10.1. Wages and Salaries
 - 10.2. Job Analysis and Evaluations
 - 10.3. Wage and Salary Surveys
 - 10.4. Pricing Jobs
 - 10.5. Challenges affecting Compensation
 - 10.6. Incentives and Gainsharing Issues
 - 10.7. Incentive Systems
 - 10.8. Gainsharing Approaches

11. Benefits and Services

- 11.1. The Role of Indirect Compensation
- 11.2. Insurance Benefits
- 11.3. Employee Security Benefits
- 11.4. Time-Off Benefits
- 11.5. Work Scheduling Benefits
- 11.6. Employee Services
- 11.7. Administration of Benefits and Services

12. Union – Management Relations

- 12.1. International Competition
- 12.2. The Labor – Management System
- 12.3. Cooperation and Dispute Resolution
- 12.4. Union – Management Cooperation

Recommended Books

- 1. William, W. B. & Davis, K. (2003). *Human Resource and Personnel Management*. McGraw-Hill.
- 2. Dessler, G. (2005). *Human Resource Management*. Pearson Education.
- 3. Dowling, P. & Welch D. E. (2002). *International Human Resource Management*. Managing People in a Multinational International Thomason.
- 4. Margaret, F. & Hook C. (2004). *Introducing Human Resource Management*. Longman
- 5. Graham, H. & Leat, M. (2004). *Human Resource Management*. Pitman.
- 6. Milkovich, & Boudreen, (1998). *Personnel / Human Resource Management*. BPI Irwin.
- 7. Bernardin, & Russell. (2001). *Human Resource Management*. McGraw-Hill.