

Kathmandu University School of Management
Bachelor of Business Administration
Course Syllabus

Course Title	HUMAN RESOURCE MANAGEMENT		
Course Code Number	HRM 201		
Credit Hours	3		
Course Objective			
Main Objective	The objective of the course is to provide participants with the basic concepts and techniques of human resource management.		
Learning Unit			
Learning Unit One Net Contact Hours -3 hrs	1. Overview of the Field Concept and importance of Human Resource Management; Line and staff aspects of HRM; Contemporary environmental context of HRM; Changing Roles of HRM.		
Learning Unit Two Net Contact Hours - 6 hrs	2. Personnel Planning and Recruitment Forecasting and planning of workforce requirements; Analysis of jobs and preparation of job descriptions and specifications; Recruitment: concept, process and sources/ methods; Preparation and use of application blanks.		
Learning Unit Three Net Contact Hours - 6 hrs	3. Employee Selection Selection: concept and process; Issues in employee selection; Uses and procedures of major selection tests and methods: references, paper and pencil tests, psychometric tests, work sample test, interviews.		
Learning Unit Four Net Contact Hours - 6 hrs	4. Employee Training and Development Concept and importance of employee training and development; Training and development process – need assessment, instructional design, delivery, and evaluation; Various training and development methods: orientation training, on the job training, off the job training; Specific training techniques.		
Learning Unit Five Net Contact Hours – 6 hrs	5. Performance Management and Appraisal Concept of performance management; Performance goal setting; Performance appraisal: concept, purposes, importance, and responsibility; Basic appraisal methods; Appraisal feedback interviews; Making appraisals effective.		
Learning Unit Six Net Contact Hours - 6 hrs	6. Employee Compensation Concept and types of employee compensation; Qualities and determinants of employee compensation; Process of establishing pay rates; Incentives Plans; Employee benefits.		
Learning Unit Seven Net Contact Hours – 6 hrs	7. Labor Relations and Collective Bargaining The Labor Movement – global and Nepali contexts; Labor <i>Union related laws in Nepal</i> ; Collective bargaining process.		
Learning Unit Eight Net Contact Hours - 6 hrs	8. Ethics and Fair Treatment in Human Resource Management Concept and importance of workplace ethics and fair treatment; Factors affecting ethical behaviors at workplace; Role of HRM in fair treatment and workplace ethics; Employee discipline and privacy; Managing dismissal.		
Learning Unit Nine Net Contact Hours - 3hrs	9. Employee Safety and Health Employee safety and health: concept and regulatory framework; Workplace accidents: causes and prevention; Employee health: problems and remedies.		
Total Contact Hours	48 hrs (excluding assessment and final examination)		
Basic Text	Dessler, Gary (2006). <i>A framework for human resource management (4th Ed.)</i> . New Delhi: Pearson.		
Other References	Dessler, G. &Varkkey, B.(2011). <i>Human resource management, (12thed.)</i> New Delhi: Prentice-Ha		
Evaluation Scheme	In-Semester evaluation	50%	
	End-Semester evaluation	50%	
	Total	100%	

Updated February 2017