

Bachelor of Business Administration Honours Degree
Human Resource Management
Year 4 - Semester I

Status	:	Compulsory
Credit rating	:	3
Course code	:	BBAH 4123
Semester	:	First
Title	:	Career Management

Aim: -

to give greater awareness in self career management related aspect and their responsibilities.

Learning outcome:

Upon completion of this course students should be able to;

- explain importance of career management.
 - describe various terminologies related to career management.
 - plan their own career
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Content:

Changing landscape in career management, Traditional view of career, Career management model, Protean and Boundary less Career, Theories related to career management, career self exploration, work family balance, preparing curriculum vitae

**Method of
Teaching and
learning**

: Lectures, Discussions, Case study and video clips

Assessment

: Quiz, reports, presentations, mid-term and end semester examination

**Recommended
Reading**

: Career Management ,Mike Ficco

Status	:	Compulsory
Credit rating	:	3
Course code	:	BBAH 4133
Semester	:	First
Title	:	Project Management

Aim: -

To lay the foundation for a solid understanding of project management concepts and principles and to familiarize students with the complexity and challenge of managing public or private projects

To obtain a sound understanding of project management concepts and principles by applying relevant tools and techniques and by making extensive use of case studies and simulation exercises to assimilate that knowledge.

Learning outcome:

At the end of this course students should be able to;

- define the terms project and project management.
 - describe the project life cycle, project selection, project environment, and approval process." identify the project management process groups including initiating, planning, executing, monitoring and controlling, and closing.
 - explain the role of the project manager in initiating and completing a project
 - identify tools and techniques for planning and tracking a project.
 - discuss ways in which projects are terminated
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Content:

The nature and context of project management, Strategy and project management, process of project formulation, identification of project attributes, identification of project outcomes, cost calculations, methods of appraisal, and project feasibility studies, Management and leadership in project environments, Control of projects, Problem-solving and decision-making.

Methods of Teaching and learning

: Lectures, Tutorials, Group work and presentation.

Assessment **:** Quiz, reports, presentations, mid-term and end semester examination

Recommended

Reading : 1. Mantel, Samuel J, Project Management in Practice.
2. Burke, Rory, Fundamentals of Project Management: Tools and Techniques
3. Project Management Body of Knowledge. (5th ed).
Published by Project Management Institute (PMI)

Status : **Optional**

Credit rating : **2**

Course code : **BBAH 4152**

Semester : **First**

Title : **Communication and Interpersonal Skills**

Aim: -

to make students communicate effectively and keep unique interpersonal relationship in the work place

Learning outcome:

Upon completion of this course students should be able to;

- communicate effectively
 - conduct meeting effectively
 - write unique reports
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Content:

The meaning of communication, the basic communication skills, the process of communication, the content of communication (individual, organizational and inter-cultural) and their importance for effective management, effective communication in management, communication: what managers need to know; internal communication down to the employees- ways, means and effectiveness, external communication to customers and stakeholders (banks and funding agencies, donors, suppliers, contractors), report writing process, preparing and presenting project proposals etc.

Method of**Teaching and**

learning : Lectures, discussions, Case study and video clips

Assessment : Quiz, reports, presentations, mid-term and end semester examination

Recommended

Reading : Nanayakkara.G. Business communication for Sri Lankan Managers
Kaul,Asha. Business Communication

Status : **Optional**

Credit rating : **2**

Course code : **BBAH 4162**

Semester : **First**

Title : **Computer Applications in Human Resource Management**

Aim: -

to familiarize the students with statistical packages to undertake research in HR and make HR related decisions

Learning outcome:

Upon completion of this course students should be able to;

- use statistical packages effectively
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Content:

SPSS, SAS, Eviews Packages

**Method of
Teaching and
learning**

: Lectures, discussions, data analysis and data interpretations

Assessment : Quiz, reports, presentations, mid-term and end semester examination

Recommended

Reading : Human Recourse Information System

Status	:	Optional
Credit rating	:	2
Course code	:	BBAH 4172
Semester	:	First
Title	:	Global Human Resource Management

Aim:

To create understanding about global practices of HRM

Learning outcome:

Upon completion of this course unit students should be able to;

- apply the global practices of HRM
 - manage HR function in an international setting and manage multinational organizations
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Content:

Strategic, Comparative and Organizational Perspectives on Global HRM: Strategic Management and Global HRM, Comparative Human Resource Management, Culture in Global Human Resource Management, Human Resource Management in Cross-Border Mergers and Acquisitions, Approaches to Global HRM. International Assignments and Employment Practices: International Assignments, Multinational Companies and the Host Country Environment, The Transfer of Employment Practices Across Borders in Multinational Companies. Global HRM Practices: Managing Knowledge in Multinational Firms, The Development of Global Leaders and Expatriates, Global and Local Resourcing, Global Performance Management, Total Rewards in the International Context. Global Work life Management in Multinational Corporations, Regulation and Change in Global Employment Relations, Social Responsibility, Sustainability and Diversity of Human Resources

Method of Teaching and learning

: Lectures, Discussion, Case study and Video clips

Assessment : Quiz, reports, presentations, mid-term and end semester examination

Recommended Reading

: International Human Resource Management, 3/E
Anne-Wil Harzing and Ashly Pinnington Sage Publications, 2011

Bachelor of Business Administration Honours Degree
Human Resource Management
Year 4 - Semester II

Status	:	Compulsory
Credit rating	:	8
Course Code	:	BBAH 4218
Semester	:	Second
Title	:	Dissertation in HRM

Aim:

To provide a comprehensive knowledge and practice on descriptive or empirical research work.

Learning outcome:

At the end of this course students should be able to work out independently the descriptive or empirical research works and disseminates the experience gained through the research to the society.

Content:

The project is design to develop skills in identifying and resolving significant business problems either within human resource management area or across a range of interrelated areas. The presentation of information will be incorporated in a project report of approximately 10,000 words which will contain recommendations based upon an evaluation of the evidence. In addition, the project should display a detail understanding of research methodology and its application to the problem investigated.

**Methods of
Teaching and
Learning**

: Workshops, Lectures and Laboratory sessions

Assessment **:** 100% on submission of the dissertation/and Presentation

Recommended

Reading **:** Bryman. A. and Bell E., (2006), business research methods, 1st Edition, Oxford University Press, US.
Sekaran U., (2006), Research Methods for Business, 4th Edition, John Wiley & Sons. Journal of Human Resource Management

Year	:	Fourth
Semester	:	Second
Status	:	Compulsory
Credit rating	:	06
Course Code	:	BBAH 4226
Title	:	Internship in HRM

Aim:

To; (i) Assist the student's development of employer-valued skills such as teamwork, communications and attention to detail. (ii) Expose the student to the environment and expectations of performance on the part of human resource practices, private/public companies or government entities. (iii) Enhance and/or expand the student's knowledge of a particular area(s) of HRM. (iv) Expose the student to professional role models or mentors who will provide the student with support in the early stages of the internship and provide an example of the behaviors expected in the intern's workplace.

Learning outcome:

On completion of this course students should be able to:

- develop the employer-valued skills such as teamwork;
 - practice new skills which are practiced in private/public companies or government entities;
 - compare and contrast application of HRM in private/public companies or government entities;
 - explain the importance of attitude or behaviors modification in the workplace;
 - discuss the practical issues and problem of the workplace.
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Methods of Teaching and Learning

Learning : Working in the work place, Supervision and discussion

Assessment : Presentation, Attendance and log book maintenance, examiner's evaluation and mentor evaluation.
