

Bachelor of Business Administration Honours Degree
Human Resource Management
Year 3 - Semester I

Status	:	Compulsory
Credit rating	:	3
Course code	:	BBAH 3113
Semester	:	First
Title	:	HR Planning and Staffing

Aim:

The main aim of this course is to provide knowledge about the techniques of planning human resources and staffing in an organization and applications of the knowledge in practical way.

Learning outcome:

On successful completion of this course, students will be able to:

- Apply the HR planning techniques in the modern organizations.
 - Apply the knowledge in Recruiting right people for the positions in an organization
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Content:

Theoretical and practical aspects of human resource plan and staffing in work organization, meaning, objectives and principles of human resource planning, forecasting techniques, approaches of job design and job analysis, process of job analysis, sources of recruitment of selection techniques, placement and orientation.

Method of Teaching and learning

: Lectures, Discussion, case studies and video clips

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

Recommended Reading

: 1. Dave Ulrich, Jon Younger, Wayne Brockbank, Mike Ulrich, 2012 HR from the Outside In: Six Competencies for the Future of Human Resources , McGraw-Hill

2. Bradford D. Smart, 2005, Topgrading: How Leading Companies Win by Hiring, Coaching, and Keeping the Best People, Portfolio Hardcover publishing inc.
 3. Gray Dessler, (2014). Human Resource Management, prentice hall
 4. Henarath HDNP Opatha, (2009), Human Resource Management.
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Status : **Compulsory**
Credit rating : **3**
Course code : **BBAH 3123**
Semester : **First**
Title : **Health, Safety and Benefits Management**

Aim:

The aim of this course is to provide the students with an awareness of the concept of health, safety and benefits management in an organization and applications of the knowledge in practical way.

Learning outcome:

On successful completion of this course, students will be able to:

- Apply the Health and safety principles in the modern organizations.
 - Create hazards free environment for the employees in the modern organizations
 - Apply different kinds of benefits to motivate employees in the modern organizations
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Content:

Employee benefits: Need for benefits, Types of benefits, Pay for time not worked, Insurance benefits, Retirement benefits, Employee services, Elements of employee safety and health: Conditions affecting employees' safety and health, Safety and health issues, Hazards in occupational safety and health, the impact of globalization on employee health and safety in the workplace, Stress and burnouts, Developing occupational health policies, Legal considerations on safety and health issues, Creating and maintaining a healthy working environment.

Method of Teaching and learning

: Lectures, discussion, Case study and video Clips

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

Recommended Reading : Gray Dessler, (2014). Human Resource Management, prentice hall
Gupta, Shashi K., Human Resource Management
Srilankan Labour Law(Factory Ordinance and Regulations)

Status : **Compulsory**
Credit rating : **3**
Course code : **BBAH 3133**
Semester : **First**
Title : **Human Resource Development**

Aim:

The aim of this course is to provide the students with an awareness of the concept of Human Resource training and Development in an organization and applications of the knowledge in practical way.

Learning outcome:

On successful completion of this course, students will be able to:

- Differentiate the concept training and development
 - Apply the methods and techniques of training and development and its application in the modern Organization.
 - Apply the concept of HRIS in the modern Organization
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Content:

Introduction to human resource development, significance of HRD, human resources for competitive advantage, HRD and organizational performance, strategic HRD practices, Training process and methods, evaluating training effectiveness, Management development, techniques of developing managers, compensation management, tools of compensation, designing compensation system and incentive compensation plans, quality of working life.

Method of Teaching and learning

: Lectures, discussion, Case study and video Clips

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

Recommended

Reading : Jennifer Joy-Matthews, David Megginson, Jennifer Joy-Matthews, Mark Surtees, 2004, Human Resource Development
Kogan Page

Status : **Optional**
Credit rating : **2**
Course code : **BBAH 3152**
Semester : **First**
Title : **Occupational Psychology**

Aim:

The main aim of this course is to provide the students with an awareness of the concept, the nature of occupational psychology and its application in an organization.

Learning out comes:

On successful completion of this course, students will be able to:

- Identify the psychological concept of employees
 - Identify the methods and techniques of how to manage employees psychologically in the modern Organization.
 - Apply the psychological concept effectively in achieving the objectives of modern Organization
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Content:

Origin of Occupational psychology, difference between occupational psychology and basic and applied psychology, Divisions of occupational psychology, area of occupational psychology, job satisfaction, facets of job satisfaction, job satisfaction and performance, job satisfaction and commitment, withdrawal behavior, commitment, types of commitment, commitment and job satisfaction, commitment and performance, Violence in work place, types of violence

Method of Teaching and learning

: Lectures, discussion, Case study and video Clips

Assessment : Quiz, written exam, reports presentation and end course examination

Main Readings

John Arnold Cary L. Cooper Ivan T. Robertson .Work
Psychology Understanding human behaviour in the workplace
Second edition

Status : **Optional**
Credit rating : **2**
Course code : **BBAH 3162**
Semester : **First**
Title : **Financial Analysis for HR Managers**

Aim

To provide knowledge about the HR related financial issues such as compensation , retirement benefits, and their impact on overall financial strategy

Learning outcome:

On successful completion of this course, students will be able to;

- Link the HR strategy and Financial Strategy
 - Compare the output with financial output
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Content

Business Strategy, Financial Strategy and HR Strategy, The Balance Sheet, Cash Flows Financial Statements and Business Strategy, Stocks, Bonds, and the Weighted Average Cost . Budgeting and Discounted Cash Flow Analysis, Financial Analysis of Human Resource Initiatives, Financial Analysis of a Corporation's Strategic Initiatives, Equity-Based Compensation: Stock and Stock Options, Financial Aspects of Pension and Retirement Programs, Creating Value and Rewarding Value Creation.

Method of Teaching and learning

: Lectures, discussion, Case study and video Clips

Assessment : Quiz, written exam, reports presentation and end semester examination

Recommended

Reading : Steven, D. 2012 Financial Analysis for HR Managers: Tools for Linking HR Strategy to Business Strategy, Pearson

Status	:	Optional
Credit rating	:	2
Course code	:	BBAH 3172
Semester	:	First
Title	:	Leadership and Team Management

Aim:

Is to provide knowledge to the students related with leadership and team work

Learning outcome:

On successful completion of this course, students will be able to;

- Explain the importance of leadership and team
 - Discuss theories related to leadership and their implication in modern organizations " Describe team process and the importance of managing term related issues in the organizations
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Content:

Nature of organizational Leadership, theories of leadership, participative leadership, delegate and empowerment, managerial traits and skills, impression management by executives, executives tenure and strategic leadership, types of teams and other groups in organizations, Self- directed work teams, Managing conflict, team conflict, Organizational power and politics, Employee Involvement and Quality Management.

Method of Teaching and learning

Assessment : Lectures, discussion, Case study and video Clips

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

Recommended Reading

: Luthans, Fred., Organizational Behaviour
Davis, Keith., Organizational Behaviour
Mullins, Lauri J., Organizational Behaviour

Bachelor of Business Administration Honours Degree
Human Resource Management
Year 3 - Semester II

Status	:	Compulsory
Credit rating	:	3
Course code	:	BBAH 3213
Semester	:	Second
Title	:	Research Methodology in Human Resource Management

Aim:

To provide an intellectually demanding academic programme of study which emphasizes the student's ability to analyze, synthesize and evaluate key theoretical concepts and practical applications in the Human Resource Management related area.

Learning outcome:

On successful completion of this course, students will be able to;

- Explain the difference between various types of research and the importance of scientific research
 - Describe components of research methods and methodology " analyze data effectively by using software(SPSS, E views)
 - interpret research reports to make managerial decisions.
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Content:

This course mainly focuses on Definition and purpose of research, qualities of good researcher, types of research, characteristics of a good research project, paradigms and methodology, types of research methodology, searching literature, identifying a research problem, defining research questions/ hypotheses, deciding methodology tools and methods of data collection and validation, analyzing quantitative and qualitative data. Computer application in research methods, system of report writing, formatting and referencing.

Method of Teaching and learning

: Lectures, discussion, Case study and video Clips

Assessment : Research proposal submission and end semester examination

Recommended

- Reading** :
1. Bryman .A and Bell.E (2006), Business Research Methods, 1st Edition ,Oxford University.
 2. Cooper.D.R and Schindler (2006), Business Research Methods, Tata McGraw-hill Publishing Company Limited,New Delhi. Kothari C.R (1999), Research Methodology, Wishwa Prakashan, New Delhi.
 3. Rao, K. V. (1993), Research Methodology in Commerce & Management, Sterling Publishers (Pvt) Ltd.
 4. Jhon Gill and Johnson, Research Methods for Managers, 1st Edition, Blackwell Publishers, UK
 5. International Journal of Human Resource Management
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Status : **Compulsory**
Credit rating : **3**
Course code : **BBAH 3223**
Semester : **Second**
Title : **Performance Management**

Aim:

to make awareness of evaluating and managing performance of employees

Learning outcome:

On successful completion of this course, students will be able to;

- Assess the performance of HR
 - Evaluate and reward HR to achieve the organizational objectives
 - Take corrective action to increase employee performance
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Content:

Identifying performance dimension, performance management process, factors determining employee performance, causes of performance deficiencies, uses of performance appraisals, appraisal procedure, appraisal methods, performance improvement process, appraisal interviews, counseling, directive and nondirective counseling, mentoring, empowerment, rewarding performance, reward systems, performance related pay, performance management techniques, documentation and disciplining of performance problems.

Method of Teaching and learning : Lectures, discussion, Case study and video Clips

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

Recommended Reading : Dessler, Gray., Human Resource Management
Gupta, Shashi K, Human Resource Management

Status : **Compulsory**
Credit rating : **3**
Course code : **BBAH 3233**
Semester : **Second**
Title : **Employment Law and Employee Relations**

Aim:
to create awareness of Sri Lankan Labor Laws , Law system of employees and managing employer- employee relationship

Learning outcome:
On successful completion of this course, students will be able to;

- Describe and introduce different employment laws practiced in Sri Lanka and the Globe
- Explain the implication of labour laws in managing employer and employee relationship in modern organization

Content:
The employment law and employee relations in Sri Lanka, Activities of the department of labour regarding labour relations, Social security acts: Employees trust fund, payment of gratuity, payment of maternity benefits, Wages Board ordinance, Industrial disputes, Termination of employment, Employees Council Act, Factories ordinance, Employment of women, young persons and children, Employees compensation, Trade unions ordinance, Employee relations and legal environment, Employee relations in other countries, Union organizing, collective bargaining, and contract administration.

Method of Teaching and learning

: Lectures, discussion, Case study and video Clips

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

Recommended Reading : Acts, Laws and Regulations of Sri Lankan publication

Status : **Compulsory**
Credit rating : **3**
Course code : **BBAH 3243**
Semester : **Second**
Title : **Strategic Management**

Aim: -

to make the student awareness of the processes in formulating and implementing strategies to achieve organizational objectives

Learning outcome:

On successful completion of this course, students will be able to;

- explain the importance of strategy in managing competition
 - describe the aspects of strategic management
 - evaluate the external and internal environmental factors and identify SWOT factors
 - formulate appropriate strategies and implementing them to manage competition
 - discuss various strategies applied by the organization to manage competition
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Content:

The process of strategic management, strategy formulation, levels of strategy, objectives of an organization and its stakeholders, strategic planning and decision making process, environmental scanning, approaches to strategy, analysis of internal environment, tools for internal analysis (value chain, product life cycle, resource audit), strategy alternatives, organisational culture and strategy, strategy implementation, evaluation and control, contemporary issues in business management, virtual organizations, corporate social responsibility and business ethics

Method of Teaching and learning	:	Lectures, discussion, Case study and video Clips
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Assessment	:	Quiz, reports, presentations, mid-term and end semester examination
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Recommended Reading	:	<ol style="list-style-type: none"> 1. Johnson G., Scholes K., Whittington R., (2009), Exploring Corporate Strategy: AND My Strategy Lab; Text and Cases, Financial Times print. 2. International Journal of Strategic Management, http://www.managementjournals.com Richard L.Lynch, (2006), Corporate Strategy, Financial Times print. 3. Richard B Robinson, J., Amita Mital, (2008), Strategic Management, John A Pearce II, 10th edition. 4. Charles Hill, Gareth Jones, Charles W. L. Hill, Gareth R. Jones, (2011), Essentials of Strategic Management, South-Western College Pub, 3rd Edition.
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Status	:	Optional
Credit rating	:	2
Course code	:	BBAH 3252
Semester	:	Second
Title	:	Labour Economics

Aim:
to make awareness of labour economic issues in Sri Lanka

Learning outcome:

- Express and defend views based upon sound thought and extensive evidence regarding the important issues in this area of economics.

Content:
Demand and supply of labour ,labor market condition Introduction: facts about employment and earnings; the supply and demand framework, Labor Supply, Home production and the decision to work; the economics of the family, The demand for labor, minimum wages, Human capital, education, and training, The wage structure, Discrimination, Unions and bargaining.

Method of Teaching and learning : Lectures, discussion, Case study and video Clips

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

Recommended Reading : Industrial & Labour Economics, Edward Elgar Publishing

Status : **Optional**
Credit rating : **2**
Course code : **BBAH 3262**
Semester : **Second**
Title : **Entrepreneurship**

Aim:

To inculcate entrepreneurship indention and consequently become successful entrepreneurs.

Learning outcome:

On successful completion of this course, students will be able to;

- generate entrepreneurial opportunities
 - explore the possibility of becoming successful entrepreneurs
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Content:

Evolution of entrepreneurship, approaches to entrepreneurship, corporate entrepreneurship, entrepreneurial perspective in individuals, creativity and innovation, ethical and social responsibility challenges for entrepreneurs, environmental assessment: preparation for new venture, marketing research for new ventures, Financial preparation for entrepreneurial venture, Acquisition and valuation of Business ventures, Management succession and Continuity, Women and Minority entrepreneurship.

Method of Teaching and learning : Lectures, discussion, Case study and video Clips

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

Recommended Reading : Entrepreneurship: Theory, Process and Practice
Donald F. Kuratko and Richard M Hodgetts

Status : **Optional**
Credit rating : **2**
Course code : **BBAH 3272**
Semester : **Second**
Title : **Human Resource Information System**

Aim:
to provide the knowledge about computerized human Resource Management system

Learning outcome:
On successful completion of this course, students will be able to;
Computerize data pertaining to human resource in an organization

Content:
Introduction to Human Resource Information system, E-Recruiting, System Implementation & E-Selection , Self-Service & HR Portals, ELearning & Training, Performance Management System, Acceptance & Future Trends, HRIS Policies

Method of Teaching and learning : Lectures, Discussions, case study and video clips

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

Recommended Reading : Human Resource Information System , J.KMichael , Mohan Thite
