Course Title   : **Organizational Management**
Course Code   : **11013**
Level   : **01**
Number of Credits : **03**

Course Description

Management is seen as the process of effectively and efficiently planning, organizing, directing and controlling the scared resources to attain pre-determined organizational goal and objectives. As such, this course is designed to offer students with a wider understanding of both theoretical and practical aspects of the principles of management and management process.

Intended Learning Outcomes

At the end of the course, the student will be able to;
*   Define the basic concepts, principles and theories of management
*   Enhance students' theoretical knowledge of management to identify and analyze the practical problems in an organization setting
*   Develop initial arguments and make some judgments in accordance with basic theories and concepts of Management

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents
1. Management Overview
2. Introduction to Social Responsibility and ethics
3. Organizational environment and culture
4. Introduction to Planning Function
5. Introduction to Organizing Function
6. Introduction to Leading function
7. Basic Motivational theories
8. Basic Leadership theories
9. Introduction to Communication in Management
10. Basic Decision-Making Models in Management
11. Controlling in Management
12. Emerging trends in Management

Recommended Readings

01. Griffin, R. W (2016), Management (12 th edition) , Cengage Learning, USA

02. Kanthugn, M.B. & David, C.M. (Latest), *Management*, McGraw Hill Inc

Course Title : Introduction to Human Resource Management
Course Code : 11023
Level : 01
Number of Credits : 03

Course Description

This course provides a basic understanding of the concepts, theories, processes and practices of human resource management. It covers functions, recent developments, challenges and issues of human resource management.

Learning Outcomes

At the end of this course, the students will be able to;

- Define the basic functions of human resource management,
- Identify the challenges and issues in human resource management,
- Recognize the importance of HR functions to manage people resource efficiently and effectively
- Recall the basic concepts and theories in Human Resource Management.

Teaching/ Learning Methodology

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents

1. Introduction to Human Resource Management
2. Job Design and Job Analysis
3. Human Resource Planning
4. Recruitment and Selection
5. Hiring and Employee Induction
6. Human Resource Development
7. Employee Performance Evaluation
8. Career Management
9. Employee Compensation and Welfare Management
10. Employee Movements
11. Employee Health and Safety Management
12. Employee Discipline Management
13. Employee Grievances Handling
14. Labour-Management Relations
15. Contemporary Trends in Human Resource Management

Recommended Readings

16. Opatha, H.H.D.N.P. (2015). Human Resource Management. Author Publication.
17. Dessler, G. (16 th edition) Human Resource Management. Pearson Education.
18. Ivancevich,J., & Konopaske, R. (2013). Human Resource Management. (12th edition). McGraw Hill.

Course Title   : **Business Economics**
Course Code   : **11033**
Level   : **01**
Number of Credits   : **03**

Course Description
This course unit provides a basic knowledge of the use of economic theories and tools to that enhance students' economic way of thinking and how to use such understanding to maximizes the organizational resources effectively and efficiently. It basically consists with the basic areas of microeconomics and macroeconomics

Learning Outcomes
At the end of the course, the student will be able to;
- Understand the microeconomic terminologies and the economic way of thinking,
- Understand the importance of implications of basic economic concepts and models in business management.
- Develop initial arguments and make some judgments in accordance with basic concepts theories and tools of business economics

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents
1. Introduction to Economics
2. Market Economy (Demand and Supply)
3. Theory of production
4. Theory of cost
5. National Accounts
6. General Price levels and Inflation
7. Introduction to financial system in Sri Lanka
8. Money, money demand and money supply
9. Introduction to International Trade
10. Economic growth, Economic development, population and poverty and employment
11. Sri Lanka Labor Market Information

Recommended Readings
1. McConnell C., R. and Brue, S. and Flynn, S. (2017) Microeconomics (21 st edition), McGraw-Hill Education

Course Title   : **Individual Behavior in Organizations**
Course Code   : **11043**
Level   : **1**
Number of Credits   : **3**

Course Description

This course focuses on the basic analysis of the behavior of individuals, which have an impact

to enhance the organizational performance. It discusses the concepts and theories related to

human behavior.

Learning Outcomes

At the end of the course, the student will be able to;

- Define the basic concepts and theories of human behavior,

- Identify the nature of human behavior within the organizations,

- Understand the importance of determinants of individual behavior for Human Resource

  Management

- Develop initial arguments and make some judgments in accordance with basic concepts
  and theories of individual behavior

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents
1. Introduction to the Organizational Behavior
2. Fundamentals of Individual Behavior
3. Basic introduction in Diversity in Organizations
4. Individual Learning
5. Basic introduction to Values and beliefs
6. Attitudes and Work-related attitudes
7. Personality
8. Emotions
9. Perception
10. Culture and individual Behavior
11. Stress Management

Recommended Readings

1. Robbins, S. and Judge, T. (2018). Organizational Behavior. (18th edition), Pearson
2. Luthans, F., Luthans, B. C. and Luthans, K. W (2015), Organizational Behavior: An Evidence-Based Approach, (13th Edition), Information Age Publishing.

Course Title   : **Business Mathematics and Statistics**
Course Code   : **11053**
Level   : **01**
Number of Credits   : **03**

Course Description

This course focuses to provide basic understanding of theories, and concepts of mathematics and statistics and its application in business decision making. It covers the uses of fundamental quantitative tools and techniques, including numerical data and statistical analysis in relation to an organizational context.

Learning Outcomes
At the end of this course, the students will be able to;

- Understand the basic theories, concepts, tools, and techniques of mathematics and statistics.
- Apply mathematical and statistical tools and techniques in decision making.
- Identify the importance of basic Business Mathematics and Statistics concepts, tools and techniques for managing human resources

Teaching/ Learning Methodology

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Tutorials	Tutorials

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2 Classroom Tests	Closed Book Structured Question Paper

Course Contents

1. Introduction and importance of Business Mathematics and Statistics for Human resource Management
2. Factoring Concept
3. Equations
4. Interest and Annuities
5. Derivatives
6. Probability
7. Statistical representation of data
8. Sampling methods
9. Measures of Central Tendency
10. Measures of Dispersion
11. Correlation Analysis
12. Regression Analysis
13. Probability

Recommended Readings

1. Karunarathne, K.R.M.T. (2019). Quantitative Method for Management. : with applications in planning and decision making. (4 th ed.). Sri Lanka: State Printing Corporation.
2. Richard, I.L. & David, S.R. (2017). Statistic for Management. (7th ed.). U.S.A: Prentice Hall.
3. Budnick, F. (2018). Applied Mathematics for Business Economics and the Social Science. (4th ed). New Delhi: Tata McGraw Hill Education.

Course Title : Career Management
Course Code : 12013
Level : 2
Number of Credits : 3

Course Description

This course focuses to provide basic understanding of theories, and concepts of mathematics and statistics and its application in business decision making. It covers the uses of fundamental quantitative tools and techniques, including numerical data and statistical analysis in relation to an organizational context.

Course Description

This course provides an overview of the most salient phenomenon of career management including the individual career management, career development of self and employees and managing career related issues of an organization.

Intended Learning Outcomes

At the end of this course, the students will be able to;

- Define relevant concepts and theories in career management,

- Identify relevant concepts and theories in career management,

- Recognize the importance of career management concepts, theories and techniques for management of people

- Discuss the inter-relatedness of career, family and personal life involvements, and

- Assess the occupational and organizational environments.

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents

1. Introduction to Career Management

2. Career Context and Stages

3. Introduction of Models of Career Management

4. Occupational choice

5. Organizational Entry

6. Early career

7. Mid-Career

8. Late career

9. Career Management in an Organization

10. Contemporary Issues in Career Management

Recommended Readings

1. Greenhaus, G.H., Callanan, G.A & Godshalk, V.M (2018), Career Management for Life (5 th Edition), Routledge

Course Title   : **Human Resource Development**
Course Code   : **12023**
Level   : **2**
Number of Credits   : **3**

Course Description

This course focuses to provide basic awareness of concepts, theories, methods and framework of Human Resource Development (HRD) that provides basic understanding of how to assess training needs, designing, implementing and evaluating human resources development interventions.

Learning Outcomes

At the end of this course, the students will be able to;

- Define the theories, methods and frameworks of human resource development,

- Explain the methods and approaches used to develop managerial and non-managerial employees and,

- Identify challenges pertaining to the human resource development theories, methods and frameworks for managing people in an organization.

- Recognize the importance of human resource development theories, methods and frameworks for managing people in organizations.

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents

1. Introduction to Human Resource Development

2. Basic understanding of individual learning theories

3. Need assessment techniques

4. Steps in Design HRD intervention

5. Basic Methods of implementing HRD Interventions

6. Basic evaluation methods of HRD intervention

7. Employee Orientation

8.Basics in Skills and technical training

9. Basics in Employee Coaching

10. Basics in Counselling

12. Contemporary Trends in HRD

Recommended Readings

1. Werner, J. M. and DeSimone, R.L.R (2011), Human Resource Development (6 th edition), Cengage Learning.

2. Raymond N.A. (2016), Employee Training and Development, (7th ed.).McGraw-Hill Higher Education USA: Irwin

Course Title : **Performance and Reward Management**
Course Code : **12033**
Level : **2**
Number of Credits : **3**

Course Description

This course provides the basic knowledge of identifying, measuring, managing and rewarding employee performance in an employment context. It includes basic theories, models, processes and techniques in managing employee performance and rewards effectively.

Learning Outcomes

At the end of the course, the student will be able to;

- Define fundamental theories, concepts, methods, techniques and practices in performance and reward management

- Identify the importance of performance and Rewards related concepts methods techniques and practices in managing people in organizations

- Understand contemporary issues and trends in managing employee performance and rewards

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
-	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents
1. Introduction to Performance Management

2. Introduction of Performance Management Process:

3. Basics in Measuring Employee Performance

4. Skills needed for Performance Management

5. Introduction to Reward Management Process

6. Role of Performance Appraisals in Rewarding Decisions

7. Types of Rewards

8. Base Pay and introduction to Pay Structures

9. Contingent Pay

10. Employee Benefits

11. Non Financial Rewards

Recommended Readings

1. Aguinis, H. (2020). *Performance Management*. (3rd ed.). India:Pearson.

2. Tovey, M.D. (2017). *Managing Performance Improvement*. (3rd ed.). Australia: Pearson.

3. Armstrong, M. (2018). *Reward Management Practice,* (5th ed.). India:Kogan Page

4. Gerhart, B and Newman, J. (2019), Compensation (13 th edition), McGraw-Hill Education.

Course Title : **Personal Value Creation**
Course Code : **12043**
Level : **2**
Number of Credits : **3**

Course Description

This course conveys knowledge and understanding to students about the basic skills that are needed to be successful in organizational as well as personal spears of the life setting. It will cover the areas such as presentation skills, communication skills, negotiation skills, leadership skills etc., and the students are encouraged to develop these skills through further training.

Learning Outcomes
At the end of the course, the student will be able to;
- Understand the importance of necessary skills to be successful in organizational as well as personal spears of the life setting.
- Undertake further training and develop those skills within a managed environment

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents
1. Developing Basic Communication skills
2. Presentation skills
3. Leadership skills
4. Organizing skills
5. Decision Making Skills
6. Negotiation Skills
7. Change management skills
8. Entrepreneurial Skills
9. Emotional Intelligence
10. Grooming and business etiquettes
11. Ethics and personal value creation,
12. Self-management,
13. Critical success factors

Recommended Readings

1. Robbins, S. P (2014), Training in Interpersonal Skills: Tips for Managing People at Work, (6th edition), Pearson Education.
2. Burnes, B, (2017) Managing Change (7th edition), Pearson Prentice Hall, India.

Course Title   : **Green Human Resource Management**
Course Code   : **12053**
Level   : **2**
Number of Credits   : **3**

Course Description

This course provides basic knowledge and understanding to students about the green human resource management context. It will cover the area such as sustainability, ethics, work family balance and going green etc. Further, this will important to get an idea about the environmental, social and economic aspects of managing people at work.

Learning Outcomes

At the end of the course, the student will be able to;
- Explain the Green Human Recourse Management.
- Discuss the importance of Green Human Resource Management for Human Resource Management
- Identify the green HRM functions and Green initiatives for HRM
- Understand the human resource experts' role in Green context

Teaching/Learning Methods

Self-Study	Online	Physical Lectures
Self-study based on the Materials provided	Lectures	Lectures
	Discussions	Discussions
Case studies	Case studies	Case studies

Methods of Assessment

Continuous Assessments: 30%	End Semester Examination : 70%
2-3 Take home assignments	Closed Book Structured Question Paper

Course Contents

1. Introduction to Green Human Resource Management
2. Sustainability and Human Resource Management
3. Organizational ethics and Human Resource Management
4. Green Human Resource Management Functions
5. Green Initiative for HRM

6. Work Family Balance
7. Quality of work life
8. Employee Counseling and green HR
9. Happiness and Human Resource Management
10. High Performance Organization
11. Absenteeism and Presenteeism
12. Customer Satisfaction and Human Resource Management

Recommended Readings

1. Opatha, H.H.D.N.P.,(2019). Sustainable Human Resource Management practices
2. Ahmad, Cogent Business & Management (2015), 2: 1030817

   http://dx.doi.org/10.1080/23311975.2015.1030817