Masters in Human Resource Management
Executive MBA
Professional MBA
Weekend Programs

Admissions
Spring 2018

www.szabist-isb.edu.pk
MESSAGE FROM PROGRAM MANAGER
EMBA/PMBA MHRM

On behalf of all our faculty, staff, and students, I am pleased to welcome you to the School of Management Sciences. The constantly changing work environment makes it imperative for business schools to equip the future managers with skills to handle the emerging management models. At SZABIST, we are committed to providing a solid foundation in business and management with hands-on experiential learning.

We are extremely proud of our faculty who breathe life and spirit into our courses and pursue scholarly research in a myriad of areas like marketing, human resource, finance, supply chain, organizational behavior, entrepreneurship, and areas related to management sciences. Also, we are proud of our rich culture of diversity and inclusive excellence which make SZABIST an exciting place to study and learn.

Your enrolment in the Executive MBA program will give you a competitive edge in your career and a boost in your overall success, providing you with the knowledge, skills, and tools needed to sail aloft in the modern business world.

We invite you to explore SZABIST website to get additional information on our programs, curricular requirements, and course offerings and discover more about our faculty, staff, and students.
SZABIST Islamabad campus has launched, for the first time in Pakistan, HEC-recognized one-year Master's degree program in Human Resource Management (MHRM). The Degree Program in Human Resource Management addresses issues that the human resource employers may face daily, from legal matters to staff recruitment and development. This program is designed for those who have functional responsibility to carry out the duties of an organization's human resource department; seasoned human resource staff members wishing to keep current; newcomers to the field requiring new knowledge and skills; or specialists wanting to broaden their knowledge.

The program is tri-semester based and the student is required to complete 33 credit hours of coursework within one full calendar year. Each semester will comprise 16-weeks and each class will be of three hour duration while there will be a 3-credit hour project in the last semester. Designated advisors will monitor and assist the students with their projects.

**Eligibility**

For admission to the MHRM Program, the applicant must:
- Have minimum of 16 years of education / 4 years bachelors / Masters degree from any HEC recognized educational institution with minimum 55% marks / CGPA 2.50.
- Attend an entrance test and interview at SZABIST.

**Course Plan**

**FIRST SEMESTER**
- Advanced Training & Development
- Advanced Topics in Organizational Theory & Behavior
- Knowledge Management
- Elective-I

**SECOND SEMESTER**
- Institutional Effectiveness & Global Governance in Human Resource
- Advanced Recruitment & Selection
- Advanced Rewards & Performance Management
- International Human Resource Management

**THIRD SEMESTER**
- Elective-II
- Elective-III
- Final Project

**Schedule of Classes:**
- Saturday: 2:00pm - 5:00pm and 6:00pm - 9:00pm
- Sunday: 10:00am - 1:00pm and 2:00pm - 5:00pm
Professional MBA

SABIST offers the ‘One-year PMBA’ program for the executives and middle level managers who strive for excellence and greater challenges in their professional lives. The program is effectively scheduled to accommodate the busy executives, keeping in view their job-related deadlines and travel schedules.

The PMBA is a one-year program spread over three semesters, and it consists of 33 credit hours of teaching load comprising 11 courses, each of four-month duration. The candidate registers for three/four courses offered every semester to complete the degree within one-year. Classes are regularly held on Saturdays between 2:00 pm to 9:00 pm and on Sundays from 10:00 am to 5:00 pm.

Eligibility:
For admission to the PMBA Program, the candidate must:
- Possess a Bachelor’s degree with minimum 50% marks / CGPA 2.50 from any HEC-recognized university in any field of study
- Have two years of relevant work experience
- Produce two letters of recommendation / sponsorship letter
- Pass SZABIST entrance test and interview

Ten taught courses and one Business Project must be completed.

The following is a tentative list of courses:

**FIRST SEMESTER**
- Accounting for Business
- Managerial Communication
- Business Application of IT
- Business Management

**SECOND SEMESTER**
- Quantitative Analysis for Decision Making
- Business Finance
- Economics for Business
- Business Research Methods

**THIRD SEMESTER**
- Contemporary Marketing
- Organizational Behavior
- Business Project

Fee Structure

<table>
<thead>
<tr>
<th></th>
<th>1st Semester Courses</th>
<th>Fee per Course</th>
<th>Fee per Semester</th>
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<tbody>
<tr>
<td><strong>Program</strong></td>
<td><strong>Total Cr. Hours</strong></td>
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<td>MHRM</td>
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<td>15,900</td>
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<tr>
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</tr>
<tr>
<td>PMBA</td>
<td>33</td>
<td>4</td>
<td>20,970</td>
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</tbody>
</table>

- Tuition Fee (PKR)
- Admission Fee: Rs. 20,000/-
- Activity Charges: Rs. 1,000/-
- Security Fee: Rs. 5,000/- (Refundable)
- ID Card Charges: Rs. 150/-
ZABIST offers a two-year Executive MBA (EMBA) degree for executives and middle level managers who strive for excellence and greater challenges in their professional lives. The program is scheduled to accommodate the busy executives, keeping in view their work-related deadlines and travel schedules.

The EMBA is a two-year program spread over six semesters and consists of 66 credit hours of teaching load. Twenty courses, One Business Project (3 credits) and One Research Project (3 credits) are required in order to graduate. Maximum time limit to complete the EMBA degree is five years.

If a candidate finishes the first year of study he/she will be awarded a Professional MBA (PMBA) degree. After finishing two years of study (66 credits) including the business project, the student will be awarded HEC-recognized EMBA degree.

An academic year has three semesters, starting in September, May & January. No transfer courses are allowed into EMBA.

Eligibility:
For admission to the EMBA Program, the candidate must:
- Possess a Bachelor's degree with minimum 50% marks/CGPA 2.50 from an HEC-recognized university in any field of study
- Have minimum four years of managerial work experience
- Produce two letters of recommendation
- Pass SZABIST entrance test and interview

Weekend Schedule:
- Saturday: 2:00pm - 5:00pm and 6:00pm - 9:00pm
- Sunday: 10:00am - 1:00pm and 2:00pm - 5:00pm

Course Plan

**First Year**

**FIRST SEMESTER**
- Accounting for Business
- Managerial Communication
- Business Application of IT
- Business Management

**SECOND SEMESTER**
- Quantitative Analysis for Decision Making
- Business Finance
- Business Research Methods
- Economics for Business

**THIRD SEMESTER**
- Contemporary Marketing
- Organizational Behavior
- Business Project

**Fourth Year**

**FOURTH SEMESTER**
- Human Resource Management
- Marketing Management
- Managerial Accounting and Control
- Elective-I

**FIFTH SEMESTER**
- Strategic Management
- Entrepreneurship and Family Businesses
- Ethics and Corporate Governance
- Operations and Supply Chain Management

**SIXTH SEMESTER**
- Research Project (3 Credits)
- Elective-II
- Elective-III

**ELECTIVES**
- Marketing
- Finance
- Human Resource Management
- Supply Chain Management
Admission Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Last Date to Apply and Submit Documents</td>
<td>Dec 14, 2017</td>
</tr>
<tr>
<td>Online Admission Test (Computer-Based)</td>
<td>Dec 15-19, 2017</td>
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<tr>
<td>Interviews</td>
<td>Dec 27 - Jan 06, 2018</td>
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<tr>
<td>Commencement of Classes (Weekend Programs)</td>
<td>Feb 2-3, 2018</td>
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Apply Online

Log on to: http://admissions.szabist-isb.edu.pk
Online applications can also be filled at SZABIST Campus

For Further Information

Contact
Ms. Memoona Hanif (Assistant Admission Officer) - 0316-0544795
Mr. Mujtaba Hassan (Admission Officer) - 0334-5359876
Admission Office: 051-4863371-2 (DIRECT NUMBER)
SZABIST Phone: 051-4863363-5

Email: Admissions@szabist-isb.edu.pk
SZABIST Campus: Plot # 67, Street # 09, Sector H-8/4, Islamabad, Pakistan