

### 2.3.2 Basic information of each course/module

Table 3: Summary of information on each course/module

1.	Name of Course/Module: <b>Human Resources Management</b>					
2.	Course Code: <b>BBA 2584</b>					
3.	Name(s) of academic staff: Ms. Melissa Wane					
4.	<p>Rationale:</p> <p>This course is designed to provide the student with an introduction of Human Resource management concepts and techniques used in today's business and non-business environments. Besides that the students are also thought competency based methods where students are challenged in each class to go beyond textbook learning toward direct application of skills in applied projects, often in real organizational settings.</p>					
5.	Semester and Year offered: <b>Semester 1 Year 1</b>					
6.	Total Student Learning Time (SLT)	Face to Face				Total Guided and Independent Learning
	L = Lecture T = Tutorial P = Practical O = Others	L 42	T 14	P 0	O 4	GL + NGL = 60 + 100 = 160
7.	Credit Value: 3 (2+1)					
8.	Prerequisite (if any): Nil					
9.	<p>Course Educational Objectives:</p> <ul style="list-style-type: none"> <li>• To introduce the fundamental concepts of human resource management</li> <li>• To explore the critical relationships between human resource management and improved productivity and performance in organisations with legal and regulatory environment</li> <li>• To develop an understanding of the impact of key human resource functions in the development of organisations</li> <li>• To develop student's capacity to identify and analyse significant human resource management such as employee recruiting, selection, and retention, as well as human resources forecasting and planning issues within organisations.</li> </ul>					
10.	<p>Course Learning outcomes:</p> <p>At the end of the semester the students will be able to:</p> <ul style="list-style-type: none"> <li>• C01: Understand the scope of strategic and functional administration and apply it within the employing or organisation. (C3)</li> <li>• C02: Evaluate the requirements of the legal and regulatory environment in corporate administration, advise the Board accordingly, and ensure compliance. (C6)</li> <li>• C03: Discuss the legal and ethical environment of business and how it relates to employment practices, systems, decisions, and behaviours.(C2)</li> <li>• C04: Illustrate and apply the principles of effective compensation and benefit system design and how they impact employee motivation, productivity, business viability, and fairness (C3)</li> </ul>					

11.	<p><b>Transferable Skills:</b></p> <table border="1"> <thead> <tr> <th data-bbox="347 226 683 421">Transferable Skills</th> <th data-bbox="691 226 1177 421">Description</th> <th data-bbox="1185 226 1378 421">Emphasis of the subject to the transferable skills</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 421 683 510">Information Technology and Information Skills</td> <td data-bbox="691 421 1177 510">Can monitor, assess and critically reflect on the use of IT and information skills and identify ways of further developing these skills</td> <td data-bbox="1185 421 1378 510">2</td> </tr> <tr> <td data-bbox="347 510 683 600">Employability</td> <td data-bbox="691 510 1177 600">Can assess the effectiveness of the skills development and identify further ways of developing skills required by employers</td> <td data-bbox="1185 510 1378 600">3</td> </tr> <tr> <td data-bbox="347 600 683 689">Study Skills</td> <td data-bbox="691 600 1177 689">Is autonomous in study and the use of resources for learning. Makes professional use of others in support of self-directed learning.</td> <td data-bbox="1185 600 1378 689">3</td> </tr> <tr> <td data-bbox="347 689 683 779">Problem Solving</td> <td data-bbox="691 689 1177 779">Is confident and autonomous in problem solving. Can isolate, clarify, assess and manage resolution of most relevant problems.</td> <td data-bbox="1185 689 1378 779">3</td> </tr> <tr> <td data-bbox="347 779 683 869">Communication</td> <td data-bbox="691 779 1177 869">Can engage confidently in academic and professional communication with others within her/his field.</td> <td data-bbox="1185 779 1378 869">3</td> </tr> <tr> <td data-bbox="347 869 683 1037">Working with Others</td> <td data-bbox="691 869 1177 1037">Can clarify a group task and lead, work with or work within a group towards defined outcomes, making appropriate use of the capacities of the group members. Is able to negotiate and handle conflict with confidence</td> <td data-bbox="1185 869 1378 1037">3</td> </tr> <tr> <td colspan="3" data-bbox="347 1037 1378 1160"> <b>0 – Very little or no emphasis</b>  <b>1 – Some emphasis</b>  <b>2 – Moderate emphasis</b>  <b>3 – Strong emphasis</b> </td> </tr> </tbody> </table>	Transferable Skills	Description	Emphasis of the subject to the transferable skills	Information Technology and Information Skills	Can monitor, assess and critically reflect on the use of IT and information skills and identify ways of further developing these skills	2	Employability	Can assess the effectiveness of the skills development and identify further ways of developing skills required by employers	3	Study Skills	Is autonomous in study and the use of resources for learning. Makes professional use of others in support of self-directed learning.	3	Problem Solving	Is confident and autonomous in problem solving. Can isolate, clarify, assess and manage resolution of most relevant problems.	3	Communication	Can engage confidently in academic and professional communication with others within her/his field.	3	Working with Others	Can clarify a group task and lead, work with or work within a group towards defined outcomes, making appropriate use of the capacities of the group members. Is able to negotiate and handle conflict with confidence	3	<b>0 – Very little or no emphasis</b> <b>1 – Some emphasis</b> <b>2 – Moderate emphasis</b> <b>3 – Strong emphasis</b>		
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12.	<p>Teaching-learning and assessment strategy Lectures, Group presentation/assignments, test and examination.</p>																								
13.	<p><b>Synopsis:</b> This course will enhance students on a better understanding of employment law and regulation. The employment contract. Concepts of added value and continuous improvement. Securing and monitoring the people resource: human resource planning, recruitment and selection, job descriptions and person specifications. Maximizing performance: job design; job enrichment; reward and recognition systems; job evaluation. Training and development. Coaching and counselling. Performance appraisal. Working with consultants and volunteers. Disciplinary rationale, dismissal constructive dismissal, grievance procedure, redundancy. Health and safety policy. Risk assessments, fire precaution, first aid, bullying and violence in the workplace. On the overall students will be able to learn in depth about their working environments, need and necessity.</p>																								
14.	<p>Mode of Delivery: Lectures and video presentations</p>																								
15.	<p><u>Assessment Methods and Types:</u></p> <table> <tr> <td data-bbox="347 1899 866 1933">Group/Individual assignments</td> <td data-bbox="874 1899 1378 1933">20%</td> </tr> <tr> <td data-bbox="347 1944 866 1977">Class Participation and Quizzes</td> <td data-bbox="874 1944 1378 1977">10%</td> </tr> <tr> <td data-bbox="347 1989 866 2022">Mid semester test</td> <td data-bbox="874 1989 1378 2022">30%</td> </tr> </table>	Group/Individual assignments	20%	Class Participation and Quizzes	10%	Mid semester test	30%																		
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	Final Exam	40%						
	<b>Total</b>	<b>100%</b>						
16.	Mapping of the course/module to the Programme Aims See attached							
17.	Mapping of the course/module to the Programme Learning Outcomes: See Attached							
18.	Content outline of the course/module and the SLT per topic:							
		Delivery				GL	NGL	SLT
	Topics	L	T	P	O	Hour	Hour	
	<b>Topic 1</b> • <b>The Strategic Role of HRM</b> a. The Strategic Importance Of Managing Human Resources b. Gaining And Sustaining A Competitive Advantage c. A Framework For Managing Human Resources Through Strategic Partnerships	3	1	0	0	4	0	4
	<b>Topic 2</b> • <b>Understanding the HRM functions and the changing HR environment.</b> a. Managing Equal Opportunity And Diversity b. The Strategic Importance Of Understanding The External And Organizational Environments c. Economic Globalization d. The Political Landscape e. Labour Markets f. Country Cultures g. Technologies h. Company Culture i. Business Strategies	3	1	0	0	4	0	8
	<b>Topic 3</b> • <b>Equal opportunity and the law, discrimination, EEOC, and managing diversity/affirmative action.</b> a. The Strategic Importance Of Fairness And Legal Compliance b. What Fairness Means To Employees c. Legal Means To Ensure Fair Treatment d. Settling Disputes e. Proactive Approaches To Ensuring Fair Treatment f. Challenges For The 21st Century	3	1	0	0	4	0	8

<p><b>Topic 4</b></p> <ul style="list-style-type: none"> <li>• <b>Using Job Analysis and Competency Modeling</b> <ul style="list-style-type: none"> <li>a. Job Analysis, Recruitment And Selection, Work Force Planning And Forecasting</li> <li>b. The Strategic Importance Of Job Analysis And Competency Modelling</li> <li>c. The Hr Triad: Partnership Roles In Job Analysis And Competency Modelling Basic Terminology</li> <li>d. Sources Of Information</li> <li>e. Methods Of Collecting Information</li> <li>f. Methods Analysis</li> <li>g. Generic Job Analyses</li> <li>h. Standardized Job Analysis Questionnaires</li> <li>i. Customized Task Inventories</li> <li>j. Analyzing Needed Competencies</li> <li>k. Career Paths</li> </ul> </li> </ul> <p><b>Trends In Job Analysis</b></p>	3	1	0	0	4	0	8
<p><b>Topic 5</b></p> <ul style="list-style-type: none"> <li>• <b>Recruiting and Retaining Qualified Employees</b> <ul style="list-style-type: none"> <li>a. The Strategic Importance Of Recruiting And Retaining Talented Employees</li> <li>b. The Hr Triad: Roles And Responsibilities For Recruiting And Retaining Employees</li> <li>c. Recruiting And Retaining Within An Integrated Hrm System</li> <li>d. Recruiting Methods And Sources</li> <li>e. Managing Globalization: Employing Foreign Workers</li> <li>f. Recruiting From The Applicant's Perspective</li> <li>g. Equal Opportunity And Nondiscrimination</li> <li>h. Equal Opportunity And Nondiscrimination</li> </ul> </li> </ul> <p><b>Reducing Recruiting By Retaining Employees</b></p>	3	1	0	0	4	0	8

<p><b>Topic 6</b></p> <ul style="list-style-type: none"> <li>• <b>Selecting Employees to Fit the Job and the Organization</b> <ul style="list-style-type: none"> <li>a. The Strategic Importance Of Selection</li> <li>b. Overview Of The Selection Process</li> <li>c. Techniques For Assessing Job Applicants</li> <li>d. The Perspective Of Applicants</li> <li>e. Legal Considerations In Selection</li> </ul> </li> </ul> <p><b>Global Selection Choices</b></p>	3	1	0	2	6	0	8
<p><b>7. Midterm Exam</b></p>							
<p><b>8. Topic 7</b></p> <ul style="list-style-type: none"> <li>• <b>Training and Developing a Competitive Workforce</b> <ul style="list-style-type: none"> <li>a. The Strategic Importance Of Training And Development</li> <li>b. Training And Development Practices Within The Integrated Hrm System</li> <li>c. The Hr Triad</li> <li>d. Determining Training And Development Needs</li> <li>e. Setting Up A Training And Development System</li> <li>f. Developing Program Content</li> <li>g. Choosing The Program Format</li> <li>h. Maximizing Learning</li> <li>i. Team Training And Development</li> </ul> </li> </ul> <p><b>Cross-Cultural Training</b></p>	3	1	0	0	4	0	8
<p><b>Topic 9</b></p> <ul style="list-style-type: none"> <li>• <b>Measuring Performance and Providing Feedback</b> <ul style="list-style-type: none"> <li>a. The Strategic Importance Of Measuring Performance And Providing Feedback</li> <li>b. What To Measure</li> <li>c. Timing</li> <li>d. Participants In Performance Measurement And Feedback</li> <li>e. Performance Appraisal Formats</li> <li>f. The Rating Process</li> <li>g. Providing Feedback</li> </ul> </li> </ul> <p><b>Performance-Driven Cultures</b></p>	3	1	0	0	4	0	8

<p><b>Topic 10</b></p> <ul style="list-style-type: none"> <li>• <b>Using Performance-Based Pay to Enhance Motivation</b> <ul style="list-style-type: none"> <li>a. The Strategic Importance Of Using Performance based Pay To Enhance Motivation</li> <li>b. Performance-Based Pay Within An Integrated HRM System</li> <li>c. Designing Performance-Based Pay</li> <li>d. Merit Pay Plans</li> <li>e. Incentive Pay Plans</li> <li>f. Pay That Puts Earnings At Risk</li> </ul> </li> </ul>	6	1	0	0	4	0	16
<p><b>Topic 11-12</b></p> <ul style="list-style-type: none"> <li>• <b>Strategies For Improving Workplace Safety And Health</b> <ul style="list-style-type: none"> <li>The Strategic Importance Of Workplace Safety And Health</li> <li>a. Promoting Health And Safety Within An Integrated HRM System</li> </ul> </li> </ul>	3	1	0	1	4	0	8
<p><b>Topic 13-14</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding Unionization and Collective Bargaining</b> <ul style="list-style-type: none"> <li>a. The Strategic Importance Of Unionization And Collective Bargaining</li> <li>b. The Historical Context And Unions Today</li> <li>c. The Organizing Campaign</li> <li>d. The Collective Bargaining Process</li> <li>e. Negotiating The Agreement</li> <li>f. Conflict Resolution</li> <li>g. Contract Administration</li> <li>h. Assessing The Collective Bargaining Process</li> </ul> </li> <li>• <b>Promoting Workplace Safety and Health</b> <ul style="list-style-type: none"> <li>b. The Strategic Importance Of Workplace Safety And Health</li> <li>c. Promoting Health And Safety Within An Integrated HRM System</li> </ul> </li> </ul> <p>Strategies For Improving Workplace Safety And Health</p>	6	2	0	2	10	0	16
<p><b>Week 14</b> Revision</p>							
<p><b>TOTAL STUDENT LEARNING TIME</b></p>	42	14	0	4	60	0	100

19.	<ul style="list-style-type: none"> <li>• Main references supporting the course:             <ol style="list-style-type: none"> <li>1. Gary Dressler. Human Resource Management (12th Edition). Prentice Hall. 2010.</li> <li>2. Gary Dessler Human Resource Management, 12/E Pearson Prentice Hall 2011</li> <li>3. Gary Dessler, Fundamentals of Human Resource Management Pearson Prentice Hall. 2nd Edition 2009</li> </ol> </li> </ul>
20.	Other additional information: Nil

Mapping of Learning Outcomes to Taxonomy and Assessment Methods				
Learning Outcomes	Taxonomy	Assessment Methods		
		Class Participation (%)	Continuous Assessment, Assignment and Tests (%)	Final Exam (%)
C01	C3	5	5	10
C02	C6	NIL	5	10
C03	C2	5	10	10
C04	C3	NIL	10	10