

# **ADMS** | **Advanced Diploma in Management Studies Programme**

<b>Course Name</b>	<b>: Human Resources Management</b>
<b>Course Code</b>	<b>: 71</b>
<b>Basic Course / Optional Course / Compulsory Course</b>	<b>: Optional Course</b>
<b>QF Level</b>	<b>: 4</b>
<b>No. of QF Credit</b>	<b>: 9</b>
<b>Mode of Tutition</b>	<b>: Sectional approach</b>
<b>Class Contact Hours</b>	<b>: 30 hours</b>

## **Brief Course Description**

The course introduces students to fundamental concepts of human resource management covering a wide range of human resource activities within both commercial and industrial organizations. It also aims at evaluating human resources situations, explore problems and recommend appropriate strategies. The course forms a major input to Business Strategy in Part III.

## **Objective**

This course is to provide fundamental concepts of human resource management to the students and enhance their understanding of the wide range of human resource activities within both commercial and industrial organizations.

## **Course Intended Learning Outcomes (CILO)**

Upon completion of the course, students should be able to:

- CILO1: explain the basic concepts, principles and practices of human resource management;
- CILO2: apply knowledge gained in this course to examine the human resource management functions and activities of the business organizations;
- CILO3: analyze business situations and take appropriate decisions using a human resource management perspective; and
- CILO4: make use of HRM knowledge through various interactive activities to enhance students' understanding of theories and concepts and applications to their daily work.

## **Measurement of Learning Outcomes**

1. Final examination assesses comprehension of, and ability to describe human resource management concepts, theories and principles. Particular emphasis is given to recruitment, selection and international human resource management. Final examination specifically requires students to apply the human resource management concepts in addressing the case and examination questions. [CILO1,2,3,4]
2. Mid-term test assesses students' understanding of various human resource management concepts, principles and practices [CILO 1]
3. Individual or group assignment assesses students individually and in teams to explain the applicability of concepts, theories and principles of human resource management. [CILO1,2]
4. Team debate and case studies assess students from more than one specialization with a view to applying a variety of perspectives to various HRM problems. [CILO 2,3,4]

## **Indicative Content**

### **Role of Human Resources Function**

- role of human resource function in an organization
- managing internal and external environments

### **Human Resources Planning**

- relationship to overall organizational planning
- sources of information
- value of computerized personnel records

### **Recruitment and Selection**

- defining requirements, attraction
- selection placement
- sources of candidates
- relative effectiveness and selection methods – reliability and validity
- selection interview skills

### **Pay and Benefit**

- job evaluation – analytical and non-analytical methods
- remuneration policy and administration, wage payment systems, salary structures, employees benefits

#### Performance Appraisal

- objectives, methods
- linked with other personnel management practices including promotion, transfer, training and development, performance counselling
- evaluation of effectiveness of appraisal schemes
- appraisal interview skills

#### Training and Development

- objectives, identifying training needs
- design of training programmes

#### Employee Relations

- introduction to methods of employee participation
- objectives and application of grievance and disciplinary methods

#### Health and Safety

- objective, methods of improving health and safety standards

#### Teaching Method / Class Activities

Class activities include lectures and in-class exercises such as cases, team discussions, test, and student participation in team debate. A high level of student participation in the classes is encouraged.

#### Weighting of Assessments:

Individual or Group Assignment	15%
Team Debate and Case Studies	5%
Mid-Term Test	20%
Final Examination	60%
Total	100%

#### Textbook

Noe, R; Hollenbeck, J; Gerhart, B & Wright, P, 2018. *Fundamentals of human resource management*. 7th ed. New York: McGraw-Hill Education.

**NOTIONAL LEARNING HOURS (NLHs) AND QF CREDIT OF THE COURSE**

		Learning outcomes	Contact hours (a)	Self-study hours (b)	Total hours (a+b)
<b>Learning and teaching activity</b>					
1	Lecture	CILO1,2,3,4	24	48	72
2	Tutorial				
3	Practical work (laboratory, workshop, etc.)				
4	Online, distance and blended learning				
5	Internship / placement / fieldwork				
6	Others				
<b>Assessment</b>					
7	Exercise (individual or group assignment)	CILO 1,2	4	8	12
8	Project				
9	Test / examination / assessment activities	CILO 1,2,3,4	3		3
10	Others (team debate and case studies)	CILO 2,3,4	1		1
Total NLHs					88
QF credit = Total NLHs/10					9