



Course Descriptor MNGT304 Human Resource Management

Proposed Academic Year	2020/21	Last Reviewed Academic Year	2019/20
Course Code	MNGT304	Course Title	Human Resource Management
Credit hours	3	Level of study	Undergraduate
College / Centre	COBA	Department	Management
Co-requisites	None	Pre-requisites	MNGT201

1. COURSE OUTLINE

Effective human resource management requires an extreme understanding of various behaviors and processes not just in an HR department, but across the organization. All managers need to know why people behave in definite ways to enable effective policies and procedures to be developed that will enhance employee's standards and quality of life while also enhancing customer satisfaction.

HRM operates as (if not) the profit center of most organizations. Recruiting the best of the best and placing new hires in the appropriate position adds to the management of talent, which is a critical aspect to effective HRM. Training and development of every employee ensures each employee aligns their work with the mission and vision of the company. Compensation packages are discussed to show specific ways to retain or incentivize employees in ways that keep employees happy, as opposed to high and costly expenses due to frequent employee turnover, which directly impacts business profits and losses (the bottom line).

The focus of instruction will move progressively through the key duties within all HR departments and the management duties and skill sets required to effectively traverse these critical areas of every business.]

2. AIMS

[The major objective of this course is to provide students with a better understanding of human resource management that includes three primary functions; hiring, training, and retaining the best of the best employees. Specific learning objectives for this course are as follows:

1. To provide a basic knowledge of main ideas and key theories relating to Human resource management;
2. To develop an understanding of these and of related ideas and concepts.
3. To develop skills in diagnosis and problem solving in HR departments and by management through case studies;
4. To develop an interest in, an appreciation of, and a positive attitude toward the many aspects of the subject matter of management.]

3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS

Learning Outcomes (Definitive)	Teaching and Learning methods (Indicative)	Assessment (Indicative)
Upon successful completion of this course, students will be able to:		
1. Introduce the basic concepts of human Resource including hiring, training and retaining the best of the best.	Lectures and seminars	Self-reflective journal
2. Explain how human	Group work, presentations, lab	Self-reflective journal



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resource departments and managers train and develop all employees and the importance of recruiting, placing, and determining human capital or talent. Exploring the outcomes of effective talent management.	work, CALL,	
3. Apply organizational human resource management concepts and theories to support and enhance the organizations in which they are/will be employed.	Group work, presentations, lab work, CALL,	Class Presentation, Written Examination
4. Critically analyze the processes to hire, train, and retain the best of the best employees and determine specific outcomes for developing benefit (compensation and incentive plans) that align with employee needs.	Group work, presentations, lab work, CALL,	Case Study report

4. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Mid-term Examination - 1	25
Mid-term Presentation - 2	25
Class Activity (Participation/ Case Discussion/ Presentation/ Quiz)	10
Final Examination	40
TOTAL	100%

5. ACHIEVING A PASS

The student will achieve pass by accumulating 50% of the course total allocated marks.

Letter grade distribution is as follows:



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Grading system

GRADE	VALUE	GRADE
A	4.0	95-100
A-	3.7	90-94
B+	3.3	85-89
B	3.0	80-84
B-	2.7	75-79
C+	2.3	70-74
C	2.0	65-69
C-	1.7	60-64
D+	1.3	55-59
D	1.0	50-54
F	0.0	0-49

6. COURSE CONTENT (Indicative)		
WEEK	LECTURE TOPIC	TIME (HOURS)
1	HUMAN RESOURCE MANAGEMENT: What is Human Resource Management?	3
2	H.R.M. Strategy and Analysis	3
3	Recruitment, Placement, and Talent Management: Job Analysis and Talent Management	3
4	Personnel Planning and Recruiting	3
5	Employee Testing, Selection, and the Interviewing Process	3
6	Exam 1	3
7	Training and Developing Employees	3
8	Performance and Appraisal	3
9	Retaining Employees, Engaging Employees, and Careers	3
10	Pay for Performance and Financial Incentives	3
11	Benefits and Services	3
12	EXAM 2: PRESENTATIONS + PROJECTS	3



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13	Employee Relations: ETHICS	3
14	Managing Small and Large Global Organizations: Review HRM	3
15	FINAL EXAM WEEK	3
	TOTAL HOURS	48
1 - 15	Plus RECOMMENDED INDEPENDENT STUDY HOURS	48
	TOTAL COURSE HOURS	96

7. RECOMMENDED READING

Core text/s:

Human Resource Management hand books, Journal, case studies etc.

Library + online resources: <http://hr-management-slides.com/15-excellent-powerpoint-slides-on-hr-strategy-and-talent-management/>

1. Dessler, G., Human Resource Management, Pearson Pub., 15th Edition 2016. ISBN 0-13-142439-4.