

Colbourne College

SYLLABUS

BA 203 Introduction to Human Resources Management (3)

Duration: 1 Semester/45 hours

Credits: 3

Lecturer:

Email:

Course Prerequisites: None

Course Description:

This course examines basic Human Resource Management principles; methods of selecting, evaluating, motivating and training personnel. It also addresses labour management relations, principles, remuneration and security.

Course Objectives:

- to provide an understanding of Human Resource Management, its development, purpose and organization;
- to provide understanding of the frameworks within which an organization operates, and how it affects the management of people.
- to establish how efficiency through various methods, results in group cohesiveness and resolves conflict.
- to distinguish how organizations establish reward, motivational and developmental schemes.

Students Learning Outcomes:

1. Understand Human Resource Management, its development, purpose and organization.
2. Understand the Operational and strategic purpose of HRM
3. Understand the approaches to the management of HR
4. Understand the relationship with other organizations and groups.
5. Understand the influence of Technical change on HRM.
6. Understand and can evaluate the different types of employment contracts
7. Understand the ways of measuring and monitoring people's performance.
8. **Critical Thinking:** Students will be able to understand, analyze, test and evaluate arguments and evidences.
9. **Effective Communication Skills:** Students will develop reading, writing, active listening, and public speaking skills.
10. **Interpersonal Skills:** Students will develop effective teamwork, ethical consciousness, conflict resolution, and workplace skills.
11. **Use of existing and new technology:** Students will demonstrate the ability to incorporate and use modern technology in collecting and analyzing data from a variety of sources.
12. **Community:** Students will develop an awareness of our interdependence as global citizens combined with an understanding of the history, culture, diversity, and commonality of life's experiences.

Textbook: required.

Title: Human Resource Management Author: Gary Dessler

Supplement:

Title: Managing Human Resources Author: Snell

Learning Outcomes	Assessment Criteria
The learner will	The learner can
<p>1. Understand the importance of HRM in optimising the performance and commitment of an organisation's employees.</p>	<p>1.1 Explain the importance of people as a key organisational resource;</p> <p>1.2 Outline the roles of both HRM professional practitioners and line-managers , including the ethical and legal dimensions of these roles;</p> <p>1.3 Define the nature of the 'psychological contract' between a worker and an organisation;</p> <p>1.4 1.3 Describe the evolving relationships between line-managers, workers, and the HRM function.</p>
<p>2. Understand the role of effective and efficient resourcing of people in securing a workforce to contribute to organisational goals.</p>	<p>2.1 Explain the purposes, processes and limitations of HR planning in today's highly competitive, globalised environment;</p> <p>2.2 Identify the principle elements in the processes of recruitment and selection;</p> <p>2.3 Assess the reliability and validity of specific techniques for selection, and design suitable selection methods for a given situation.</p>
<p>3. Understand the general theory and practice related to a range of HRM practices and processes.</p>	<p>3.1 Apply learning theories to the management of employees' own learning and development and in facilitating the training, learning and development of others;</p> <p>3.2 Evaluate suitable methods of performance management and managing performance;</p> <p>3.3 Describe alternative approaches to reward and recognition in organisations;</p> <p>3.4 Explain the methods available for promoting positive employee relations in organisations.</p>
<p>4. Understand the content and significance of key developments in the HRM arena.</p>	<p>4.1 Explain the importance of High Performance Working (HPW) as a set of business methodologies, and evaluate the application of HPW techniques;</p> <p>4.2 Describe the benefits to be gained from a culture of employee 'engagement';</p> <p>4.3 Assess the advantages of employer branding;</p> <p>4.4 Explain the importance of personal development throughout an organisation's workforce.</p>

Course Outline

Topic No	TOPICS	Course Content
LESSON 1	The Nature and Context of Human Resource Management (HRM)	<ul style="list-style-type: none"> Defining HRM HRM and its relationship to an organisation's external and internal environments Roles in HRM LEARNING OUTCOME: 1
LESSON 2	Strategic HRM	<ul style="list-style-type: none"> HRM and Organisational strategy Optimising the performance of an organisation's Human Resources The purposes, processes and limitations of HR planning High Performance Working LEARNING OUTCOME: 4
LESSON 3	HRM and the Law	<ul style="list-style-type: none"> National and international legal frameworks Collective and individualistic perspectives on employment law The contract of employment Terminating the contract of employment LEARNING OUTCOME: 1
LESSON 4	Recruitment and Selection	<ul style="list-style-type: none"> Employer Branding The processes of recruitment and e-recruitment Selection Methods: reliability and validity Designing selection processes, including the role of e-selection methods LEARNING OUTCOME: 2
LESSON 5	Employee Reward and Retention	<ul style="list-style-type: none"> Motivation and Reward Reward and Recognition Pay and Benefits Total Rewards LEARNING OUTCOME: 3
LESSON 6	Performance Management	<ul style="list-style-type: none"> Performance Management: objective-setting and systematic performance review Monitoring Performance: control/monitoring systems, absence control and the design of disciplinary procedures LEARNING OUTCOME: 3
LESSON 7	Learning and Development	<ul style="list-style-type: none"> Theories of Learning Training and Development Coaching and Mentoring LEARNING OUTCOME: 3
WEEK 8: MIDTERM EXAMINATION		

LESSON 9	Managing the Employment Relationship	<ul style="list-style-type: none"> • Promoting positive Employee Relations • The psychological contract • Employee Commitment and Engagement LEARNING OUTCOME: 1
LESSON 10	Managing Equality and Diversity	<ul style="list-style-type: none"> • Discrimination: Fair and Unfair • Equality and Inequality in organisations • Diversity and its Management LEARNING OUTCOME: 4
LESSON 11	HRM and Globalisation	<ul style="list-style-type: none"> • Managing International Diversity • Globalisation and the Ethics of HRM • Outsourcing and Off-shoring • Managing a Global Career LEARNING OUTCOME: 2
WEEK 12: RESEARCH PRESENTATION		
LESSON 13	Measuring HRM	<ul style="list-style-type: none"> • Strategy Re-visited • HRM efficiency and Effectiveness • Measures and Scorecards LEARNING OUTCOME: 2
LESSON 14	Trends and Future Challenges in HRM	<ul style="list-style-type: none"> • Employee Well-being and Work/Life Balance • Knowledge Management and Knowledge Workers • The Flexible Organisation and Flexi-work LEARNING OUTCOME: 4
WEEK 15: FINAL EXAMINATION		

Pdf learning resources are available for this course.