1	Course I	Name:	HUMAN RESOURCE MANAGEMENT																
	Course (	Code:	BUS	2234/[	DBE22	34													
	Course (	Classification:	Majo	r (core	e)														
2	Synopsis	s:	emple	oyees	, syste	m for	compe	nsatin	ig and	rewar	rding v	vorkers	devel	opme				formance management of ind zation, occupational safety ar	
			1	NOR	DALIN	IA BIN	TI MO	HD											
3		of Academic	2	NOO	RSYA	LINA I	NORD	N											
	Staff:		3																
	Semeste	er and Year		0"			0	4											
4	offered:		Yea	Year Offered 2 Semester 2 Remarks:															
5	Credit V	alue:	3																
6	Pre-requirequisite	uisite/ co- (if any):	BUS 1234 - Principles & Practices Of Management																
7			CL	.01	1. Ex	kplain	the pro	ficien	cies o	f HR n	nanag	ers, HF	RM pro	fessio	nalism and writing the	he uses of job an	alysis info	ormation (C2)	
				.02	2 -	vnlai-	tho ==	00000	of ro-	rı jitm -	ant ac	lection.	and i-	tonde	wing candidates. (C	2)			-
			CL	.O3	1	kelate	trainin	g and	devel	opmer	nt activ	/ities a	nd pro	cess p	erformance manage	ement in organiza	ations (C3	3)	
	Course I		CL	-04	4. E	Explair	n pay f	or perf	forma	nce, fii	nancia	ıl incen	tives a	nd be	nefits and services,	collective bargain	ning and i	industrial relations. (C2)	
	Outcome	es (CLO)	CL	.O5	5. [	Demor	strate	occup	ationa	al safe	ty and	l health	in org	aniza	tions.(C3, A3, P4)				
	(d																		
8	Mapping	of the Course Le	earning	g Outo	comes	to the	Progra	amme	Learn	ing O	utcom	es, Tea	china	Metho	ods and Assessmen	t Methods			
	-11 3			9			- 3			3			3						
		0	Programme Learning Outcomes (PLO)																
		Course Learning	-	7	ю	4	2	9	7	- ∞	6		7		Teaching	Methods	Д	Assessment Methods	
		Outcomes	PLO	PLO	PLO	PLO	PLO	PLO	PLO	PLO	PLO	PLO 10	PL01		readining Methods 7.65055ment Wethods				
		01.01		-	-	4	4	_	4	_		4	Д		Lecture, cooperat	ive/collaborative		Evereine Fig1	
		CLO1	√									<u> </u>			learn	ing	<u> </u>	Exercise,Final exam	
		CLO2				√									Lecture, cooperat learn		xercise,0	Quiz, Assignment, Final Exa	
		CLO3		<b>√</b>											Lecture, cooperat	ive/collaborative		Final Exam	
					-							1			learn Lecture, cooperat		-		
		CLO4	L	L		L	√		L	L	L	<u></u>	L	L	learn	ing	<u></u>	Quiz, Final Exam	
		CLO5						~							Lecture, cooperat learn		Exercise	e, Final Exam, Presentation	
															leall	9			
		Mapping with MQF Cluster of	C1	СЗВ	<u> </u>	C1	C4A	C3C				<u> </u>							
		Learning				C3F		C5											
		Outcomes																	
		C3E = Numeracy	Under Skills, (	rstandi C3F =	ing, <b>C2</b>	= Cog	nitive S	kills, C	3A = F	Practica	al Skill:	s, <b>C3B</b> :	= Interp	ersona	al Skills, <b>C3C</b> = Comm = Entrepreneurial Ski		_		
9	ıransfer	able Skills (if app	ııcable	<del>)</del> )															
		arned in the cour				1				sional	lism								
	can be u	seful and utilized	in oth	ner set	ttings)	2	Comr	nunica	ation S	kills									
		3 Leadership, Autonomy and Responsibility																	
							-ended	respor	nse (if a	any)									
						4													
	L						•												`
10		ion of Student Le iis SLT calculation					rown p	orogra	mme o	only.								_	
													Lea	rning	and Teaching Activi	ties**			
												Fac	e-to-F	ace (F	<sup>-</sup> 2F)			-	
		Course Cont	ent O	utline	and Si	ubtopi	cs	CL	.O*						ine/ Technology-	NF2F		Total SLT	
											Phy	/sical			mediated Synchronous)	Independent Le (Asynchrono			
		L T P O L T P O																	

	TOPIC 1: INTRODUCTION OF HUMAN RESOURCE MANAGEMENT 1.1 Human Resource Management at Work	1	3	0						3	6
	1.2 Differences between Personnel Management and HRM TOPIC 2: JOB ANALYSIS										
2	2.1 The Nature of Job Analysis 2.2 Uses Job Analysis Information 2.3 Methods of Collecting Job Analysis Information 2.4 Writing Job Descriptions	1	1.5	0.5						2	4
3	2.4 Writing Job Descriptions TOPIC 3: PERSONNEL PLANNING AND RECRUITING 3.1 Planning and Forecasting 3.2 Effective Recruiting 3.3 Internal Sources of Candidates 3.4 Sources of External Candidates	2	3	0.5						3.5	7
4	3.4 Sources of External Candidates TOPIC 4: EMPLOYEE TESTING AND SELECTION 4.1 Why Careful Selection is Important 4.2 Basic Testing Concepts 4.3 Types of Tests 4.4 Work Samples	2	3	0						3	6
	4.4 Work Samples TOPIC 5: INTERVIEWING CANDIDATES 5.1 Basic Features of Interview 5.2 Issues and Problems relating to Recruiting and Selection 5.3 Designing and Conducting An TOPIC 6: TRAINING AND	2	1.5	0.5						2	4
6	TOPIC 6: TRAINING AND DEVELOPING EMPLOYEES 6.1 The reason for holding an induction programme 6.2 The Training Process 6.3 Training Needs Analysis TOPIC 7: PERPORMANCE	3	1.5	0						1.5	3
7	MANAGEMENT AND APPRAISAL 7.1 Basic Concepts in Performance Appraisal and Performance Mgt 7.2 Introduction To Appraising	3	3	0						3	6
8	Performance TOPIC 8: PAY FOR PERFORMANCE AND FINANCIAL INCENTIVES 8.1 Money and Motivation: 8.2 Individual Employee Incentive and Recognition Programs	4	3	0						3	6
9	8.3 Incentives for Salespeople TOPIC 9: BENEFITS AND SERVICES 1.1 Benefits 1.2 Pay for Time Not Worked 1.3 Insurance Benefits 1.4 Flexible Benefits Program	4	1.5	0						1.5	3
	1.5 Flexible Work Arrangement TOPIC 10: INDUSTRIAL RELATIONS AND COLLECTIVE BARGAINING 10.1 The major areas of Industrial Relations 10.2 The Labour Laws 10.3 What is a Trade Union	4	3	0.5						3.5	
11	10.4 Why Workers Join Unions TOPIC 11: EMPLOYEE SAFETY AND HEALTH 11.1 Safety And Health At The Workplace	5	4	4						8	
12	workplace										
13											
14											
15											
16											
17											
18											
19											
20											
										SUB-TOTAL SLT:	68
	Continous Assessement	%		Phy	Fac	e-to-F		ine/ Te	iated	 NF2F Independent Learning for Assessment (Asynchronous)	
1	Quiz (2 )	10%			2					4	
2	Exercise (3)	10%			3					6	
3	Group Presentation	20%			3					13 9	
4 5	Group Presentation	20%			<b>ა</b>					9	
Ü			<u> </u>				<u> </u>			SUB-TOTAL SLT:	40
					Fac	e-to-F	ace (F	2F)		NF2F	
	Final Assessement	%		Phy	rsical			ine/ Te med Synch	iated	 Independent Learning for Assessment (Asynchronous)	
1	Final Examination	40			2					10	
2											

3									
4									
5									
					SUB-TOTAL SLT	12			
					SLT for Assessment	52			
	GRAND TOTAL SLT:  **SLT for F2F Physical Component: [Total F2F Physical /(Total F2F Physical + Total F2F Online + Total Independent Learning) x 100)]								
Α									
В	63.33								
С	C								
C1									
C2		e Practical / (Total F2F Phy		% SLT for F2F 0	nline Practical Componen	0.00			
Note: * India ** For	se tick (\(\forall \) if this course is Industrial Train cate the CLO based on the CLO's numbering in r ODL programme: Courses with mandatory prinum 80% ODL delivery rule in the SLT.	n Item 8	, and the second			oted from complying to the			
		NIL							

12	References (include required and further readings, and	Main References 1. Gary Dessler . (2020). Human Resource Management: 16th Edition. Prentice Hall 2. Maimunah Aminuddin. (2012). Human Resource Management. Principles and Practices. 4th Edition. Oxford University Press					
13	Other additional information (if applicable)	Arthur O'Sullivan & Steven M.Sheffrin. (2013).Economics: Principles & Tools. International Edition. 8th Edition. Prentice Hall     Karl E.Case & Ray C.Fair. (2013). Principles of Economics. 11th Edition. Prentice Hall.					
	Note: Number of PLO indicated is purely for illustration purposes only and the number is subjected to the curriculum design.						