



UNIVERSITI TEKNOLOGI MARA

EDM712: HUMAN RESOURCE MANAGEMENT

Course Name (English)	HUMAN RESOURCE MANAGEMENT APPROVED
Course Code	EDM712
MQF Credit	3
Course Description	This course is designed to equip students who will be working in the educational field especially in the administration and management of schools and/or education departments. The focus of this course is on issues and challenges in managing human resources in the educational sector. these topics are expected to enhance students' practical knowledge in key areas in administration and management of the employees of an educational organization.
Transferable Skills	skills in administration and management of schools and/or education
Teaching Methodologies	Lectures, Case Study, Discussion, Presentation, Journal/Article Critique
CLO	<p>CLO1 Explain the importance of the HRM concepts and theories in educational sector.</p> <p>CLO2 Conduct a mini research / project in the area of HRM.</p> <p>CLO3 Evaluate the importance of effective human resource skills and practices at the workplace.</p>
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction to human resource management in education 1.1) n/a	
2. Strategic human resource planning 2.1) n/a	
3. Self-management 3.1) n/a	
4. Effective communication 4.1) n/a	
5. Conflict resolution and management 5.1) n/a	
6. Working with teams 6.1) n/a	
7. Staff motivation 7.1) n/a	
8. Managing stress 8.1) n/a	
9. Staff needs 9.1) n/a	
10. Professional development and staff appraisal 10.1) n/a	
11. Staff records and personnel development 11.1) n/a	

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Journal/Article Critique	n/a	20%	CLO1
	Presentation	n/a	20%	CLO1
	Quiz	n/a	20%	CLO1 , CLO3

Reading List	Reference Book Resources	<ul style="list-style-type: none"> • Berman, E. M., Bowman, J. S., West, J. P., & 2000, <i>Human Resource Management in Publ</i>, Sage Publications • Chadwick, C 2005, <i>The vital role of strategy in strategic human,</i> • Cunningham, W. G. & Cordeiro, P. A 2005, <i>Educational Leadership: A Problem-Based Appro</i>, Allyn & Bacon. • Steyn, G. M. & van Niekerk, E. J 2005, <i>Human Resource Management in Education. Sou</i>, University of South Africa. • Rebore, R.W 2007, <i>Human Resources Administration in Education: ,</i> Allyn & Bacon. • Seyfarth, J. T 2004, <i>Human Resources Management for Effective Scho</i>, Allyn & Bacon. • Smith, R.E. 2004, <i>Human Resources Administration: A School base</i>, Eye on Education • Knowles, M.S. III, Holton, E.F. & Swanson, R. 2005, <i>The Adult Learner, The Definitive Classic i</i>, Butterworth-Heinemann
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	