



**UNIVERSITI TEKNOLOGI MARA**

**FAP412: HUMAN RESOURCE MANAGEMENT ARTS PRODUCTION**

<b>Course Name (English)</b>	HUMAN RESOURCE MANAGEMENT ARTS PRODUCTION <b>APPROVED</b>
<b>Course Code</b>	FAP412
<b>MQF Credit</b>	3
<b>Course Description</b>	This course will expose the students to understanding of the fundamental principle in human resource management process and execute an affective skill and responsibility in human resources management related field. Throughout the duration of the term, students will be provided by the case studies of human resources role in formulating effective communication, leadership and excuting company strategy. By the end of the course, the student are hoped to follow and explain the functions of human resources and apply it to the creative art industry.
<b>Transferable Skills</b>	Communication Skills Organization/Management/Leadership/Decision Making. Human Relations/Interpersonal
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Discussion, Workshop, Self-directed Learning
<b>CLO</b>	CLO1 Develop an understanding on fundamental principle in human resource management in relation to the creative management process. CLO2 Execute an affective skill and responsibility in human resources management related field. CLO3 Justifies the human resources role in formulating effective communication, leadership and executing company strategy.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Week 1: Introduction to Human Resource Management</b> 1.1) a) Human Resources Department 1.2) b) Careers In Human Resources Department. 1.3) c) Functions Of The Human Resources Department	
<b>2. Week 2: Recruitment, selection and Induction part 1</b> 2.1) a) Job Analysis 2.2) b) The Recruitment Process	
<b>3. Week 3: Recruitment, selection and Induction Part 2</b> 3.1) a) Selection Process 3.2) b) Making Job Offer	
<b>4. Week 4: Interviewing Candidates</b> 4.1) n/a	
<b>5. Week 5:Mock Interview</b> 5.1) n/a	
<b>6. Week 6: Training:</b> 6.1) a) Defining training 6.2) b) Benefits Of Training 6.3) c) Systematic Approach To Organizing Training Programmes.	
<b>7. Week 7: Individual Presentation</b> 7.1) n/a	
<b>8. Week 8:Managing Employee Performance and Performance Appraisal</b> 8.1) Benefits Of An Employee Performance Management and Appraisal System	

<b>9. Week 9: Payment System And Working Hours</b> 9.1) n/a
<b>10. Week 10: Benefits And Rewards</b> 10.1) n/a
<b>11. Week 11: Safety And Health At Work:</b> 11.1) n/a
<b>12. Week 12: Improving Productivity And Employee Commitment</b> 12.1) n/a
<b>13. Week 13: Industrial Relation part 1</b> 13.1) n/a
<b>14. Week 14: Group Project on the breakdown structure in an organized manner.</b> 14.1) n/a

Assessment Breakdown		%	
Continuous Assessment		100.00%	

  

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	One (1) research assignment of what human resource management is and how it relates to the understanding of the creative management process.	30%	CLO1
	Assignment	One (1) presentation and one (1) written report of the responsibilities and effective arts management practical skill of line and staff managers in human resource department in relation to industry practice.	30%	CLO2
	Group Project	One (1) group project research of human resources role in formulating effective communication, leadership and executing company strategy.	40%	CLO3

  

Reading List	Recommended Text	Maimunah Aminuddin 2014, <i>Human Resource Management</i> , Oxford University Press Malaysia [ISBN: 9789834711924]
	Reference Book Resources	<ul style="list-style-type: none"> <li>• Vachira Nalinka Karunaratne 2016, <i>Human Resources Management</i>, Createspace Independent Publication United State [ISBN: 9781530556533]</li> <li>• Jonathon R. B. Halbesleben, Anthony R. Wheeler, M Ronald Buckley 2016, <i>Research in Personnel and Human Resources Management</i>, Emerald Group Publishing United State [ISBN: 9781786352644]</li> <li>• Molnar, William 2013, <i>Human Resources Management Recruitment Procedures</i>, Createspace Independent Publication United State [ISBN: 9781494423216]</li> <li>• Molnar, William Dr III 2013, <i>Principles Of Human Development</i>, Createspace Independent Publication United State [ISBN: 9781615932085]</li> <li>• Jac Fitzs-Enz &amp; John R. Mattox 2014, <i>Predictive Analytic for Human Resources</i>, Wiley United State [ISBN: 978-111889367]</li> </ul>
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	