UNIVERSITI TEKNOLOGI MARA
ADM181: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Course Name (English)	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT `APPROVED`
Course Code	ADM181

MQF Credit	3

Course Description	This course focuses on theories, concepts, policies, and practices of human resource in management. Students could gain an understanding about the roles and responsibilities of human resource managers and employees at the workplace. Therefore, students will understand clearly how the human resources should be managed effectively in order to achieve organisation and individual objectives.

Transferable Skills	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently in a variety of contexts; to communicate confidently and clearly

Teaching Methodologies	Lectures, Case Study, Tutorial

CLO	CLO1 1. Identify core human resource activities in an organisation CLO2 2. Explain the techniques, rules and procedures that are being used in human resource; CLO3 3. Outline the organisational and environmental factors in human resource management

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to Human Resource (HR) 1.1) o Definition of HR 1.2) o Objectives of HR 1.3) o HR functions 1.4) o Roles and designations of HR 1.5) o Environmental factors of HR
2. Human Resource Planning (HRP) 2.1) o Definition of HRP 2.2) o Objectives of HRP 2.3) o HRP Process / Steps
3. Job Analysis (JA) 3.1) o Definition of JA 3.2) o Objectives of JA 3.3) o Elements of JA 3.4) o JA Methods
4. Recruitment 4.1) o Definition of Recruitment 4.2) o Objectives of Recruitment 4.3) o Recruitment process 4.4) o Alternatives to Recruitment 4.5) o Sources of Recruitment 4.6) o Methods of Recruitment
5. Selection 5.1) o Definition of Selection 5.2) o Objectives of Selection 5.3) o Environmental factors of Selection 5.4) o Selection Process

6. Human Resource Development
6.1) o Training and Development (T&D)
6.2) o Definition of T&D
6.3) o Objectives of T&D
6.4) o T&D Process
6.5)
6.6) o Orientation
6.7) o Definition of Orientation
6.8) o Objectives of Orientation
6.9)
6.10) o Career Planning and Development (CPD)
6.11) o Definition of CPD
6.12) o Methods in CPD
6.13) o Objectives of CPD

7. Performance Appraisal (PA)
7.1) o Definition of PA
7.2) o Objectives of Performance Appraisal
7.3) o PA Process

8. Compensation
8.1) o Definition of Compensation
8.2) o Objectives of Compensation
8.3) o Types of compensation
8.4) o Monetary
8.5) o Non-monetary
8.6) o Factors That Influence Compensation

9. Discipline
9.1) o Definition of Discipline
9.2) o Objectives of Discipline
9.3) o Process of Disciplinary Actions
9.4) o Types of Disciplinary Actions

10. Safety and Health (S&H)
10.1) o Definition of S&H
10.2) o Objectives of S&H
10.3) o Occupational Safety and Health Act 1994 (OSHA 1994)
10.4) o Safety And Health Organisation
10.5) o General Duties of Employers and Employees

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	1 Written Assignment	10%	CLO3
	Presentation	Presentation based on written assignment	5%	CLO3
	Quiz	Quiz 1 (Topic 1 & 2)	5%	CLO1
	Test	Test 1 (Topic 3 - 5) Week 7	10%	CLO2
	Test	Test 2 (Topic 6 - 9) Week 12	10%	CLO2

Reading List	Recommended Text	• R. Wayne Mondy,Judy Bandy Mondy 2013, *Human Resource Management*, 13th Ed., 1 - 11, Pearson Education England [ISBN: 0-273-78700-4]
	Reference Book Resources	• David A. DeCenzo, Stephen P. Robbins 2013, *Human Resource Management*, 11th Ed., JohnWiley & Sons New York [ISBN: 978-1-118-379]
		• Robert L. Mathis,John Jackson,Sean Valentine 2013, *Human Resource Management*, 14th Ed., Cengage Learning USA [ISBN: 1133953107]
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	