



UNIVERSITI TEKNOLOGI MARA

ADM551: HUMAN RESOURCE MANAGEMENT

Course Name (English)	HUMAN RESOURCE MANAGEMENT APPROVED
Course Code	ADM551
MQF Credit	3
Course Description	Human Resource Management is the attraction, selection, retention, development, and utilization of human resources in order to achieve both individual and organizational objectives. This course examines various aspects of Human Resource Management such as organizing of work and allocating it to workers, recruiting, training and how best to manage people in ever-changing environmental conditions and technological innovations.
Transferable Skills	<ol style="list-style-type: none">1. Demonstrate the ability to identify and articulate self-skills, knowledge and understanding confidently and in a variety of contents.2. Demonstrate ability to investigate problems and provide effective solutions3. Demonstrate ability to analyse issues/problems from multiple angles and make suggestions4. Demonstrate ability to communicate clearly and confidently, and listen critically
Teaching Methodologies	Lectures, Blended Learning, Tutorial, Journal/Article Critique
CLO	<p>CLO1 Illustrate effective human resource practices of organization for sustainable competitive advantage.</p> <p>CLO2 Present verbally the ethical values and professional practices of human resource management in organization</p> <p>CLO3 Demonstrate managerial skills in reporting the local and global challenges of human resource practices in organization</p>
Pre-Requisite Courses	No course recommendations
Topics	
1. Introduction <ol style="list-style-type: none">1.1) Courseworks details and requirements1.2) Introduction to Human Resource Management (HRM) and its' importance1.3) Basic concepts and definitions of HRM1.4) HRM and the environmental factors1.5) HRM and the current global challenges	
2. Human Resource Planning (HRP) and Job Analysis (JA) <ol style="list-style-type: none">2.1) Definitions and importance of HRP and JA2.2) Benefits of conducting HRP2.3) Steps in HRP2.4) Benefits of conducting JA2.5) Steps in JA2.6) Relevance of HRP and JA to other HR activities2.7) Job Design and Job Characteristics	
3. Recruitment and Selection <ol style="list-style-type: none">3.1) Definitions and importance of recruitment and selection3.2) Alternatives to recruitment3.3) Benefits of recruitment3.4) Methods in conducting internal and external recruitment3.5) Benefits of selection3.6) Steps in conducting selection3.7) Interview process3.8) Relevance of recruitment and selection to other HR activities	

4. Training and Development (T&D)

- 4.1) Definitions and importance of training and development
- 4.2) Employee orientation/induction methods and process
- 4.3) Benefits of conducting T&D
- 4.4) Steps in T&D
- 4.5) Career path, planning and career development process
- 4.6) Relevance of T&D to other HR activities

5. Performance Appraisal (PA)

- 5.1) Definitions and importance of PA
- 5.2) Benefits of conducting PA
- 5.3) Steps in PA
- 5.4) Problems associated with PA and suggested solutions
- 5.5) Relevance of PA to other HR activities

6. Rewards, Benefits and Services

- 6.1) Definition and importance of employee rewards
- 6.2) Direct and indirect compensations
- 6.3) Monetary rewards and non-monetary rewards
- 6.4) Steps in establishing wage mix
- 6.5) Benefits and services
- 6.6) Importance and types of Benefits and Services
- 6.7) The job and the working environment
- 6.8) Relevance of employee rewards to other HR activities

7. Occupational Safety and Health

- 7.1) General provisions of the Occupational Safety and Health Act (OSHA)
- 7.2) Creating a safe work environment
- 7.3) Building better health among workforces

8. Employee's Discipline Management

- 8.1) Definition and importance of employee's discipline management
- 8.2) Employee Rights and Discipline
- 8.3) Employee Rights and Employer Responsibilities
- 8.4) Disciplinary Policies and Procedures
- 8.5) Approaches to Disciplinary Action
- 8.6) Alternative Dispute Resolution Procedure
- 8.7) Relevance of employee's discipline management to other HR activities

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	Group Assignment	20%	CLO3
	Presentation	Group Presentation	10%	CLO2
	Test	Chapter 1 - 3	10%	CLO1

Reading List	Recommended Text	Reference Book Resources
	<ul style="list-style-type: none"> • Snell, S., Morris, S. and Bohlander, G. (2016), "Managing Human Resource Management", (17 Edition), Cengage Learning: Singapore. 2016, <i>Managing Human Resources</i>, 17th Ed Ed., Cengage Technology Edition Singapore 	<ul style="list-style-type: none"> • Maimunah Aminuddin 2014, <i>Human Resource Management Principles and Practices</i>, 3rd Edition Ed., Oxford University Press • Noe, R.S., Hollenbeck, J.H., Gerhart, B., Wrights, P.M. 2012, <i>Fundamentals of Human Resource Management</i>, 4th Edition Ed., McGraw Hill: US • Gomez-Mejia, L.R., Balkin, D.B., Cardy R.L. 2016, <i>Managing Human Resources</i>, 8th edition Ed., Pearson • Tan Kwang How 2011, <i>Human resource Management in Malaysia Theory & Practise</i>, McGraw Hill • Lussier, R. N. and Hendon, J. R. 2016, <i>Human Resource Management: Functions, Application, and Skill Development</i>, 2nd Ed., Sage publication London • Lussier, R. N. 2013, <i>Human Relations in Organizations: Application and Skill Building</i>, 9th Ed., McGraw Hill US • Mathis, R. L., Jackson J. H. 2006, <i>Human Resource Management</i>, Thomson US • Dessler, G. 2011, <i>Human Resource Management</i>, Pearson US
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	