UNIVERSITI TEKNOLOGI MARA

CTM433: HUMAN RESOURCE MANAGEMENT

Course Name (English)	HUMAN RESOURCE MANAGEMENT `APPROVED`
Course Code	CTM433

MQF Credit	3

Course Description	This course enable students to fully understand the functions of human resources and apply it to the creative art industry.

Transferable Skills	Able to manage/ supervise HR related to arts, able to analyze data for art related HR, able to anticipate the needs of art related HR.

Teaching Methodologies	Lectures, Inquiry-based Learning, Field Trip, Practical Classes, Discussion, Presentation, Directed Self-learning , Journal/Article Critique, Role Play

CLO		
	CLO1	Explain what human resource management is and how it relates to the creative management process.
	CLO2	Illustrate the human resource responsibilities of line and staff managers.
	CLO3	Describe the human resources role in formulating and executing company strategy.

Pre-Requisite Courses	No course recommendations

Topics
1. Course Introduction 1.1) What is HR? 1.2) Why is HR important to all managers? 1.3) Line & Staff aspects of HR. 1.4) The changing environment of HR.
2. HR in the Organization 2.1) HR Functions and Order in an Organization
3. Creating Jobs 3.1) Job Analysis. 3.2) Writing a Job Description.
4. Company Review 4.1) Research on Companies Background. 4.2) Research on Related Company in the News.
5. Presentation 5.1) Company HR Policies. 5.2) Company HR Requirements. 5.3) Company Salaries & Benefits.
6. Personnel Planning and Recruitment 6.1) The Recruitment & Selection Process. 6.2) Effective Recruiting.
7. Interviewing Candidates 7.1) Types of Interviews. 7.2) Interviewing Candidates. 7.3) Interviewing & Interview Skills.
8. Presentation for Pre-Mock Interview 8.1) Presentation techniques 8.2) Draft of Advertisement Posters 8.3) Resume Writing

9. HR Advertisements 9.1) Creating HR advertisements. 9.2) Strategic Placements and Requirements for HR Ads.
10. Training & Development 10.1) Training Process 10.2) Training Methods 10.3) Evaluating Trainees
11. Performance and Benefits 11.1) Employer's & Employee's Benefits 11.2) Local Benefits: KWSP, SOCSO, Insurance 11.3) Safety Practice: OSHA, NIOSH,
12. Managing Global HR 12.1) HR & the Globalization Business
13. Final Presentation: Mock Interview 13.1) Role Play 13.2) Presentation
14. Report Submission 14.1) Re-cap discussion.

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Group Project	A group project requires student to study a company organization and compile information on their work.	30%	CLO1
	Presentation	Group will prepare a mock interview as interviewer and interview candidates. They will present to class their findings of subject in preparation for Mock Interview.	30%	CLO3
	Written Report	Each student will write an observation report of a specific organization as instructed by lecturer.	40%	CLO2

Reading List	Recommended Text	
		• **Aminuddin, Maimunah 2011, *Human Resource Management: Principles and Practices*, 2nd Ed., Oxford Fajar Sdn Bhd Malaysia**
		• **Dessler, G 2008, *Human Resource Management*, 11th Ed., Pearson International**
		• **Willson J.P. 2003, *Human Resource Development*, Kogan Page**
		• **Trevor R. Griffiths 1982, *Stagecraft*, Phaidon Press [ISBN: 9780714826448]**
		• **Derrick Chong, *Arts Management* [ISBN: 9780415423915]**
		• **Lynne Rogers 1997, *Working in Show Business*, Backstage Books [ISBN: 9780823088423]**
		• **Xavier M. Frascogna 1997, *This Business of Artist Management*, Watson-Guptill Publications [ISBN: 9780823077052]**
		• **Paul Allen 2011, *Artist Management for the Music Business*, Taylor & Francis [ISBN: 9780240815015]**
Article/Paper List	This Course does not have any article/paper resources	
Other References	• **Website *Actors Equity Association Codes and Rules* http://actorsequity.com**	
	• **Website IATSE *International Alliance of Theatrical Stage Employees* http://iatse.net/**	
	• **Website *PERKESO* http://www.perkeso.gov.my/my/**	
	• **Website *KWSP* http://www.kwsp.gov.my/portal/ms/web/kws p/home**	
	• **Social Media Persatuan Pekerja Professional Filem Malaysia *PROFIMA* https://www.facebook.com/pages/Persatuan -Pekerja-Professional-Filem-Malaysia-PRO FIMA/108328452532562**	
	• **Social Media *Persatuan Teater Malaysia* https://www.facebook.com/groups/Persatua nTeaterMalaysia/**	