

**Macao Polytechnic Institute
School of Business**

Bachelor of Accounting / Bachelor of BA in Marketing

Module Outline

Academic Year 2020/2021 Semester 1

Learning Module	Human Resources Management			Class Code	HHRM2120- 211/212
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hours	Lab/Practice Hours	0 hour	Total Hours	45 hours
Instructor	Pauline Tam		E-mail	pitam@ipm.edu.mo	
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Description

This course concentrates on the human resources management function of selection, performance, appraisal, training and development and compensation. Focus is also placed on current issues related to these functions. The link of various HR practices to corporate strategy is emphasized. Through the discussion of concepts in relation to real organizations and using various resources on the Internet, students will learn the techniques that managers can apply to solve HR problems.

Learning Outcomes

Upon completion of this course, students should be able to

1. Examine the fundamental concepts in human resource management;
2. Explain the importance of recruitment and selection policies and practices;
3. Illustrate the different methods of employee training and development;
4. Describe the process of performance management and appraisal;
5. Identify the different components of employee compensation;
6. Develop HR techniques in group discussion, experiential exercises and case analysis; and
7. Apply the theories and models to analyze the current HR practices of actual companies.

Content

Topics		Duration
Chapter 1	Introduction to human resource management - understand basic concepts of HRM and its importance	3.0 hrs
Chapter 4	Job analysis and the talent management process - apply different methods for collecting job analysis information - identify parts of a job description and job specification - discover the use of competencies models	4.5 hrs
Chapter 5	Personnel planning and recruiting - describe workforce planning and forecasting - distinguish internal from outside sources of candidates - outline the use of application forms	4.5 hrs
Chapter 6	Employee testing and selection - describe basic elements of testing and selecting - design different types of tests - discover other selection methods	3.0 hrs
Chapter 7	Interviewing candidates - create different types of interview questions - understand interviewing errors	3.0 hrs
	Review and Midterm	3.0 hrs
Chapter 8	Training and developing employees - illustrate the process of orientation - analyze the training process - differentiate among different training methods	4.5 hrs
Chapter 9	Performance management and appraisal - identify different techniques of appraising performance - understand rater error appraisal problems - describe how to manage the appraisal interview	4.5 hrs

Chapter 11	Establishing strategic pay plans - identify factors determining pay rates - apply job evaluation methods	3.0 hrs
Chapter 12	Pay for performance and financial incentives - define money's role in motivation - differentiate among financial and non-financial incentives	3.0 hrs
Chapter 13	Benefits and services - describe the four main types of benefits - identify other flexible benefits programs	3.0 hrs
	Group Oral Presentation and Review	3.0 hrs
	Final Exam	3.0 hrs
	Total:	45 hrs

Teaching Method

Lectures, assignments, case studies, group discussions, relevant course activities/role-play, group project and presentation.

Attendance

Attendance during the course must meet the attendance requirements as stated in the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute". Students who have less than the required attendance for the enrolled subject are not eligible to attend the final or re-sit examinations and will be given an "F" as their final grade.

Plagiarism Policy

It is student's responsibility to ensure that his/her assignment has been checked by **Turnitin** software, and the similarity score given by **Turnitin** software cannot be higher than 30%. However, a special case can be determined by the instructor.

Assessment

This course is graded on a 100-point scale, with 100 being the highest possible score and 50 the pass score.

	Item	Description	Percentage
1.	Assignments	In-class group discussion & homework	10%
2.	Group project	Oral presentation & written reports	15%
3.	Midterm	Chapters 1, 4, 5, 6, 7	35%
4.	Final Exam	Chapters 8, 9, 11, 12, 13	40%
		Total:	100%

Teaching Material(s)

Textbook

Dessler, G. (2019). *Human resource management* (global 16th ed.). Pearson.

References

Reference book(s)

Martocchio, J. (2019). *Human Resource Management* (15th ed.). Pearson.

Noe, R. A., Hollenbeck, J. R., Gerhart, B. A., & Wright, P. M. (2020). *Fundamentals of human resource management* (8th ed.). McGraw-Hill.

Macao Law No.7/2008 & No.8/2020 – Macao Labour Relations Law and Revisions.

Journal(s)

Relevant articles from *International Human Resources Management Journal* (through EBSCO available at E-Resources of MPI Library)

Website(s)

<http://www.dsal.gov.mo/en/standard/dsallawc.html> (other labour legislation in Macao)

<http://catalogue.pearsoned.co.uk/educator/product/Human-Resource-Management-Global-Editio n/9781292309125.page>