

Bachelor of Business Administration (Hons)

1.	Course Title	Human Resource Management		
2.	Course Code	BHRM2023		
3.	Status	Major		
4.	Credit Hour	3 (2+1) 2 for lectures (2 hours per week x 14 weeks) 1 for tutorial (1.5 hours per week x 14 weeks)		
5.	Semester/Year	1/3		
6.	Prerequisites	BMGT2023 Management Theory and Practices		
7.	Teaching method:	Distance Learning (Electronics)		
8.	Evaluation	Assessment and Marking Percentage: Quizzes 10 % Assignments 10 % Interactions through discussion board 10 % Mid-Semester Exam 20 % Final Examination 50 %		
9.	Lecturer	N/A		
10.	Objective of the Subject	This subject is designed to enable students to: <ul style="list-style-type: none"> • Address current issues facing Human Resource managers (HRM) and organizational leaders. • Review Human Resource trends in the workplace and the projection of future developments. • Apply the basic concepts of Human Resource Management (HRM). • Reinforce teambuilding, problem solving, decision-making, and planning skills. • Enhance leadership skills in advising, counseling, disciplining, and supporting others. • Consider legal and ethical issues in HRM and organizational leadership. 		
11.	Learning Outcomes	Upon completion of this subject, students should be able to: <ul style="list-style-type: none"> • Develop a human resource plan and design a valid recruitment and selection system. • Develop and implement a performance evaluation system. • Assess training needs, design a training program, and evaluate it. • Design and implement a compensation system that is equitable, legal, motivating, and cost-benefit effective. • Implement an effective employee relations program holistically. 		
12.	Synopsis	This subject is designed to enhance the student's understanding of the strategic aspects of managing human resources in both public service and private sector environment which is constantly changing. It provides an overview of human resource management, with particular emphasis in human resource planning and strategy, personnel selection, equal employment opportunity, training and development, performance appraisal, compensation, employee relations, and contemporary issues. Various human resource management issues as well as strategies are also covered.		
13.	Topics	Details	Lecture (Hrs)	Tutorial (Hrs)
	Topic 1	Overview <ul style="list-style-type: none"> • Introduction • Human Resource Environment • Human Resources Function • The Roles of HR Managers • Trends and global challenges 	2	0
	Topic 2	Human Resources Planning <ul style="list-style-type: none"> • HR and Strategic Planning • Forecasting HR Supply and Demand • Job Analysis Method • Outcome of Job Analysis 	2	1.5
	Topic 3	Recruitment <ul style="list-style-type: none"> • Recruitment Process • Recruitment Sources • Recruitment Methods 	2	1.5

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		<ul style="list-style-type: none">Recruitment Alternatives		
	Topic 4	Selection <ul style="list-style-type: none">Selection ProcessEmployment TestEmployment InterviewsHiring Decisions	2	1.5
	Topic 5	Employee Orientation <ul style="list-style-type: none">Orientation PerspectivesSocialization ModelRoles Relationships in OrientationTechnology and OrientationUnderstanding Islamic Roles in orientation	2	1.5
	Topic 6	Training and Development <ul style="list-style-type: none">Concept of TrainingPrinciples of LearningTraining Needs AnalysisTypes of TrainingEmployee DevelopmentEvaluating Training and DevelopmentInternational Training and DevelopmentSuccession Planning	4	3
	Topic 7	Career Development <ul style="list-style-type: none">Career DefinitionCareer and Employee DevelopmentCareer StagesContemporary Issues in Career Development	4	3
	Topic 8	Performance Management <ul style="list-style-type: none">Performance and MotivationPerformance Management SystemsPerformance Appraisal Process and MethodsPerformance Appraisal PitfallsIssues in International Performance Appraisal	4	3
	Topic 9	Compensation and Benefits <ul style="list-style-type: none">Types of Organizational RewardsCompensation managementJob Evaluation and Pay StructureInternational CompensationEmployee BenefitsTotal compensation management	4	3
	Topic 10	Employee Relations <ul style="list-style-type: none">Employee RelationsSafety and HealthHRM Communication ProgramsHR Information SystemIssues in Managing Diversity	4	3
		Total contact hours	28	21
		Equivalent lecture hours	28	14
		Total lecture hours		42
		Credit hours		3
14.	Main references:	1. Dessler, Gary (2008), Human Resources Management (11th ed.). Prentice Hall 2. Wayne, Mondy R. and Noe, Robert M. (2006), Human Resources Management (9th ed.) Prentice Hall		
15.	Additional References:	1. Gomez- Mejia, Balkin and Cardy (2006), Managing Human Resources , 5th Edition, Prentice Hall. 2. Ahmad A. Khalik (2007), Leadership and Work Motivation From The Islamic Perspectives , International Conference on Management from Islamic Perspective, International Islamic University, Malaysia		

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		<ol style="list-style-type: none">3. Mohiuddin Md Golam and Amin Md. Ruhul (2007), Human Resource Management: An Islamic Perspective, International Conference on Management from Islamic Perspective, International Islamic University, Malaysia4. Ali, Abbas J. (2005). Islamic Perspectives on Management and Organisation. Cheltenham: Edward Elgar. 272 pp.5. John W. Budd and James G. Scoville (2005), The Ethics of Human Resources and Industrial Relations, Amazon. com
	Other Materials:	All other materials will be available to students online.