



FACULTY OF BUSINESS
BACHELOR OF ACCOUNTING
LEARNING MODULE OUTLINE

Academic Year	2024-2025	Semester	1 st
Module Code	HHRM2120-211		
Learning Module	Human Resources Management		
Pre-requisite(s)	Nil		
Medium of Instruction	English		
Credits	3	Contact Hours	45
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MODULE DESCRIPTION

This module 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.

MODULE INTENDED LEARNING OUTCOMES (ILOS)

On completion of this learning module, students will be able to:

M1.	Examine the fundamental concepts in human resource management
M2.	Explain the importance of recruitment and selection policies and practices
M3.	Illustrate the different methods of employee training and development
M4.	Describe the process of performance management and appraisal
M5.	Identify the different components of employee compensation
M6.	Develop HR techniques in group discussion, experiential exercises and case analysis
M7.	Apply the theories and models to analyse the current HR practices of actual companies



These ILOs aims to enable students to attain the following Programme Intended Learning Outcomes (PILOs):

PILOs	M1	M2	M3	M4	M5	M6	M7
P1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.	✓	✓	✓	✓	✓		
P2. Assess general business scenarios with mathematical and statistical skills.							
P3. Apply critical thinking and logical analysis skills and techniques to solve business problems.	✓	✓	✓	✓	✓	✓	✓
P4. Interpret and analyse accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.							
P5. Apply accounting or business software for business analysis.							
P6. Develop queries to assess management information from database to improve efficiency and effectiveness.							
P7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.							
P8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.	✓	✓	✓	✓	✓	✓	
P9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.	✓	✓	✓	✓	✓		
P10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.						✓	✓

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

Week	Content Coverage	Contact Hours
1	Chapter 1: Managing human resources	3.0
2-3	Chapter 4: Analyzing work and designing jobs	4.5
3-4	Chapter 5: Planning for and recruiting human resources	4.5
5	Chapter 6: Selecting employees and placing them in jobs	3.0
6	Chapter 7: Training employees	3.0
7	Chapter 8: Developing employees for future success	3.0
8	Mid-term examination	3.0
9	Chapter 10: Managing employees' performance	3.0
10	Chapter 11: Separating and retaining employees	3.0
11-12	Chapter 12: Establishing a pay structure	4.5



12-13	Chapter 13: Recognizing employee performance with pay	4.5
14	Chapter 14: Providing employee benefits	3.0
15	Final examination	3.0
	Total	45.0

TEACHING AND LEARNING ACTIVITIES

In this learning module, students will work towards attaining the ILOs through the following teaching and learning activities:

Teaching and Learning Activities	M1	M2	M3	M4	M5	M6	M7
T1. Interactive lectures	✓	✓	✓	✓	✓		✓
T2. In-class discussion	✓	✓	✓	✓	✓	✓	✓
T3. Assignments/Quizzes/Midterm	✓	✓	✓	✓	✓		✓

ATTENDANCE

Attendance requirements are governed by the Academic Regulations Governing Bachelor's Degree Programmes of the Macao Polytechnic University. Students who do not meet the attendance requirements for the learning module shall be awarded an 'F' grade.

ASSESSMENT

In this learning module, students are required to complete the following assessment activities:

Assessment Activities	Weighting (%)	ILOs to be Assessed
A1. Individual assignment	30%	1,2,3,4,5,6,7
A2. Mid-term examination	30%	1,2,7
A3. Final examination	40%	1,3,4,5,7
Total:	100%	

The assessment will be conducted following the University's Assessment Strategy (see www.mpu.edu.mo/teaching_learning/en/assessment_strategy.php). Passing this learning module indicates that students will have attained the ILOs of this learning module and thus acquired its credits.



MARKING SCHEME

This learning module is graded using the following system:

Letter Grade	Mark Ranges	Grade Point	Grade Definition	Descriptions
A A-	93-100 88-92	4.0 3.7	Excellent	Strong evidence of original thinking; good organization, capacity to analyze and systemize; superior grasps of subject matter; strong evidence of extensive knowledge base.
B+	83-87	3.3	Very Good	Evidence of grasps of subject; strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.
B B-	78-82 73-77	3.0 2.7	Good	Evidence of grasp of subject; some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.
C+ C C-	68-72 63-67 58-62	2.3 2.0 1.7	Satisfactory	Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.
D+ D	53-57 50-52	1.3 1.0	Pass	Sufficient familiarity with the subject matter to enable the student to progress without repeating the learning module.
F	0-49	0	Fail	Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.

REQUIRED READINGS

Textbook

Noe, R. A., Hollenbeck, J. R., Gerhart, B. A., & Wright, P. M. (2024). *Fundamentals of Human Resource Management* (Evergreen 2024 ed.). McGraw-Hill.

REFERENCES

Reference book(s)

Dessler, G. (2021). *Human resource management* (global 16th ed.). Pearson.

DeNisi, A. & Griffin R. (2024). *Human Resources* (6th ed.). Cengage.

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)

<https://www.pearson.com/en-gb/subject-catalog/p/human-resource-management-global-edition/P200000004075/9781292402659>

STUDENT FEEDBACK

At the end of every semester, students are invited to provide feedback on the learning module and the teaching arrangement through questionnaires. Your feedback is valuable for instructors to enhance the module and its delivery for future students. The instructor and programme coordinators will consider all feedback and respond with actions formally in the annual programme review.

ACADEMIC INTEGRITY

The Macao Polytechnic University requires students to have full commitment to academic integrity when engaging in research and academic activities. Violations of academic integrity, which include but are not limited to plagiarism, collusion, fabrication or falsification, repeated use of assignments and cheating in examinations, are considered as serious academic offenses and may lead to disciplinary actions. Students should read the relevant regulations and guidelines in the Student Handbook which is distributed upon the admission into the University, a copy of which can also be found at www.mpu.edu.mo/student_handbook/.