

**Macao Polytechnic Institute**  
**School of Applied Sciences**  
**Bachelor of Science in Computing**

**Module Outline**

<b>Learning Module</b>	Human Resources Management			<b>Class Code</b>	MSEL107
<b>Pre-requisite(s)</b>	Nil				
<b>Medium of Instruction</b>	English			<b>Credit</b>	3
<b>Lecture Hours</b>	45 hrs	<b>Lab/Practice Hours</b>	---	<b>Total Hours</b>	45 hrs

**Description**

This course aims at providing business professionals a more advanced view of human resource management. It covers changes in the human resource environment, strategic implications of human resource management, and new developments in major human resource management functional areas. Students will also learn to analyze human resource management cases through benchmarking.

**Learning Outcomes**

After completing the learning module, students will be able to:

1. Describe the factors that changed the nature of human resource management (ET1p ,ET2p)
2. Explain why HR can be a source of competitive advantage (ET1p, ET2p)
3. Describe how HR can be more effectively designed in supporting business strategy (ET3p, ET5p)
4. Describe a high-commitment HRM system (ET1p, ET2p, ET3p)
5. List and explain current issues in each HRM function, including job design, recruiting, selection, training, performance appraisal, compensation, and labor relations (ET3p, ET5p)

**Content**

1. Introduction (6 hours)
  - 1.1 Overview of Human Resource Management
  - 1.2 Strategic Needs of Human Resource Management
  - 1.3 Equal Opportunity and the Law

2. Recruitment and Placement (6 hours)
  - 2.1 Job analysis
  - 2.2 Human Resources Planning and Staff Recruitment
  - 2.3 Testing and Job Interviewing
  - 2.4 Selection
3. Training and Development (6 hours)
  - 3.1 Staff orientation and training
  - 3.2 Management Development
4. Compensation and Motivation (9 hours)
  - 4.1 Staff Motivation and Compensation
  - 4.2 Financial incentives
  - 4.3 Benefits and Services
5. Appraisal and Career Management (6 hours)
  - 5.1 Performance Appraisal
  - 5.2 Incentives and Performance-Based Rewards
  - 5.3 Career Management
6. Work Environment and Labor Relations (9 hours)
  - 6.1 Employee safety and health
  - 6.2 Managing Labour Relations
  - 6.3 Complains and Grievance
7. Issues of Human Resource Management (3 hours)

### **Teaching Method**

Lectures, case studies and group discussion.

### **Attendance**

Attendance requirements are governed by the “Academic Regulations Governing Bachelor’s Degree Programmes of Macao Polytechnic Institute”. Students who do not meet the attendance requirements for the course will not be permitted to sit for the final and re-sit examination and shall be awarded an ‘F’ grade.

### **Assessment**

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

<b>Item</b>	<b>Description</b>	<b>AHEP3 LO</b>	<b>Percentage</b>
Assignments	Class and home exercises	ET1p, ET2p, ET3p. ET5p	20%
Test	Understanding of class material	ET1p, ET2p, ET3p. ET5P	30%
Examination	3-hour written examination	ET1p, ET2p, ET3p, ET5p	50%
<b>Total Percentage:</b>			100%

Students with an overall score of less than 35 in the coursework must take the re-sit examination even if the overall score for the course is 50 or above.

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the course is 50 or above.

Students with an overall final grade of less than 35 are **NOT** allowed to take the re-sit examination.

## **Teaching Material(s)**

### **Textbook(s)**

1. Dessler, G. (2019). *Fundamentals of Human Resource Management* (5th ed.). Pearson

## **Reference**

### **Reference book(s)**

1. Dessler G. (2009). *Human Resource Management- an Asian Perspective* (2nd ed.). Prentice Hall.
2. Noe, Raymond A.(2008). *Human resource management: gaining a competitive advantage*. McGraw-Hill/Irwin
3. Ivancevich. John M.(2010). *Human resource management*. McGraw-Hill
4. DeNisi, Angelo S. & Griffin, Ricky W. (2008). *Human resource management*. Houghton Mifflin Company