



FACULTY OF BUSINESS
BACHELOR OF MANAGEMENT
LEARNING MODULE OUTLINE

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|-----------------------|----------------------------|---------------|------------------|
| Academic Year | 2024-2025 | Semester | 2 |
| Module Code | HHRM2120-222/223 | | |
| Learning Module | Human Resources Management | | |
| Pre-requisite(s) | Nil | | |
| Medium of Instruction | English | | |
| Credits | 3 | Contact Hours | 45 |
| Instructor | Pauline Tam | Email | pitam@mpu.edu.mo |
| Office | M-524 | Office Phone | 8599-3325 |

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:

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| 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 analyze the current HR practices of actual companies. |



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

| PILOs (Management Programme) | M1 | M2 | M3 | M4 | M5 | M6 | M7 |
|---|----|----|----|----|----|----|----|
| P1. Core concepts, values and skills: Students will master management concepts, values and skills for business including strategy development, critical thinking and problem solving using creative and logical analytical skills. | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| P2. Appropriate tools and technologies: Students will apply tools and technologies appropriate to the business activities, systems and possesses in which they work. | | | | | | | |
| P3. Lifelong Learners: Students will apply theoretically based practical education to the work environment while becoming successful lifelong learners. | | | | | | | |
| P4. Leadership: Students will provide leadership while functioning as team, group and organisation members to accomplish goals. | | | | | | ✓ | ✓ |
| P5. Legal and Ethical Values: Students will exercise care by considering the legal, ethical and human value implications of personal, social and business activities, as well as the significance of business trends to the larger society. | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| P6. Effective Communication Skills: Student will communicate clearly and effectively in the verbal and written forms and styles appropriate for the management profession. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| P7. Intercultural Competence: Students will commit to learn and practice management skills that will develop competencies required to live in a global community. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

MODULE SCHEDULE, COVERAGE AND STUDY LOAD

| Week | Content Coverage | Contact Hours |
|-------|---|---------------|
| 1 | Chapter 1: Introduction to human resource management | 3.0 |
| 2-3 | Chapter 4: Job analysis and the talent management process | 4.5 |
| 3-4 | Chapter 5: Personnel planning and recruiting | 4.5 |
| 5-6 | Chapter 6: Employee testing and selection | 4.5 |
| 6-7 | Chapter 7: Interviewing candidates | 3.0 |
| 7,9 | Chapter 8: Training and developing employees | 4.5 |
| 8 | Midterm | 3.0 |
| 10-11 | Chapter 9: Performance management and appraisal | 4.5 |



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|-------|--|-----|
| 11-12 | Chapter 11: Establishing strategic pay plans | 3.0 |
| 12-13 | Chapter 12: Pay for performance and financial incentives | 3.0 |
| 13-14 | Chapter 13: Benefits and services | 3.0 |
| 14 | Review | 1.5 |
| 15 | Final Assessment | 3.0 |

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. Coursework (In-class discussions, Assignments and Quizzes) | 30% | 1,2,3,4,5,6,7 |
| A2. Midterm (Chapters 1, 4, 5, 6, 7) | 30% | 1,2,7 |
| A3. Final Assessment (Chapters 8, 9, 11, 12, 13) | 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

Grading 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 organisation, capacity to analyse and systemise; 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

Dessler, G. (2024). *Human resource management* (global 17th ed.). Pearson.

REFERENCES

Reference book(s)

Dessler/ 方世榮 (2022) , *Human Resource Management/ 現代人力資源管理* (16th ed.) , Pearson/華泰文化。

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

Noe, R. A., Hollenbeck, J. R., Gerhart, B. A., & Wright, P. M. (2022). *Fundamentals of human resource management* (9th 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)

<https://www.pearson.com/en-gb/subject-catalog/p/human-resources-management-global-edition/P200000009968/9781292477756>

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/.