



The University of Southern Queensland

## Course specification

<b>Description: Human Resource Management</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	1001	41298	1, 2005	ONC	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB003
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	080303

### STAFFING

Examiner: Renee Malan

Moderator: Bernadette Lynch

### SYNOPSIS

This course introduces students to strategies for managing people in the workplace, via the theory and practice of human resource management. It outlines key issues in the management of people as employees of an organisation and the development of organisational strategies, policies, and processes relating to the use of these human resources. After examining some current controversies affecting the world of work, the course provides an overview of the key functions undertaken by managers with responsibility for effectively utilising and retaining an organisation's human resources - functions such as recruitment and selection, training and development, performance management, etc. Relationships between these functions are discussed, as are their implications for both an organisation and its employees. The final section of the course invites students to examine the predispositions, attitudes and ways of working that they bring to their roles as managers. The course is a prerequisite for the HRM majors and therefore essential for students likely to work in the human resource management profession. It will, however, also be useful for anyone likely to be involved in managing people within an organisation.

### OBJECTIVES

On completion of this course students will be able to:

1. demonstrate an understanding of essential HRM concepts and an appreciation of the challenges posed by different contextual issues that may impact on HRM;
2. discuss and apply processes related to the staffing of organisations;
3. describe and apply principles and practices related to the remuneration and reward of employees;
4. explain and implement processes, practices and techniques and methods involved in the management of employees' work performance as well as their development;
5. describe what is involved in creating a work environment that is conducive to employee care and utilisation, with particular reference to aspects such as employee diversity

- management, work-life balance, employee assistance and employee retention & turnover;  
and
6. analyse and critically discuss contemporary challenges in the human resource management field.

## TOPICS

	Description	Weighting (%)
1.	Human resource management: Conceptual and contextual perspectives	16.66
2.	Staffing the organisation	16.66
3.	Performance management and remuneration	16.66
4.	Employee development	16.66
5.	Employee utilisation and care	16.66
6.	Contemporary human resource management challenges	16.70

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

De Cieri, H, Kramar, R, Noe, RA, Hollenbeck, JR, Gerhart, B & Wright, PM 2003, *Human resource management in Australia*, McGraw-Hill, Sydney.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Newspaper and other articles that relate to any of the themes or topics covered by the course. Internet sites and readings, as well as other relevant sources will be specified.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	27.00
Directed Study	70.00
Examinations	3.00
Private Study	65.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
CMA TEST 1	100.00	10.00	24 Mar 2005
CMA TEST 2	100.00	10.00	29 Apr 2005
ASSIGNMENT	100.00	40.00	13 May 2005
3 HOUR EXAMINATION	100.00	40.00	END S1 (see note 1)

### NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration. If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks gained by the student for the assignment may apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must comply with all of the following: (a) submit all of the summative assessment items (the assignment, CMA 1, CMA 2 and the examination); (b) achieve overall at least 50% of the available weighted marks for the summative assessment items (the assignment, CMA 1, CMA 2 and the examination); (c) achieve at least 43% in the examination.
- 5 Method used to combine assessment results to attain final grade:  
Subject to students having met the requirements (point 4) to be awarded a passing grade in the course, the final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination. Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

## 8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students who require an extension to the due date of an assignment, must apply for the extension prior to the due date. The application should normally be a written request to the Examiner requesting the extension with appropriate supporting documentation. The authority for granting extensions rests with the relevant Examiner. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) The Examiner will not accept submission of assignments by facsimile. (vi) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (vii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
- 2 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.
- 3 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).