



The University of Southern Queensland

## Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.  
Please consult the web for updates that may occur during the year.

### Description: Human Resource Management

| Subject | Cat-nbr | Class | Term    | Mode | Units | Campus    |
|---------|---------|-------|---------|------|-------|-----------|
| MGT     | 1001    | 86123 | 1, 2009 | EXT  | 1.00  | Toowoomba |

|                                   |        |
|-----------------------------------|--------|
| <b>Academic group:</b>            | FOBUS  |
| <b>Academic org:</b>              | FOB004 |
| <b>Student contribution band:</b> | 3A     |
| <b>ASCED code:</b>                | 080303 |

### STAFFING

Examiner: Shalene Werth  
Moderator: Dennis Rose

### OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

### 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

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. explain and apply issues associated with strategic human resource management, human resource planning and job analysis, design and quality of worklife (CMA Test)

2. demonstrate an understanding of essential human resource management concepts and an appreciation of the challenges posed by different contextual issues that may impact on human resource management (CMA Test, Examination)
3. discuss and apply processes related to the staffing of organisations (CMA Test, Examination)
4. explain and implement processes, practices and techniques and methods involved in the management of employees' training and development (Assignment)
5. describe and apply principles and practices related to the performance management, remuneration and reward of employees (CMA Test, Examination)
6. 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, employee assistance and employee retention and turnover (CMA Test, Examination)
7. analyse and critically discuss contemporary challenges in the human resource management field (Examination).

## TOPICS

| Description   | Weighting (%) |
|---|---------------|
| 1. Strategic human resource management                  | 8.30          |
| 2. Human resource planning                              | 8.30          |
| 3. Human resource development and career planning       | 8.30          |
| 4. Job analysis, design and quality of worklife         | 8.30          |
| 5. Appraising and managing performance and compensation | 8.30          |
| 6. Human resource management and the law                | 8.30          |
| 7. Industrial relations                                 | 8.30          |
| 8. Managing diversity                                   | 8.30          |
| 9. Recruitment and selection                            | 8.40          |
| 10. Human resource information systems                  | 8.40          |
| 11. Employee health and safety                          | 8.40          |
| 12. International human resource management             | 8.40          |

## 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).

Stone, RJ 2008, *Managing human resources*, 2nd edn, John Wiley & Sons, Milton, Queensland.

## 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 |
|----------------|-------|
| Assessments    | 27.00 |
| Directed Study | 70.00 |
| Examinations   | 2.00  |
| Private Study  | 65.00 |

## ASSESSMENT DETAILS

| Description                | Marks out of | Wtg (%) | Due date               |
|----------------------------|--------------|---------|------------------------|
| CMA TEST 1                 | 30.00        | 10.00   | 03 Apr 2009            |
| ASSIGNMENT                 | 100.00       | 30.00   | 24 Apr 2009            |
| CMA TEST 2                 | 30.00        | 10.00   | 19 May 2009            |
| EXAM PART A (MULTI-CHOICE) | 15.00        | 15.00   | END S1<br>(see note 1) |
| EXAM PART B (SHORT ANSWER) | 35.00        | 35.00   | END S1                 |

### 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 for Exam (Parts A and B) after the timetable has been finalised. The total working time for Exam (Parts A and B) is 2 hours.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility 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.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:

If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.

- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the aggregate of the weighted 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 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Policies and Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

## **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 24 hours 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 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The USQ library provides advice on how to format information sources using this system. Details can be found at

- <[http://www.usq.edu.au/library/help/ehelp/ref\\_guides/harvard.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/harvard.htm)> and  
<[http://www.usq.edu.au/library/help/ehelp/ref\\_guides/harvardonline.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm)>.
- 3 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.
  - 4 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).

### **OTHER REQUIREMENTS**

- 1 Computer, e-mail and Internet access: Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at  
<<http://www.usq.edu.au/ict/students/standards/default.htm>>.
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