Description: Human Resource Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<tr>
<td>MGT</td>
<td>1001</td>
<td>24219</td>
<td>2, 2003</td>
<td>ONC</td>
<td>1.00</td>
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Academic Group: FOBUS
Academic Org: FOB003
HECS Band: 2
ASCED Code: 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:

- describe major issues currently affecting the practice of HRM;
- critically discuss the functions and activities involved in managing an organisation's human resources;
- identify relationships between diverse aspects of HRM;
- explain the relationship between personal variables, organisational context, and managerial effectiveness;
- analyse and synthesise the ideas in a newspaper and in a journal article;
effectively structure, reference and communicate a piece of academic writing.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Strategic Human Resource Management</td>
<td>8.37</td>
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<tr>
<td>2. Employment Relations</td>
<td>8.33</td>
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<td>3. Human Resource Planning and HRIS</td>
<td>8.33</td>
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<tr>
<td>4. Recruiting and Selecting Human Resources</td>
<td>8.33</td>
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<tr>
<td>5. Managing Diversity and the Legal Obligations of HRM</td>
<td>8.33</td>
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<td>6. Occupational Health and Safety OHS</td>
<td>8.33</td>
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<td>7. Managing Performance</td>
<td>8.33</td>
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<tr>
<td>8. Training and Development</td>
<td>8.33</td>
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<tr>
<td>9. Remuneration, Incentives and Benefits</td>
<td>8.33</td>
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<tr>
<td>10. Managing Self</td>
<td>8.33</td>
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<tr>
<td>11. Careers and Career Development</td>
<td>8.33</td>
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<tr>
<td>12. Managing Others in the Organisation</td>
<td>8.33</td>
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</table>

**TEXT and MATERIALS required to be PURCHASED or ACCESSED:**

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


**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 articles on the impact of globalisation, on employment relations, and on issues affecting employee commitment, productivity or satisfaction. Internet sites and readings, as specified.
STUDENT WORKLOAD REQUIREMENTS

ACTIVITY | HOURS
--- | ---
Assessment | 27
Directed Study | 70
Examinations | 3
Private Study | 65

ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>CMA TEST</td>
<td>100.00</td>
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<td>18 Aug 2003</td>
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<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>10.00</td>
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<td>01 Sep 2003</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>30.00</td>
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<td>TUTORIAL PARTICIPATION</td>
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<td>3 HOUR EXAMINATION</td>
<td>100.00</td>
<td>45.00</td>
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<td>END S2</td>
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NOTES:
- 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 it is a requirement of your student visa that you attend all classes at your campus.

2. Requirements for students to complete each assessment item satisfactorily:
   To complete the assignments satisfactorily, students must obtain at least 50% of the marks available for Assignments 1 and 2 in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available 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 attempt Assignments 1 and 2 and the examination, achieve an aggregated mark of at least 50% for Assignments 1 and 2, achieve at least 50% in the examination, and at least 42.5% of the available weighted marks for the summative assessment items, i.e., the two assignments and the examination.

5 Method used to combine assessment results to attain final grade:
Subject to students having met the requirements 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. Please note that the marks for CMA 1 and CMA 2 do not count towards a pass in the course but once you have passed the course on the basis of the aggregated assignment and examination marks, the marks from CMA 1 and CMA 2 will be added and used to determine your grade.

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/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/title663.html or in the printed version of the current USQ Handbook.

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 may apply for an extension before the due date or include an application with the submitted assignment after the due date. Such applications should be in writing and include supporting documentary evidence. 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) 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).