

SYLLABUS

1. COURSE INFORMATION

1.1 Course title: **HUMAN RESOURCE MANAGEMENT** Course code: BADM2303

1.2 Provided by: School of Advanced Study

1.3 Credits: 03

Self-study hours: 90 hours

2. COURSE OVERVIEW

The Management of Human Resources is critical for companies to provide “values” to customers, shareholders, employees, and the community where they are located. The course hence focused on acquiring, preparing, developing, and compensating employees that helps organizations meet their competitive advantage and create values. Moreover, there are topics discussing the environmental forces and major trends that organizations face in trying to effectively use their human resource.

Students not only learn about the key contemporary issues of HRM at work and best practices but they are actively engaged through the case study and decision-making activities.

Prerequisite Subject: Principle of Management

3. TEACHING OBJECTIVES

3.1. General objectives

This course provides students with a comprehensive overview of essential people management concepts and techniques. They consequently will be able to take what they have learned in the course and apply it to solving human resource management problems they will encounter on their future jobs.

3.2. Specific objectives:

3.2.1. Knowledge

To identify the decisive role of HRM in managing organizations’ intellectual capital

To explore contextual issues affecting business such as changes in labor force, social and legal environment and globalization.

To define key functions of HRM, namely, job analysis, recruitment, training, performance management, remuneration, industrial relations, and employment associated legal as well as ethical constraints.

To learn techniques and methods for designing jobs, candidate screening, interviewing, testing, hiring, evaluating, training, motivating, promoting, compensating, effectively guiding, and successfully building assessment and payment systems.

3.2.2. Skills

To obtain practical skills in teamworking, problem solving, critical analysis and personal interactions.

To develop skills in writing, presentation, scheduling and allocating duties, deadline oriented working.

To build up a piece of job description, vacancy announcement, recruitment/training plan, labor contract.

To acknowledge certain components of an employee's income including salary and benefits.

3.2.3. Attitudes

Be willing to deal with people management issues at work.

Actively engage in managing conflicts and working with diverse workforce at workplace.

Appreciate and properly value the key determinant role of HRM in organizational success.

4. TEACHING CONTENTS

No	Chapter	Details	Hours				Text book for self-study
			TT	T	E	P	
1.	Introduction to Human Resource Management (HRM)	What is HRM? The role of HR manager HRM activities The trends shaping HRM HRIS (Human Resource Information Management System)	5	5	1	1	Dessler: Chapter 1
2.	Human Resource Strategy and Planning	Strategic organization and Strategic HRM The importance of HR planning Environmental factors and HR planning Approaches to HR planning Forecasting HR availability	3	3			Dessler: Chapters 3 & 5
3.	Job analysis and Job design	The basics of job analysis Job analysis techniques Job design Competency-Based Job analysis Quality of work life	2	2	1		Dessler: Chapter 4

No	Chapter	Details	Hours				Text book for self-study
			TT	T	E	P	
4.	Recruiting Human Resource	Recruitment function Recruitment methods Employee Selection	5	5		2	Dessler: Chapters 5, 6 & 7
5.	Training and Developing Employees	Orienting and Onboarding new employees Training process Implementing and evaluating training programs The need for Human Resource Development (HRD) – Career Planning and Development	5	5	1	1	Dessler: Chapter 8
6.	Performance Management System (PMS)	Basic concepts in Performance Management and Appraisal Techniques for appraising Performance Building up PMS High-Performance Work System Talent Management	5	5		1	Dessler: Chapter 9
7.	Employee Remuneration	Basic factors in determining payment system: Job evaluation, Job description, Pay surveys, Pay ranges How to create a market-competitive pay plan and competency-based pay Pay for performance and Financial Incentives	5	5	1		Dessler: Chapters 11 & 12
8.	Employees Benefits	The role of benefits at workplace today Insurance benefits Retirement benefits Personal Services and Family-friendly benefits Flexible benefits programs	5	5	2		Dessler: Chapter 13
9.	Industrial Relations (IR)	Approaches to IR Parties in IR Collective bargaining process HRM and Law	5	5	1	1	Dessler: Chapter 15

No	Chapter	Details	Hours				Text book for self-study
			TT	T	E	P	
10.	Ethics and Employee Rights and Discipline	Fairness and Justice at work What shapes ethical behaviour? Managing workplace health and safety Employee Discipline and Privacy Managing dismissals	5	5		2	Dessler: Chapter 14
	TOTAL		45	45	7	8	

Note: TT: Total number of lessons; T: Theory; E: Exercises; P: Practices

5. TEACHING MATERIALS

5.1. Textbooks

Dessler G. (2017), *Human Resource Management*, 15th Edition, Pearson Education Limited.

5.2. Supplementary Readings

Stone R. J. (2010), *Human Resource Management*, 7th Edition, John Willey & Sons Australia, Ltd.

6. ASSESSMENTS

No.	Assessment details	Percentage
1	Learning Assessment (Contribution, Presentation, Report and Essay. All should be evaluated as group-working results)	50%
2	Final Exam (Closed Test) (Multiple Choice + Open Question)	50%
	Total	100%

7. TEACHING SCHEDULES

Week	Topic	Learning materials and activities
1	Overview to the course Introduction to HRM	Course Syllabus Dessler: Chapters 1
2	HR planning and Job analysis	Dessler: Chapters 3, 4 & 5 Group forming
3	Recruitment and Selection	Dessler: Chapters 5, 6 & 7 Exercises
4	HR Training and Development	Dessler: Chapter 8 Group Discussion
5	Managing employee performance	Dessler: Chapter 9 Consulting group topic presentations
6	Workshop: HR practitioner sharing experience	Group reflective report
7	Compensation	Dessler: Chapters 11, 12 & 13
8	Labor relations and collective bargaining	Dessler: Chapter 15 Consulting group topic presentations
9	Ethics in employment	Dessler: Chapter 14 Case Study
10	Group Presentation	Marking peer presentations
11	Course Review	

**BY ORDER OF THE RECTOR
AUTHORIZED BY DEAN OF THE SCHOOL
VICE DEAN OF THE SCHOOL**

(signed)

VÂN THỊ HỒNG LOAN