

Introduction to the course

HRU3406 – HUMAN RESOURCE MANAGEMENT

We are pleased to welcome you to the course in Human Resource Management (HRU3406). This course is one of the core courses in Level 3 of the BMS Degree Programmes. It is a 4 credit course which will require about 200 study hours and you will have to be engaged in academic activities including Assessment Test (AT) Assignments, Day-schools, study learning materials, final examination etc.

1. Structure of the course

This course provides you with knowledge, improve your skills and inculcate attitudes in you in managing human resources effectively to achieve individual, organizational and societal objectives.

More specifically, you will be able to understand HRM and procurement of HR, how to assess our staff, how to develop them and how to maintain and retain developed staff.

Lesson materials are presented in three blocks and each block consists of several units.

Content of the first block, (this block) on Human Resources Management are as follows.

UNIT 1 - At the outset you should understand What is HRM and this unit discusses the concept of HRM, its development, key processes and activities and strategic role of HRM.

UNIT 2 - As a starting point to manage human resource you should know How to procure HR. This unit therefore attempts to clear you from the designing and analysing jobs to place and orient of new employees.

The second block aims to get you and understanding of how to assess your staff and develop them. This includes 3 units.

UNIT 3 - The emphasis of this unit is on how to appraise and manage your staff performance.

UNIT 4 - This unit on training and development focuses and discusses on need assessment, development of training and development methods and evaluation of training.

UNIT 5 - Planning and developing the staff career is vital for a Human Resources Manager. These contents will be discussed in this unit.

Maintaining the developed staff is an extremely important task of a Human Resources Manager. Block III consists of following three units which give you an understanding of how to maintain the developed staff.

UNIT 6 - Attractive reward system, wage and salary system and welfare facilities, are discussed in depth in this unit as the way of retaining the staff.

UNIT 7 - This unit aims to provide you with an understanding on how to maintain employee relations. This unit focuses and discusses on how to maintain industrial relations. Therefore, this unit identifies the roles of employees and employers, and explain the rights and responsibilities of employers and employees.

UNIT 8 - To improve performance in Human Resources Management you should have knowledge in current Human Resources issues. These common issues will be discussed in this unit.

2. Teaching Strategies – Day School

There will be Day Schools where you can solve any problems and doubts you may encounter in your lesson materials. These Day Schools are planned to deal with all the sessions in the course. You are advised to work through the session before you come to Day Schools. The day schools can be online or face-to face. (Please refer the activity schedule in the LMS (OULMS) for more instructions).

3. Assessment

3.1. Continues Assessment (CA)

You will have two Continues Assessments, which can be Assignment Test (AT) or take-home assignment. Average CA score along will be calculated to decide your eligibility to sit the final examination. Please refer the LMS (OULMS) for the details of assignments. Please stick to their due dates of submission.

3.2. Final Examination (FE)

There will be a final examination of three hours duration for this course, and you are required to score 40% at the final examination in order to get a pass. Your final overall grade on the course will be determined based on the average contributions from both continuous assessment score and final examination scores.