

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

<b>Course</b>	<b>Advanced Diploma in Business Management</b>
Module Title	Managing Human Resources
Module Syllabus No. (if any)	NIL
Year Offered	2018
Start-Date	May 2018 /September 2018
End-Date	May 2019 /September 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p><b>Knowledge and Understanding</b></p> <ol style="list-style-type: none"> <li>a) Explain and discuss the changing role and functions of Personnel Management within the organisation and its contribution to organisational effectiveness.</li> <li>b) Outline the range of theoretical and practical perspectives underpinning the study of HRM in public, private and/or third sector organisations, including social enterprises</li> <li>c) Appreciate the wider contexts of HRM, including the legal and political environment and issues relating to internationalisation and/or cultural diversity.</li> <li>d) Be aware of good practice in the profession and the statutory employment rights of employees and potential employees</li> </ol> <p><b>Subject-specific Skills</b></p> <ol style="list-style-type: none"> <li>e) Illustrate theoretical concepts with examples of organisational practice</li> <li>f) Evaluate solutions to employment problems and suggest suitable strategies, e.g. designing a recruitment process; draw up job description and person specification, conduct role play interview;</li> <li>g) Discuss the topical and dynamic nature of the subject and the need to anticipate and forecast change.</li> </ol> <p><b>Key Skills</b></p> <ol style="list-style-type: none"> <li>h) Develop skills appropriate to employment by taking an active role in indentifying purpose, tasks, responsibilities and timescales in a group activity.</li> <li>i) Make, justify and implement decisions following careful evaluation of options</li> </ol>
No. of Teaching Hours	<p>Teacher Managed Learning Eg : Lectures : 48 Hrs</p> <p>Student Managed Learning Eg : Tutorials, Seminars etc : 152 Hrs</p> <p>TOTAL = 200</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion.

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

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Assessment Methods and Weightages	Written Assessment 1 (1500 Words) – 50% Written Assessment 2 (1500 Words) – 50%
Skills for Maximising Learning Outcomes	Reading and research
Dates of Examinations, Major Assessments and Assignments	Examination Period (not all modules have end-of-semester / year examinations) Indicative: December 2018 & May 2019/ January 2019 & September 2019
Recommended Text	Robert L Mathis - Human Resource Management – Cengage Publishing
Additional Reference Texts (if any)	NIL
Additional Remarks (if any)	NIL

Lesson No.	Learning Outcome
1	Role and functions of Personnel Management
2	Functions in differing organisations and shifts of emphasis in a time of dynamic change; origins, perceptions
3	Introduction to line/staff conflict and strategies to work with Line Managers, including the trend to devolve responsibilities and ethical/professional dilemmas
4	The importance of policy making and procedures; personnel auditing
5	HRM v TPM (Traditional Personnel Management): Is there a difference?
6	Human Resource Planning: Supply of and demand for labour (internal and external)
7	Sources of information; links with corporate planning/budgeting
8	Plans and strategies; labour turnover and retention strategies; labour market/demographic trends and the changing context of employment; flexible working.
9	Job Design: Links with motivation theories; process and relevance to management of change
10	Recruitment and Selection: The process; selection testing; recruitment and the law; post-recruitment and induction; international recruitment.
11	Training and Development: The training cycle; training methods: management development; appraisal; the learning organisation and IIP.
12	Financial and non-financial reward: Pay systems, fringe benefits, incentive pay.
13	Links with motivation theories; harmonisation of pay and conditions; job evaluation and equal pay.
14	Equal Opportunities: Equal opportunities and the law; managing diversity. Health, Safety and Welfare
15	The Law & EU influences; corporate and individual responsibility. Societal obligations of companies - the debate
16	The Legal and Political Environment: An introduction to the wider external framework including employee relations and employment law, with an emphasis on equal opportunities and unfair dismissal

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