



CHRISTIAN HERITAGE COLLEGE

**BZ332**

## **HUMAN RESOURCE MANAGEMENT**

This sample unit outline is provided by CHC for prospective and current students to assist with unit selection.

Elements of this outline which may change with subsequent offerings of the unit include Content, Required Texts, Recommended Readings and details of the Assessment Tasks.

Students who are currently enrolled in this unit should obtain the outline for the relevant semester from the unit lecturer.

<b>Unit code</b>	BZ332			
<b>Unit name</b>	Human Resource Management			
<b>Associated higher education awards</b>	Associate Degree in Business Bachelor of Business			
<b>Duration</b>	One semester			
<b>Level</b>	Advanced			
<b>Unit Coordinator</b>	Andrew Johnson			
<b>Core/Elective</b>	Elective - Associate Degree in Business Core - Bachelor of Business (major in Management) Elective - Bachelor of Business (other majors)			
<b>Weighting</b>	Unit credit points: 10 Course credit points: 160 - Associate Degree in Business 240 - Bachelor of Business			
<b>Student workload</b>	<b>Face to face on site</b>	<b>External</b>		
	Contact hours	39	Engagement with study materials	90
	Reading, study, and preparation	59	Assignment preparation	60
	Assignment preparation	52	<b>TOTAL</b>	<b>150</b>
	<b>TOTAL</b>	<b>150</b>		
	Students requiring additional English language support are expected to undertake an additional 1 hour per week.			
<b>Delivery mode</b>	Face to face on site External			
<b>Prerequisites/ Corequisites/ Restrictions</b>	Prerequisite: BZ231 Human Behaviour in Organisations Restriction: HE325 Human Resource Management			
<b>Specialist resource requirements</b>	Nil			
<b>Prescribed text(s)</b>	Nankervis, A., Compton, R., Baird, M., & Coffey J. (2011). <i>Human resource management: Strategy and practice</i> (7 <sup>th</sup> ed.). South Melbourne, VIC : Cengage Learning.			

<p><b>Recommended readings</b></p>	<p><b>Books</b></p> <p>De Cieri, H. (2008). <i>Human resource management in Australia: Strategy, people, performance</i>. Sydney, NSW: McGraw-Hill.</p> <p>Dessler, G. (2010). <i>Human resource management</i> (12<sup>th</sup> ed.). Australia: Pearson.</p> <p>Drucker, P. (2005). <i>Managing the non-profit organization: Practices and principles</i>. London, UK: Butterworth-Heinemann.</p> <p>Tovey, M., &amp; Lawlor, D. (2008). <i>Training in Australia</i> (3<sup>rd</sup> ed.). Australia: Pearson.</p> <p>Zigarelli, M. (2008). <i>Management by Proverbs: Applying timeless wisdom in the workplace</i>. Portage, MI: Pagefree.</p> <p><b>Journals and Periodicals</b></p> <p><i>Asia Pacific Journal of Human Resources</i> (Journal of the Australian Human Resources Institute)</p> <p><i>HR Monthly</i></p> <p><i>International Journal of Human resource Management</i></p> <p><i>Journal of Industrial Relations</i></p> <p>In addition to the resources above, students should have access to a Bible, preferably a modern translation such as <i>The Holy Bible: The New International Version 2011</i> (NIV 2011) or <i>The Holy Bible: New King James Version</i> (NKJV).</p> <p>These and others translations may be accessed free on-line at <a href="http://www.biblegateway.com">http://www.biblegateway.com</a>. The Bible app from LifeChurch.tv is also available free for smart phones and tablet devices.</p>
<p><b>Content</b></p>	<ol style="list-style-type: none"> <li>1. Evolution of human resource management</li> <li>2. The context of human resource management</li> <li>3. Industrial relations: Framework and practices</li> <li>4. Human resource planning in a changing environment</li> <li>5. Work design challenges in a global environment</li> <li>6. Attraction and retention of talent</li> <li>7. Effective employee selection</li> <li>8. Developing human resources in organisations</li> <li>9. Management of performance</li> <li>10. Strategic reward management</li> <li>11. Managing occupational health and safety</li> <li>12. Conflict and negotiation process</li> <li>13. Evaluating human resource management and towards the future</li> </ol>

<p><b>Learning outcomes</b></p>	<p>On completion of this unit, students will have demonstrated that they can:</p> <ol style="list-style-type: none"> <li>1. Discuss the fundamental concepts of human resource management with particular reference to Australia;</li> <li>2. Discuss the principal roles, functions and outcomes of HRM;</li> <li>3. Analyse the human resource function within organisational settings and its potential contribution to organisational effectiveness;</li> <li>4. Critically apply technical and theoretical knowledge and skills to planning and implementing different human resource practices within an organisation;</li> <li>5. Analyse current issues in HRM;</li> <li>6. Develop responses to routine and complex organisational HRM problems;</li> <li>7. Incorporate a Biblical Christian worldview in the application of HRM knowledge and skills;</li> <li>8. Analyse a human resource management problem and present an oral report as a member of a small team; and</li> <li>9. Communicate at an appropriate tertiary standard: with special attention to design elements, grammar, usage, logical relations, style, presentation and referencing.</li> </ol>
<p><b>Assessment tasks</b></p>	<p><b>Task 1:</b> Business discussion paper</p> <p>Word Length/Duration: 800 words</p> <p>Weighting: 10%</p> <p>Learning Outcomes: 1-3, 6</p> <p>Assessed: Week 4</p> <p><b>Task 2:</b> Business report - Individual written report and Group oral presentation</p> <p>Word Length/Duration: 2500 words - Individual written report 20 minutes - Group oral presentation</p> <p>Weighting: 40% - individual written report 10% - Group oral presentation</p> <p>Learning Outcomes: 1-9</p> <p>Assessed: Week 12</p> <p><b>Task 3:</b> Final examination</p> <p>Word Length/Duration: 3 hours</p> <p>Weighting: 40%</p> <p>Learning Outcomes: 1-7</p> <p>Assessed: Week 15</p>