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| 1.  | <b>Module code:</b>                  | B19B02E  |
| 2.  | <b>Title:</b>                        | <b>HUMAN RESOURCE MANAGEMENT</b>   |
| 3.  | <b>Credit points:</b>                | 7  |
| 4.  | <b>Start term:</b>                   | 2020/21/2 (spring)   |
| 5.  | <b>Module leader:</b>                | <b>ZSUZSANNA VITAI, DR./JULIANNA NÉMETH</b>  |
| 6.  | <b>Accredited by:</b>                | MUBS   |
| 7.  | <b>Module restrictions:</b>          |  |
|     | • Pre-requisite                      | none   |
|     | • Programme restrictions             | BSc in Business Administration and Management  |
|     | • Level restrictions                 | 5  |
|     | • Other restrictions or requirements | none   |
| 8.  | <b>Aims:</b>                         | <p>This module seeks to provide introductory knowledge of the efficient management of people at work by exploring a series of the main issues relating to HRM. It shows students how HRM as a business function can contribute to the competitiveness and productivity of an organization. The module will introduce students to the primary functions falling within the domain of Human Resource Management. The module seeks to develop students' understanding not only of what managers have to do about their employees but also of the roles, activities, and expectations of the individuals as a potential and capable employee.</p> <p>A critical, evaluative and ability-based approach will be adopted to explore the range of HR activities. The intention is not merely to introduce the activities in themselves but also to develop students' understanding of relevant aspects of the context in which such events take place, and enable the students to act in the course of their future career as professional employees and employers. An emphasis will be put on ethical HR practices, to underpin responsible attitudes in students.</p> |
| 9.  | <b>Learning outcomes:</b>            | <p>On completion of this module, the successful student will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the significance of human resource management as a field of study and as a central management function;</li> <li>2. Explain the role of HRM in creating value and increasing revenue;</li> <li>3. Identify and evaluate the HRM functions, their theoretical background and their everyday application;</li> <li>4. Recognize and apply the HRM related ethical issues and their solutions;</li> <li>5. Assess the basic aspects of international HRM.</li> <li>6. apply conceptual frameworks to the identification and solution of problems in HRM;</li> <li>7. Use analytical and presentation skills to address HRM issues in a variety of contexts.</li> </ol>   |
| 10. | <b>Syllabus:</b>                     | <ul style="list-style-type: none"> <li>• Introduction, Requirements. Grouping Referencing</li> <li>• What is HR? Tutorial.</li> <li>• Presentation about your company 10 groups 6 minutes each + on paper summarize the facts in 1 page.</li> <li>• The Legal Environment – USA and Europe with Internet Q and A</li> <li>• Managing Diversity, Equal Employment presentations, and discussion <ul style="list-style-type: none"> <li>○ Employee Rights and Responsibilities lecture and tutorial mix</li> </ul> </li> <li>• Job design applied to companies, presentations and discussion <ul style="list-style-type: none"> <li>○ Jobs tutorial. Quiz closed book</li> </ul> </li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Recruitment applied to companies, presentations and discussion <ul style="list-style-type: none"> <li>○ Recruitment tutorial. Quiz closed book</li> </ul> </li> <li>• Selection and Placement presentation and discussion <ul style="list-style-type: none"> <li>○ Selection and Placement tutorial. Quiz closed book</li> </ul> </li> <li>• ELECTRONIC MIDTERM EXAM!</li> <li>• Training and development presentations and discussion <ul style="list-style-type: none"> <li>○ Training implications of a newly hired employee Quiz closed book</li> </ul> </li> <li>• Performance Management and Appraisal presentations and discussion <ul style="list-style-type: none"> <li>○ Performance Management and Appraisal tutorial. Quiz closed book.</li> </ul> </li> <li>• Total Rewards and Compensation presentations and discussion <ul style="list-style-type: none"> <li>○ Total Rewards and Compensation tutorial. Quiz closed book</li> </ul> </li> <li>• Variable Pay and Executive Compensation, Managing Employee Benefits presentation and discussion <ul style="list-style-type: none"> <li>○ Variable Pay and Executive Compensation, Managing Employee Benefits tutorial. Quiz closed book</li> </ul> </li> <li>• Organization/Individual Relations and Retention presentations and discussion <ul style="list-style-type: none"> <li>○ Strategic HR Management and Planning – Course wrap-up</li> </ul> </li> </ul> |  |     |  |     |
| 11.  | <p><b>Learning and teaching strategy:</b></p> <p>The module will be taught by the “flipped classroom” approach, video lectures will be provided and the textbook specified. Students have to:<br/> watch the assigned video BEFORE CLASS<br/> read the specified chapter BEFORE CLASS<br/> participate actively in problems-solving at tutorials<br/> do independent research and then<br/> present their findings week-by-week.<br/> Presentations and critical discussion skills will be built and evaluated. Concepts will be illustrated and clarified by case studies, videos and role play at the tutorials.</p>  |  |     |  |     |
| 12.  | <p><b>Assessment scheme:</b></p> <p><b>Formative assessment scheme</b><br/> Students will be assigned to teams. Every week students will be asked to research on their own about a company the student team is assigned to for the whole semester. Every team has to prepare a five slides long PowerPoint presentation about the assigned topic and company. In every presentation class on Tuesday, five teams are presenting, and five teams are the discussants.<br/> It will not be specified in advance who will be the presenters and who will be the discussants; it will be decided in class. Every team member has to participate: because each task and each discussion is worth 100 points – 1000 points altogether.<br/> In tutorials students will be evaluated on class participation.</p>   |  |     |  |     |
|  | <p><b>Summative assessment scheme</b><br/> Indicate tasks and weightings and which tasks assess which learning outcomes</p> <table border="1" data-bbox="258 1624 1428 2027"> <tr> <td data-bbox="258 1624 683 1899">Midterm examination via the computer, Multiple choice and True-False questions (60 questions – 60 minutes) LO 1-5. In case of a failed exam one resit possibility via the computer. The same question types different content.</td> <td data-bbox="683 1624 1428 1899">20%</td> </tr> <tr> <td data-bbox="258 1899 683 2027">Final examination (non-cumulative) Multiple choice and True-False questions via the computer (60 questions –</td> <td data-bbox="683 1899 1428 2027">50%</td> </tr> </table>  | Midterm examination via the computer, Multiple choice and True-False questions (60 questions – 60 minutes) LO 1-5. In case of a failed exam one resit possibility via the computer. The same question types different content. | 20% | Final examination (non-cumulative) Multiple choice and True-False questions via the computer (60 questions – | 50% |
| Midterm examination via the computer, Multiple choice and True-False questions (60 questions – 60 minutes) LO 1-5. In case of a failed exam one resit possibility via the computer. The same question types different content. | 20%   |  |     |  |     |
| Final examination (non-cumulative) Multiple choice and True-False questions via the computer (60 questions –   | 50%   |  |     |  |     |

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|     | 60 minutes) In case of a failed exam one resit possibility via the computer. The same question types, different content LO 1-5. |   |
|     | Class participation LO 6-8.   | 30%   |
| 13. | <b>Timetabled examination required</b>  | YES   |
| 14. | <b>Length of exam</b>   | 60 minutes, in case of a failed exam one resit possibility via the computer   |
|     | Seen examination  | 0%  |
| 13. | <b>Unseen examination</b>   | 70%   |
| 14. | <b>Coursework (no examination)</b>  | 30%   |
| 15. | <b>Learning materials</b>   | Mathis, R.L., Jackson, J.H.: Human Resource Management 12th or any later edition Thomson South-Western<br>Handouts and articles |
|     | Essential   |   |
|     | Recommended   | Any HRM book published after 2010.  |