

Unit Outline

MN210

Unit Name	Managing Human Resources		
Unit weighting	Unit credit points: 3		
Pre-requisite or co-requisite	Principles of Management		
Delivery mode	Face to face on site	Full time or part time	
Location	<i>Sheridan</i> 18/7 Aberdeen St, Piccadilly Square West, Perth WA 6000		
Student Workload	<i>Timetabled: 36 hours (3 hours per week over 12 teaching weeks)</i> <i>Personal Study: 132 hours (9 hours per week over 12 teaching weeks + 12 hours per week over 2 non-teaching weeks)</i> <i>Total workload: 168 hours (12 hours per week over 14 weeks)</i> <i>Academic writing support available if needed</i>		
Prescribed Textbook(s)	Stone, R., Cox, A., & Gavin, M. (2021). <i>Human resource management</i> (10 th ed.). Wiley Australia.		
Other resource requirements	Access to the Learning Management System Canvas canvas.sheridan.edu.au		
Work-integrated learning activity	Not applicable		
Timetabled day and time	9am Tuesday	Room	5 Ruby
Unit Coordinator	Dr Blake Hurst	Phone:	6222-4222
Email	bhurst@sheridan.edu.au		

Unit Description

Managing Human Resources introduces students to Human Resource Management (HRM) roles, functions and activities. Having explored current HRM theory and contemporary issues, students will be given the opportunity, through workplace-focused assessments, to evaluate Human Resource practice and apply Human Resource knowledge.

MN210 Learning Outcomes

Upon successful completion of this unit, students will be able to:

- A. Explain the Human Resource Management role, function and activities.
- B. Describe and discuss current Human Resource Management theory, practice and issues.
- C. Describe legal, ethical, safety and discrimination factors relating to Human Resource Management.
- D. Evaluate current workplace Human Resource policies, procedures and systems.
- E. Apply Human Resource Management knowledge and skills to workplace scenarios.

Sheridan Graduate Attributes

Sheridan graduates will be ...

1. Lovers of truth
2. Seekers of wisdom
3. Innovative thinkers
4. Effective communicators
5. Independent learners
6. Servant leaders

Assessment Schedule

Assessment Type	Value	Due Date	Learning Outcomes (LOs) Assessed	Graduate Attributes (GAs) Addressed
1. Presentation	20%	Weeks 2-6	A,B,C,D	3,4
2. HR Project	40%	Week 9	D,E	2,5
3. Examination	40%	Week 15	A,B,C,D,E	1,5

1. Presentation

A ten-minute oral presentation using 5-10 PowerPoint slides will discuss a contemporary HRM issue raised in the week 2-6 readings. Your slides will be submitted prior to the date of the presentation via Turnitin. More detailed information about presentation topics will be made available in Canvas.

Assessment Type	Presentation				
Criteria /Grade	High Distinction (80-100%)	Distinction (70-79%)	Credit (60-69%)	Pass (50-59%)	Fail (0-49%)
Concept mastery	Excellent understanding	Very good understanding	Sound understanding	Adequate understanding	Little or no understanding
Evidentiary support / research	All claims supported by relevant evidence / research	A few minor evidentiary gaps	Most claims supported by relevant evidence / research	Some claims supported by relevant evidence / research	Little or no evidentiary support
Logical organization	Compelling plan of logical organization; clear and concise	Easy to follow plan of logical organization; clear and concise	Adequate plan of logical organization	Rudimentary plan of logical organization	Confusing/hard to follow the line of thought
Communication skills	Excellent verbal and visual presentation of material	Very good verbal and visual presentation of material	Good verbal and visual presentation of material	Adequate verbal and visual presentation of material	Poor verbal and / or visual presentation of material

2. HR Project

Create a 1-2 page document relevant to a core HRM function such as job analysis, recruitment, human resource development, or work health and safety. This document will be accompanied by an explanatory memorandum (1500-word limit) in which you explain your choices about what to include in the form. Section headings should be used to signpost the logical structure of your memo, including introduction, substantive sections and conclusion. No executive summary is required. More detailed instructions for this item of assessment will be made available in Canvas.

Assessment Type	HR Project				
Criteria /Grade	High Distinction (80-100%)	Distinction (70-79%)	Credit (60-69%)	Pass (50-59%)	Fail (0-49%)
HR document	Well-chosen categories and descriptions in an entirely clear format	Well-chosen categories and descriptions in an entirely clear format	Some relevant categories and descriptions in an adequately clear format	Some relevant categories and descriptions in a sometimes-confusing format	Few or no relevant categories and descriptions
Content of explanatory memo	Compelling justification of method used to create document	Insightful justification of method used to create document	Adequate justification of method used to create document	Limited justification of method used to create document	Inadequate justification of method used

					to create document
Logical structure of explanatory memo	Compelling plan of logical organization; clear and concise	Sound plan of logical organization; clear and concise	Adequate plan of logical organization	Basic plan of logical organization	Little or no evidence of a plan of logical organization
Language Conventions	Correct and concise usage	A few errors in spelling and grammar	Some errors in spelling and grammar	Many errors in spelling and grammar	Poor spelling and grammar

3. Exam

The final exam consists of a mixture of short answer and essay questions. All assigned readings and topics are examinable. (While this exam will be open-book, it is essential to prepare a detailed study outline before sitting the exam, as there will be not be enough time to find answers to all of the exam questions during the exam.)

Learning Resources

Prescribed Textbook(s)

Stone, R., Cox, A., & Gavin, M. (2021). *Human resource management* (10th ed.). Wiley Australia.

Recommended Supplementary Reading

Bauer, T., Erdogan, B., Caughlin, D., & Truxillo, D. (2020). *Human resource management: people, data, and analytics*. Sage.

Dessler, G. (2020). *Human resource management* (16th ed.). Pearson.

Hor, J. (2020). *Labour and employment law manual*. (3rd ed.). Wolters Kluwer.

Lussier, R. & Hendon, J. (2020). *Fundamentals of human resource management: functions, applications, and skill development*. (2nd ed.). Sage.

Nankervis, A., Baird, M., Coffey, J., & Shields, J. (2020). *Human resource management* (10th ed.). Cengage.

Rees, G., & Smith, P. (2021). *Strategic Human resource management: an international perspective* (3rd ed.). Sage.

Wilson, N. (2019). *An introduction to human resource management* (4th ed.). Sage.

Academic Journals

You may find relevant articles in the following journals:

- *Harvard Business Review*
- *HR Monthly*
- *Human Resource Management Journal; London*
- *Human Resource Management Review; Greenwich*
- *Human Resource Management; New York*
- *Journal of Applied Psychology*
- *Journal of Industrial Relations; Sydney*
- *Journal of Managerial Psychology*
- *Management Development Review; Bradford*
- *People Management; London*
- *Personnel*
- *Personnel Psychology*
- *Personnel Management; London*
- *The Journal of Management Development; Bradford*
- *Training and Management Development Methods; Bradford College Library Resources*

Weekly Schedule of Topics

MN210 Managing Human Resources

Prescribed text(s):

Stone, R., Cox, A., & Gavin, M. (2021). *Human resource management* (10th ed.). Wiley Australia.

WEEK	TOPICS	PRESCRIBED READINGS	ASSESSMENTS
1	Strategic human resource management	Chapter 1	
2	Human resource management and the law	Chapter 4	Presentations
3	Job analysis, job design and quality of work life	Chapter 5	Presentations
4	Recruiting human resources	Chapter 6	Presentations
5	Employee selection	Chapter 7	Presentations
6	Appraising and managing performance	Chapter 8	Presentations
7	In-semester Study Week		
8	Human resource development	Chapter 9	
9	Career planning, development and employee motivation	Chapter 10	HR Project
10	Employee health and safety	Chapter 12	
11	Managing change	Chapter 13	
12	Managing diversity	Chapter 14	
13	Review		
14	Exam Study Week		
15	Exam week		Exam