



LONDON CAPITAL COMPUTER COLLEGE

Advanced Diploma in Business Administration & Database Technology (900) – Human Resources Management

Prerequisites: Knowledge of business organisational terminology.	Corequisites: A pass or higher in Diploma in Business Studies or equivalence.
<p>Course Description: The aim is to acquaint the candidates with Equal Employment Opportunity regulations and other modern methods of selection, appraising, training, and solving various personnel problems. The course cover basic human resources concepts including recruitment, selection, training, labour relations, and human resources information systems. The course presents and explores the impact of selected behavioural issues found in the organisational settings. An in-depth focus of past and current theories concerning the cause and effects of work motivation, attitude formation, and perceptions in different social settings, including those that are culturally diverse. The course includes exploring how personality theory can be applied to selection, training and placement, learning and organisation behaviour modification, group processes covering politics and conflict and individual and social bases for decision making.</p>	
Required Materials: Recommended learning resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: None	
<p>Intended Learning Outcomes:</p> <p>1 Discuss the development of Human Resource Management (HRM) and the difference between HRM and personnel management. Discuss the function of HRM, staff, administration, performance and change of management.</p> <p>2 Focus on the human resource planning process. Discuss strategic planning and linking the plans to the strategic aims of the business. Identify the role of forecasting.</p> <p>3 Discuss the aspects of job analysis and job design issues. Identify the organisational structure and how decisions are made about the flow of work. Identify the concepts of job enrichment, enlargement and rotation.</p> <p>4 Discuss the legal aspects of recruitment and selection. Discuss on how to attract internal</p>	<p>Assessment Criteria:</p> <p>1.1 Identify the historical developments and their impact on HRM</p> <p>1.2 Outline the development and functions of HRM</p> <p>1.3 Demonstrate the differences between HRM and Personnel management</p> <p>1.4 Evaluate ‘hard’ and ‘soft’ approaches to HRM</p> <p>1.5 Discuss diversity as an issue in HRM.</p> <p>2.1 Identify how to align an organisation's strategic direction with Human resource planning.</p> <p>2.2 Identify aspects that affect the demand and supply of labour.</p> <p>2.3 Identify the changing demographics and the response of HR planners.</p> <p>2.4 Define the role of forecasting as part of the HR planning process and its response to change.</p> <p>3.1 Examine the role of HR in the analysis of jobs.</p> <p>3.2 Describe the importance of job design.</p> <p>3.3 Explore new developments in the world of work.</p> <p>3.4 Illustrate the importance of team working</p> <p>4.1 Provide outline descriptions of the procedures involved in ‘formative’</p>

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<p>and external candidates. Identify how good selection techniques can provide managers with valuable new members of staff who can contribute additional skills and increase productivity.</p>	<p>recruitment;</p> <p>4.2 Investigate recruitment within its employment law context;</p> <p>4.3 Describe the range of possible sources and methods of recruitment. Assess their comparative strengths and weaknesses and offer an account as to why organisations use a multi- source and - method approach to recruitment.</p> <p>4.4 Outline the key components of the traditional selection process. Review the grounds for their usage and their relative merits and drawbacks;</p> <p>4.5 Discuss the main contemporary selection instruments. Understand and explain their strengths and limitations.</p>
<p>5 Define remuneration and discuss job evaluation in determining payment structures. Discuss motivation and introduce related theories.</p>	<p>5.1 Evaluate the role of pay and reward and its link to performance</p> <p>5.2 Evaluate the different aspects of the reward package</p> <p>5.3 Evaluate legal issues effecting pay and reward</p> <p>5.4 Discuss the importance of ethics in remuneration and reward</p>
<p>6 Discuss manager's needs to manage performance and development staff. Define performance management.</p>	<p>6.1 Describe the role of appraisal systems in the management of performance.</p> <p>6.2 Examine the importance of participation and involvement</p> <p>6.3 Describe the role of empowerment and its relationship to performance</p> <p>6.4 Analyse the concept of a learning organisation</p>
<p>7 Discuss the concept of employee relations and the role of the human resource management. Describe trade unions' roles and management styles used in conflict resolution.</p>	<p>7.1 Describe the theoretical perspectives of employee relations</p> <p>7.2 Describe strategies for employee participation and involvement</p> <p>7.3 Define and describe the conflict process.</p> <p>7.4 Define symptoms of conflict.</p> <p>7.5 Identify sources of conflict and appropriate conflict management strategies.</p> <p>7.6 Describe the role of negotiation and bargaining</p>
<p>8 Illustrate health and safety legislation and the responsibility of the employer to ensure that employees are protected.</p>	<p>8.1 Describe the importance of health, safety and employee well-being in the workplace;</p> <p>8.2 Describe the development of statutory and regulatory requirements concerning health and safety at work;</p> <p>8.3 Describe the operations of the UK health and safety agencies, the Health & Safety Commission and current developments in the provision of employee health and care.</p>
<p>9 Discuss the concepts of equal</p>	<p>9.1 Define what is meant by Equal</p>

<p>opportunities and diversity. Explore the theories of diversity and discuss the role of managers and the management of diversity in the workplace. Discuss problems with policies and practice.</p> <p>10 Discuss the need to link the organisation's strategy to its people management to develop competitive advantage. Discuss strategies in general and the need for mission statement and then goals.</p>	<p>9.2 Opportunities and managing diversity Describe anti-discrimination legislation and approaches to workplace equality and diversity</p> <p>9.3 Demonstrate how equal opportunities and managing diversity are issues in HR practice</p> <p>9.4 Outline the development and functions of Equal opportunities and managing diversity</p> <p>9.5 Describe the challenges in developing and delivering equality and diversity in organisations</p> <p>9.6 Evaluate approaches to equality and diversity in organisations</p> <p>10.1 Explore the development of strategic management</p> <p>10.2 Describe the role of strategy in human resource management</p> <p>10.3 Evaluate the models of strategic management and strategic human resource management</p> <p>10.4 Describe the importance of strategic management and strategic human resource management in gaining competitive advantage</p>
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Recommended Learning Resources: Human Resource Management

<p>Text Books</p>	<ul style="list-style-type: none"> • Human Resource Management (Paperback) by Derek Torrington, Laura Hall and Stephen Taylor. ISBN-10: 0273687131 • A Handbook of Human Resource Management Practice (Paperback) by Michael Armstrong. ISBN-10: 0749446315 • Human Resource Management: A Contemporary Approach (Paperback) by Tim Claydon (Author), Julie Beardwell. ISBN-10: 0273707639 • Human Resource Management at Work (Paperback) by Mick Marchington. ISBN-10: 1843980622
<p>Study Manuals</p> 	<p>BCE produced study packs</p>
<p>CD ROM</p> 	<p>Power-point slides</p>
<p>Software</p> 	<p>None</p>