



1	TOPIC 1: INTRODUCTION OF HUMAN RESOURCE MANAGEMENT 1.1 Human Resource Management at Work 1.2 Differences between Personnel Management and HRM	1	3	0								3	6
2	TOPIC 2: JOB ANALYSIS 2.1 The Nature of Job Analysis 2.2 Uses Job Analysis Information 2.3 Methods of Collecting Job Analysis Information 2.4 Writing Job Descriptions	1	1.5	0.5								2	4
3	TOPIC 3: PERSONNEL PLANNING AND RECRUITING 3.1 Planning and Forecasting 3.2 Effective Recruiting 3.3 Internal Sources of Candidates 3.4 Sources of External Candidates	2	3	0.5								3.5	7
4	TOPIC 4: EMPLOYEE TESTING AND SELECTION 4.1 Why Careful Selection is Important 4.2 Basic Testing Concepts 4.3 Types of Tests 4.4 Work Samples	2	3	0								3	6
5	TOPIC 5: INTERVIEWING CANDIDATES 5.1 Basic Features of Interview 5.2 Issues and Problems relating to Recruiting and Selection 5.3 Designing and Conducting An	2	1.5	0.5								2	4
6	TOPIC 6: TRAINING AND DEVELOPING EMPLOYEES 6.1 The reason for holding an induction programme 6.2 The Training Process 6.3 Training Needs Analysis	3	1.5	0								1.5	3
7	TOPIC 7: PERFORMANCE MANAGEMENT AND APPRAISAL 7.1 Basic Concepts in Performance Appraisal and Performance Mgt 7.2 Introduction To Appraising Performance	3	3	0								3	6
8	TOPIC 8: PAY FOR PERFORMANCE AND FINANCIAL INCENTIVES 8.1 Money and Motivation: 8.2 Individual Employee Incentive and Recognition Programs 8.3 Incentives for Salespeople	4	3	0								3	6
9	TOPIC 9: BENEFITS AND SERVICES 1.1 Benefits 1.2 Pay for Time Not Worked 1.3 Insurance Benefits 1.4 Flexible Benefits Program 1.5 Flexible Work Arrangement	4	1.5	0								1.5	3
10	TOPIC 10: INDUSTRIAL RELATIONS AND COLLECTIVE BARGAINING 10.1 The major areas of Industrial Relations 10.2 The Labour Laws 10.3 What is a Trade Union 10.4 Why Workers Join Unions	4	3	0.5								3.5	
11	TOPIC 11: EMPLOYEE SAFETY AND HEALTH 11.1 Safety And Health At The Workplace	5	4	4								8	
12													
13													
14													
15													
16													
17													
18													
19													
20													
<b>SUB-TOTAL SLT:</b>												<b>68</b>	
Continous Assessment		%	Face-to-Face (F2F)				NF2F Independent Learning for Assessment (Asynchronous)						
			Physical		Online/ Technology- mediated (Synchronous)								
1	Quiz (2)	10%	2				4						
2	Exercise (3)	10%	3				6						
3	Group Assignment	20%	0				13						
4	Group Presentation	20%	3				9						
5													
<b>SUB-TOTAL SLT:</b>												<b>40</b>	
Final Assesment		%	Face-to-Face (F2F)				NF2F Independent Learning for Assessment (Asynchronous)						
			Physical		Online/ Technology- mediated (Synchronous)								
1	Final Examination	40	2				10						
2													

3					
4					
5					
<b>SUB-TOTAL SLT:</b>					12
SLT for Assessment:					52
<b>GRAND TOTAL SLT:</b>					120
A	% SLT for F2F Physical Component: <i>[Total F2F Physical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]</i>				36.67
B	% SLT for Online & Independent Learning Component: <i>[(Total F2F Online + Total Independent Learning) / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]</i>				63.33
C	% SLT for All Practical Component: <i>[% F2F Physical Practical + % F2F Online Practical]</i>				0.00
C1	% SLT for F2F Physical Practical Component: <i>[Total F2F Physical Practical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]</i>				0.00
C2	% SLT for F2F Online Practical Component: <i>[Total F2F Online Practical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]</i>				0.00

Please tick (✓) if this course is Industrial Training/ Clinical Placement/ Practicum using 50% of Effective Learning Time (ELT)

Note:

\* Indicate the CLO based on the CLO's numbering in Item 8

\*\* For ODL programme: Courses with mandatory practical requirements imposed by the programme standards or any related standards can be exempted from complying to the minimum 80% ODL delivery rule in the SLT.

11	Identify special requirement or resources to deliver the course (e.g., software, nursery, computer lab, simulation room etc)	NIL
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12	References (include required and further readings, and should be the most current)	Main References 1. Gary Dessler . (2020). Human Resource Management: 16th Edition. Prentice Hall 2. Maimunah Aminuddin. (2012). Human Resource Management. Principles and Practices. 4th Edition. Oxford University Press
13	Other additional information (if applicable)	1. Arthur O'Sullivan & Steven M.Sheffrin. (2013).Economics: Principles & Tools. International Edition. 8th Edition. Prentice Hall 2. Karl E.Case & Ray C.Fair. (2013). Principles of Economics. 11th Edition. Prentice Hall.
Note: Number of PLO indicated is purely for illustration purposes only and the number is subjected to the curriculum design.		

















































