GABM
Global Academy of Business & Management

GABM Global Academy of Business and Management is most renowned online academy offering graduate and designation qualification's, short courses and mini-MBA in 10 management specializations through quality education and management certification around the world.

HUMAN RESOURCE MANAGEMENT

Programme specification and Study guide

GABM

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FOREWORD

It is not expected that all answers will be found in this text. Unforeseen question will arise and answers will be needed. Students should begin addressing their questions to office of the executive education and professional certification of the academy. In most cases the student's academy officer or director or graduate secretary or associate director will be able to provide the required information. Complex issues may require further advice or action from the academy board or commission.

Please note that in order to develop and improve the course, it may be necessary on occasions to amend or revise the details given in this course guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the course.

ABOUT THIS GUIDE

This course guide has been designed to help you plan your course. You are encouraged to read this guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your study that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

This programme specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

WELCOME

On behalf of GABM Global Academy of Business and Management Team I would like to extend to you a very warm welcome and wish you every success in your studies at GABM.

The Academy experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study work-life balance. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and / or the student experience here at GABM Global Academy.

I congratulate on securing your place on our GABM Global academy qualifications. I hope you find your time with us demanding, rewarding and enjoyable. The programme has been developed following themes implemented upon various professional training and management development courses.

Our training and education aimed at enhancing the skills of qualified professionals, engineers and managers. Our qualification formalizes this training and education into a full academic qualification, for which there is a strong demand both in India and Overseas.

May I wish you the very best of luck in your training, education and indeed in your career.

HUMAN RESOUCE MANAGEMENT

Summary Programme Details

GRADUATE QUALIFICATION

Title of the qualification award (1)	Graduate Certificate in construction management
Credits Points	200
Level of award	5 (Refer Global academy qualifications framework for more info)
Entry Requirements	Secondary school / Graduate/ Fresher's
Modules	7 Core
Electives	3 Electives
Fees	Indian Students : 12,999 / - Rs (including GST) International Students : 200 (USD)
Title of the qualification award (2)	Graduate Diploma in construction management
Credits Points	260
Level of award	5 (refer Global academy qualifications framework for more info)
Entry Requirements	Bachelor Degree / Final year students can apply
Modules	10 Core
Electives	3 Electives
Fees	Indian Students : 14,999 / - (including GST) International Students : 250 (USD)

DESIGNATION QUALIFICATIONS

Designation Title	Certified Human Resource Professional (CHRP)
Credit points	360 Points
Level of award	6 (refer Global academy qualifications framework for more info)
Entry Requirements	Bachelor degree with Graduate certificate from GABM.
Modules	10 Core and 3 electives with PR
Fees	Indian Students : Rs. 14,999 / - (including GST) International Students : 250 (USD)
Designation Title	Certified Human Resource Manager (CHRM)
Credit points	360 (all Modules core and electives) with PR
Level of award	6 (refer Global academy qualifications framework for more info)
Entry Requirements	Bachelor degree with 2 years' experience
Fees	Indian Students : Rs. 18,999 /-(including GST) International Students :300 (USD)
Designation Title	Certified Human Resource Director (CHRD)
Credit points	360 (all Modules and electives) with PR
Level of award	7 (refer Global academy qualifications framework for more info)
Entry Requirements	Bachelor degree with 5 years' experience
Fees	Indian Students :24,999 / - Rs (including GST) International Students : 350 (USD)

VALIDATION

Validating Institution	GABM Global Academy of Business and Management
Date of Last Validation	October 2020
Date of next periodic review	October 2023

PROFESSIONAL ACCREDITATION

Accrediting body:	American Management Institute (AMI)
Date of last programme accreditation	October 2022
Date of next periodic review	September 2023
Accrediting body:	International Accreditation organization
Date of last programme accreditation	October 2020
Date of next periodic review	October 2025
Accrediting body:	European accreditation council for online learning
Date of last programme accreditation	October 2022
Date of next periodic review	September 2023
Accrediting body:	United states distance learning association
Date of last programme accreditation	October 2022
Date of next periodic review	September 2023
Accrediting body:	The international association for continuing education and training
Date of last programme accreditation	October 2022
Date of next periodic review	September 2023
Accrediting body:	International accreditation bureau for distance learning
Date of last programme accreditation	September 2022
Date of next periodic review	September 2023

LEARNING MATERIAL APPROVAL

Approving and Reviewing Body	American Management Institute (AMI)
Status	Approved
Approving and Reviewing Body	World certification Institute
Status	Approved
Approving and Reviewing Body	The CPD Certification Service, UK
Status	Approved
Approving and Reviewing Body	CPD Group , UK
Status	Approved
Approving and Reviewing Body	International Board of Certified Trainers (IBCT)Netherlands
Status	Approved

PROGRAMME OVERVIEW

RATIONALE

The GABM Global academy of business and management offers you the opportunity to enhance your professional skills and knowledge of human resource management and development. We seek to enable you to gain a competitive edge in pursuing your professional career and to make an outstanding contribution to the performance of your employing organization.

This program provides an introduction to the various functions of human resource management, including compensation and benefits, staffing, recruitment and selection, research, labor relations, training and development, health and safety, planning, mediation and arbitration, the influence of government legislation on industry, and human rights legislation and employment equity.

QUALIFICATION FRAMEWORK

The Programme maps closely to the Global academy qualifications framework prepared by office of executive education and professional certification.

ENTRY REQUIREMENTS

Entrants to this programme are normally required to have attained the following.
- Applicants should either have at least Secondary school or entry to bachelor degree for Graduate certificate
- Students who have completed bachelor degree / fresher or final year students can apply for Graduate diploma.
- Bachelor degree with one of the graduate certificate from GABM for professional certificate
- Bachelor degree with 2 years' experience for Managerial certificate.
- Bachelor degree with 5 years' experience for Director Certificate.
- A good honors degree or equivalent in a relevant subject or equivalent industrial and work experience in construction management or other related field.

WHAT CAN I DO WITH THIS MAJOR IN HUMAN RESOURCE MANAGEMENT

This course is an excellent preparation for a career in, service delivery and information, employee relation, employee engagement, organization design, performance and reward, organization development, resource and talent planning, learning and talent development.

PROGRAMME PROGRESSION

All modules on this Programme are set at Global academy qualification framework level 6 (Masters level) and there are no co-requisites or prerequisites in the study programme.

Assessments are conducted in accordance with the GABM General and Academic Regulations for Students and the GABM Postgraduate Programme Assessment, Progression and Award Regulations.

AWARDS

- Graduate certificate in Human Resource management
- Graduate Diploma in Human Resource management
- Certified Human Resource Professional (CHRP)
- Certified Human Resource Manager (CHRM)
- Certified Human Resource Director (CHRD)

Awards are conferred in accordance with the GABM General and Academic Regulations or Students and the GABM Postgraduate Programme Assessment, Progression and Award egulations.

CAREER PROSPECTS

This well-respected program will enhance your HR career prospects. As a graduate, you'll benefit from GABM Global academy of business and management excellent reputation in the business community when you are ready to look for employment.

Our Human Resource management programme will equip with important management expertise and core HR knowledge in order to prepare you for such role as

- Career Advisor
- Equality and Diversity officer
- HR advisor
- HR analyst
- HR compliance administrator
- HR employee benefits manager
- HR generalist
- HR manager
- HR rewards manager
- Recruitment manager
- Reward analyst
- Training advisor

WHAT DOES THE COURSE SET OUT TO ACHIEVE

The programme of study will be directed towards the attainment, assessment and evaluation of knowledge and skills required by you to meet your qualification. The intention is to create an intellectually challenging degree that will prepare you as a graduate, for a career in the field of business and marketing or for further academic study.

LEARNING AND TRAINING METHODS

The Human Resource management programme uses a number of different assessment techniques that will allow will allow you to demonstrate your understanding of concepts and issues covered. These may be broadly categorized as 'coursework' which may be in the form of individual or group assignments, practical problem-solving exercises and presentations.

It should be emphasized that the purpose of assessment is not only grade you, and provide information to facilitate management of the course, but also to provide feedback to you. In this manage it accordingly. You should keep all the returned assessment work in a file as you may have to submit this at the end of the programme for the academy to assess.

Individual model leaders will distribute information on the methods of assessment used, and their weighing at the start of each module.

ASSESSMENT STRATEGY

The assessment strategy for each module will be outlines within the module. The modules will be assessed as coursework. Each of the assessments that you complete will assess a series of learning outcomes defined in the modules. Note that within some modules you may complete assessments that do not carry marks, these are termed formative and are an opportunity for your to gain feedback on your progress that will help you in your summative (marks carrying) assessments.

NOTIFICATION OF ASSIGNMENTS

You will be notified of assessments by the academy. They will advise you of the requirements, the marking criteria and of the respective submission dates during one or more of the timetabled sessions.

Submission of coursework assignments is typically by one of two methods. Paper submissions are made to the address of the academy. Electronic submissions are made through email or through myglobal platform.

REFERENCING

For most of your assignments you will be expected to do some further reading and you are required to think and produce increasingly original work, around the work of others. You need to give suitable credit to those that have produced the work that you are using.

The default referencing is the GABM referencing system (a guide to this system can be found on the course space, accessed through the student portal). Please use this unless you are directed differently within your assignment brief.

FEEDBACK FOLLOWING ASSESSMENTS

You will be provided with generic feedback for in module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission date.

Generic feedback on end of module assessment will be made available within 15 days of publication of results. Feedback may be oral, written, posted on a website or other.

The module tutors have a variety of methods for helping you to improve your performance. They will often give you direction prior to the deadline in the form of feed forward pointers based on their experiences of delivering similar learning and assessment before use this to gain a better understanding of what is expected of you.

STUDY SUPPORT

INDUCTION MODULE

All students are expected to complete the non-credit bearing Induction Module before the programme commences. The Induction Module is designed to equip students with the skills they need to study at GABM. The topics covered include:

- Studying at a distance
- Understanding your learning style
- How to manage your time
- Reading actively and critically
- Introduction to the e-library
- Developing academic writing
- Writing in your own words - a guide to how to reference your work

The resources within the Induction Module are available to students throughout the duration of their study with GABM.

STUDENT LEARNING SUPPORt

The Programme is delivered via the online and distance learning and support is provided online giving students' access to GABM tutors and other students worldwide.

The GABM Programme administrator or Director of the academy will act as the main point of contact to students throughout the duration of their Programme. The academic team will guide and support students' learning. Other GABM teams provide support for assignments, exams and technical issues.

Each student, whatever their location, will have access to a wealth of library and online materials to support their studies.

ENGLISH LANGUAGE SUPPORT

English is the common language for all programmes. It is appreciated that some students will need additional support. Therefore, the GABM provides learning resource to help students whose first language is not English.

ASSESSMENT

Assessment for the course is based primarily on coursework. In some modules tests are used to confirm knowledge and understanding of core concepts. In modules where enquiry-based learning is used, the scenarios adopted will provide the vehicles for the coursework. For the dissertation / thesis module, the assessment is based on an individual piece of research conducted by the student and culminating in the submission of a dissertation / thesis.

ACADEMIC PERFORMANCE

Students will receive a written evaluation of their academic progress, performance and professional potential. This evaluation will assist students to define their strength and weakness allowing the student to work on improving the weaker performance areas.

COURSE / MODULE WAIVER

Students requesting course waivers must compile suitable documentation for how the proposed course is comparable. Suitable documentation may include but is not limited to course syllabi, examinations, term papers, bibliographies, textbooks, reading lists and lecture notes. Lack of suitable documentation may result in denied request. Once documentation is compiled, students will request written permissions from their committee and the instructor of the course to be waived. After completing the proceeding steps, students must submit all materials to the academy.

CREDIT SHARING POLICY

If your programme includes more than 200 points, then you may share up to 30% of the total credits with another graduate or designation qualification credential.

NON- COMPENSABLE MODULES

None

INFORMATION ABOUT ASSESMENT REGULATIONS

GABM Global academy of business and management assessment regulations apply to this programme.

PARTICULAR SUPPORT FOR LEARNING

- Learning enhancement team
- Learning resources
- Programme handbook and module handbooks
- Access to progression and support advisors
- MyGabm

REFERENCE POINTS

- Programme specification guidelines.
- GABM student handbook
- Global Academy qualifications framework
- GABM policies and procedures

PROGRAMME AIMS

PROGRAMME AIMS

This program provides an introduction to the various functions of human resource management, including compensation and benefits, staffing, recruitment and selection, research, labor relations, training and development, health and safety, planning, mediation and arbitration, the influence of government legislation on industry, and human rights legislation and employment equity.

The individual modules have their own aims and objectives. Collectively they provide the overall aims and objectives of the programme, which are,

- To provide you with a high quality graduate management qualification and education and development experience of intrinsic worth that will enable you to achieve learning outcomes at a level appropriate for the award of qualifications of the academy.
- To provide an intellectually stimulating programme of professional graduate management education for students desiring to develop their career in the human resource management and development profession
- To develop the operational skills and behaviors of human resource management and development practitioners through a curriculum that combines rigorous academic study, skills development and application

  The Programme objectives are,
- ·Critically evaluate the principles and practices of specific human resource management and development topics from an academic and organizational perspective.
- Demonstrate an ability to develop ideas and arguments, to identify appropriate professional responses to organizational problems and issues and to apply these at a level appropriate to the management professional areas and behavior.
- ·Apply your professional skills and knowledge within a work environment.
- Successfully demonstrate your continuous professional development.

LEARNING OUTCOMES

A. KNOWLEDGE AND UNDERSTANDING LEARNING OUTCOMES

Upon successful completion of the programme you should be able to demonstrate that you have achieved a number of key learning outcomes to a level appropriate for the award of graduate or designation qualifications of the academy.

In particular, you should be able to show that you can,

- Critically assess the objectives and methodologies of your business colleges and stakeholders.
- Strategically assess trends and patterns and identify good practice which can be imported from outside the organization.
- Demonstrate a level of knowledge, understanding and ability about managing people and leadership that meets professional standards.
- Demonstrate an awareness of the wider contribution that personnel management and development can make to organizational success.
- Demonstrate an understanding of how to develop organizational capacity through people management and development processes and initiatives that will help to embed or promote change in organizational culture, structure and functioning.
- Effectively analyze business needs and issues using relevant facts and figures, anticipating objections and preparing responses
- Effectively apply a range of critically thinking abilities, tools and processes.
- Demonstrate the ability to priorities tasks and work schedules.
- Systematically seek to improve performance and professional development through periodic reflection.
- Identify how to gain support and commitment from others and be able to influence and persuade him.
- Promote professionalism and an ethical approach to HRM and HRD practice in organization.

TEACHING/LEARNING METHODS AND STRATEGIES

Module delivery follows a standard format incorporating a range of subject appropriate resources suitable for the online distance learner. This may include, but is not limited to, video visual presentations, interactive case studies and online journals. Modules will be supported by a core e- book. In the Postgraduate Research Project module, self-directed learning and problem solving combined with supervisor consultation further enhances knowledge and understanding, focusing on students' own chosen research topics.

Throughout the programme, students are encouraged to undertake independent study and enquiry to broaden their knowledge and understanding of the subject.

ASSESSMENT METHODS

Formative assessment opportunities and feedback are provided throughout the programme. These vary in format and may include self-assessment assignments and tutor guided discussion. All are designed to motivate and support the student. Summative assessment methods and formats vary across the modules and are appropriate to the module and its stated learning outcomes.

B. COGNITIVE SKILLS LEARNING OUTCOMES

By the end of the Programme students should be able to demonstrate how to:
- Demonstrate a critical awareness in the analysis and evaluation of current issues in the HRM field.
- Analyze and evaluate complex HRM problems and their business context.
- Synthesize information and knowledge both systematically and creatively to improve HRM decision making.

TEACHING/LEARNING METHODS AND STRATEGIES

Students learn cognitive skills through working through a series of real life problems and seeking solutions by reading and interpreting research articles, by listening and discussing a series of topics and theories, by identifying suitable research articles to support their learning and their dissertation, and by applying theory to a specific problem and producing a significant piece of work based on their analysis.

ASSESSMENT METHODS

Students cognitive skills are assessed by course-work which requires than to access data analyze and interpret it and write reports.
Also the planning, implementation and production of report will give students ample opportunity to think, plan and identify their weakness and work through these to solve specific problems.

C. PRACTICAL AND PROFESSIONAL OR SUBJECT SKILLS

LEARNING OUTCOMES

Postgraduates will have an entrepreneurial mindset that allows them to apply their knowledge to solve real life problems in the field of HRM, working independently and with originality.
By the end of the Programme students should be able to demonstrate how to:

- Critically evaluate the HR issues in a complex and uncertain business context.
- Show originality of thinking in proposing credible workable solution to an HRM problem.
- Work effectively to develop and present solutions to an HR problem.

TEACHING/LEARNING METHODS AND STRATEGIES

Students are encouraged to share knowledge and ideas in relation to financial and accounting management. A range of online activities require students to analyze given information and make reasoned decisions.

ASSESSMENT METHODS

A range of formative assessment activities are utilized to help develop the ability to analyze problems and provide reasoned advice. Summative assessment tests that the students have formulated appropriate strategies for financial and accounting management

D. KEY TRANSFERABLE SKILLS LEARNING OUTCOMES

Postgraduates will be effective communicators.
Postgraduates will have a critical awareness of international HR ethical and sustainability issues, including aspects of economic, environmental and social responsibility in a global context.
By the end of the Programme students should be able to demonstrate how to:

- Communicate their appropriately proposed HR solutions on complex issues so that they can be clearly understood by experts in the field of HRM.

- Communicate their critical understanding of the issues in the field such that they could be clearly understood even BY NON-HR experts.

- Critically discuss the impact of the HR perspective in a piece of written work/ in a realistic problem scenario.

- Identify sustainability issues that will affect the resolution of the HR problems.

- Identify HR ethical issues and evaluate appropriate ways to resolve these.

PROGRAMME STRUCTURE

Module Code	Module	Core / Elective	
HRM - 101	Human resource management: An overview.	Core	20
HRM - 102	Business Ethics and Corporate social responsibility	Core	20
HRM - 103	Equal employment opportunity affirmative action and work force diversity	Core	20
HRM - 104	Strategic planning, human resource planning and Job analysis	Elective	20
HRM - 105	Recruitment	Core	20
HRM - 106	Selection	Core	20
HRM - 107	Performance management and appraisal	Elective	20
HRM - 108	Training and Development	Core	20
HRM - 109	Direct financial compensation	Elective	20
HRM - 110	Indirect financial compensation	Elective	20
HRM - 111	Labor unions and collective bargaining	Core	20
HRM - 112	Internal employee relations	Core	20
HRM - 113	Employee safety, health and wellness	Core	20
HRM - 114	Global Human resource management	Core	20

DISTINCTIVE FEATURES OF THE PROGRAMME

- The Induction Module.
- The flexibility to choose the start date.
- Syllabus maps fully to the Global Academy Qualifications Framework.
- The flexibility for students to choose the pace of their study.
- The ability to interact with students from different Programmes and in varied geographical locations locally and internationally via the myglobal.
- International professional, personal and academic networking opportunities.
- The programme and its syllabus is internationally recognized.
- Availability of interim awards either Graduate Certificate or Graduate Diploma.
- Availability of Designation Qualifications in Construction Management.

PROGRAMME CURRICULUM MAP

Module Code	Graduate Certificate	Graduate Diploma	Certified Human Resource Professional	Certified Human Resource Manager	Certified Human Resource Director
Human resource management :An overview.	✓	✓	✓	✓	✓
Business Ethics and Corporate social responsibility	✓	✓	✓	✓	✓
Equal employment opportunity affirmative action and work force diversity	✗	✓	✓	✓	✓
Strategic planning, human resource planning and Job analysis	✓	✓	✓	✓	✓
Recruitment	✓	✓	✓	✓	✓
Selection	✓	✓	✓	✓	✓
Performance management and appraisal	✓	✓	✓	✓	✓
Training and Development	✓	✓	✓	✓	✓
Direct financial compensation	✓	✓	✓	✓	✓
Indirect financial compensation	✗	✗	✗	✓	✓
Labor unions and collective bargaining	✓	✓	✓	✓	✓
Internal employee relations	✗	✓	✓	✓	✓
Employee safety, health and wellness	✗	✓	✓	✓	✓
Global Human resource management	✓	✓	✓	✓	✓
Assignments	✓	✓	✓	✓	✓
Project Report - 100 Points	✗	✗	✓	✓	✓
Credit Points	**200**	**260**	**360**	**380**	**380**

ASSESSMENT PATTERN

The GABM global academy consists of variety of assessment modes.

    Assessed assignments (in essay , report, problem, case studies or short question format)
    Written examination papers.
    Project report submission.

The exact combination of assessment vary from programme to programme and from module to module.

Graduate certificate in Human Resource management	1 Assignment	200
Graduate Diploma in Human Resource management	2 Assignments	260
Certified Human Resource Professional (CHRP)	3 Assignments	360
Certified Human Resource Manager (CHRM)	3 assignments with project report	380
Certified Human Resource Director (CHRD)	3 assignments with project report	380

Note: Assignments and patterns are subject to change without notice; candidates are required to contact office of executive education and professional certification of the academy for respective programme before start of the course.

MODULE DESCRIPTIONS

Module Code	HRM - 101
Module Title	Human resource management: An overview.
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is an Introduction to Human resource management.

MODULE LEARNING OUTCOMES

- Define human resource management.
- Identify the human resource management functions.
- Describe who performs human resource management activities.
- Explain how HR serves as a strategic business partner.
- Identify the elements of the dynamic HR management environment.
- Explain the importance of corporate culture and human resource management.
- Describe the importance of employer branding.
- Discuss human resource management issues for small business.
- Identify ways that country culture influence global business.
- Describe the human resources management profession.

MODULE SYLLABUS

a.	Define human resource management
b.	Human resource management functions
c.	Who performs human resource management activities
d.	Human resources as a strategic business partner
e.	Dynamic human resource management environment
f.	Corporate culture and human resource management
g.	Employer branding
h.	Human resource management in small business
I.	Country culture and global business
j.	Human resource management profession

MODULE DESCRIPTIONS

Module Code	HRM - 102
Module Title	Business Ethics and Corporate social responsibility
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is About business ethics and corporate social responsibility in Human resource management.

MODULE LEARNING OUTCOMES

- Define ethics, corporate social responsibility and corporate sustainability. Explore the concepts of business ethics.
- Describe the sources of ethical guidance
- Discuss attempts at legislating ethics.
- Explain the importance of creating an ethical culture and code of ethics
- Define human resource ethics
- Discuss the importance of linking pay to ethical behavior
- Describe ethics training
- Describe the concept of corporate social responsibility
- Explain corporate sustainability
- Describe a social audit
- Explain whether corporate social responsibility can succeed in the global environment

MODULE SYLLABUS

a.	Defining ethics, corporate social responsibility and corporate sustainability
b.	Business ethics
c.	Sources of ethical guidance
d.	Legislating ethics
e.	Creating an ethical culture and a code of ethics
f.	Human resource ethics
g.	Linking pay to ethical behavior
h.	Ethics training
I.	Corporate social responsibility

j.	Corporate sustainability
k.	Conducting a social audit
l.	Can corporate social responsibility succeed in global environment

MODULE DESCRIPTIONS

Module Code	HRM-103
Module Title	Equal employment opportunity affirmative action and work force diversity
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Equal employment opportunity affirmative action and work force diversity in Human resource management.

MODULE LEARNING OUTCOMES

- Explain the concept of equal employment opportunity
- Identify the federal laws effecting equal employment opportunity
- Define and operationalize types of employment discrimination.
- Discuss who is responsible for ensuring equal employment opportunity
- Define and discuss affirmative action.
- Explain uniform guidelines
- Describe sexual harassment in the global environment
- Describe the concept of diversity
- Discuss diversity management
- Explain the various elements of a diverse workforce.

MODULE SYLLABUS

a.	Introduction
b.	Equal employment opportunity : overview
c.	Who's responsible for ensuring equal employment opportunity
d.	Defining and operationalizing illegal discrimination
e.	Affirmative action
f.	Uniform guidelines on preventing specific illegal employment discrimination
g.	Global sexual harassment
h.	Diversity
I.	Diversity management
j.	Elements of diverse workforce

MODULE DESCRIPTIONS

Module Code	HRM -104
Module Title	Strategic planning, human resource planning and Job analysis
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Strategic planning, human resource planning and Job analysis in Human Resource management.

MODULE LEARNING OUTCOMES

- Describe the strategic planning process.
- Explain the human resource planning process.
- Describe forecasting requirements.
- Summarize forecasting human resource availability.
- Explain what a firm can do when either a shortage or surplus of workers exists.
- Describe strategic succession planning in today's environment.
- Describe types of information required for job analysis and the reason for conducting it.
- Summarize the types of job analysis information
- Explain the various job analysis methods
- Describe the components of job description.
- Explain the standard occupational classification (SOC) and the occupational information network.
- Summarize job analysis for team members.
- Explain how job analysis helps satisfies various legal requirements.
- Describe what competencies and competency modeling are?
- Summarize job design concepts.
- Describe the importance of global talent management

a.	Strategic planning process
b.	Mission determination
c.	Human resource planning
d.	Forecasting human resource requirements
e.	Forecasting human resource availability
f.	Shortage or surplus of workers forecasted
g.	Succession planning. A component of strategic planning
h.	Job analysis. A basic human resource management tool
I.	Types of job analysis information
j.	Job analysis methods
k.	Job description
l.	Standard occupational classification (SOC) and the occupational information network
m.	Job analysis for team members
n.	Job analysis and the law
o.	Competencies and competency theory
p.	Global talent management

MODULE DESCRIPTIONS

Module Code	HRM -105
Module Title	Recruitment
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Recruitment.

MODULE LEARNING OUTCOMES

- Define recruitment
- Describe the recruitment process.
- Explain internal recruitment methods.
- Identify external recruitment sources.
- Explain recruiting technology
- Identify traditional external recruitment methods.
- Describe how recruitment methods and sources are tailored to each other.
- Summarize the environment of recruitment
- Describe alternatives to recruitment.
- Explain the global implications for recruitment.

MODULE SYLLABUS

a.	Recruitment defined
b.	External recruitment sources
c.	Recruiting technology
d.	Traditional external recruitment methods
e.	Tailoring recruitment methods to sources
f.	Environment of recruitment
g.	Alternatives to recruitment
h.	Global implications for recruitment

MODULE DESCRIPTIONS

Module Code	HRM -106
Module Title	Selection
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Selection.

MODULE LEARNING OUTCOMES

- Explain the significance of employee selection
- Describe the selection process.
- Explain the importance of preliminary screening
- Describe reviewing applications and resumes.
- Describe the use of tests in the selection process.
- Explain pre-employment screening and background checks.
- Describe the selection decision
- Describe the metrics for evaluating recruitment / selection effectiveness.
- Identify environmental factors that affect the selection process.
- Discuss selection in a global environment.

MODULE SYLLABUS

a.	Significance of employee selection
b.	Selection process
c.	Preliminary screening
d.	Review of application and review of resumes
e.	Selection tests
f.	Employment interview
g.	Pre-employment screening and background checks
h.	Selection decision
I.	Metrics for evaluating the effectiveness and recruitment / selection
j.	Environmental factors affecting the selection process
k.	Selection in a global environment

MODULE DESCRIPTIONS

Module Code	HRM -107
Module Title	Performance management and appraisal
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Performance management and appraisal in Human Resource management.

MODULE LEARNING OUTCOMES

- Describe performance management.
- Define performance appraisal
- Identify the use of performance appraisal.
- Discuss the performance appraisal process.
- Identify the various performance criteria that can be established.
- Identify who may be responsible for performance appraisal.
- Explain the characteristics of an effective appraisal system.
- Describe the legal considerations associated with performance appraisal.
- Explain how the appraisal interview should be conducted.
- Discuss how performance appraisal is affected by a country's culture.

MODULE SYLLABUS

a.	Performance management
b.	Performance appraisal
c.	Uses of performance appraisal
d.	Performance appraisal process
e.	Establish performance criteria (standards)
f.	Responsibility for performance appraisal
g.	Performance appraisal period
h.	Choosing a performance method
I.	Problems in performance appraisal
j.	Characteristics of an effective appraisal systems
k.	Legal considerations in performance appraisal
l.	Performance appraisal interview
m.	National culture and performance appraisal

MODULE DESCRIPTIONS

Module Code	HRM -108
Module Title	Training and Development
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Training and Development in Human Resource management.

MODULE LEARNING OUTCOMES

- Summarize the training and development process.
- Explain how to determine specific training and development need and objectives.
- Summarize various training methods.
- Describe the alternative training and development delivery systems
- Summarize the training and development implementation issues.
- Explain the metrics for evaluating training and development
- Describe factors that influence training and development.
- Summarize some human resource management training initiatives.
- Explain the concept of career and career paths.
- Identify career planning approaches.
- Discuss career development and career development methods.
- Describe management development.
- Define organization development (OD) and describe various (OD) techniques.
- Summarize the learning organization idea as a strategic mind set.
- Identify some training issues in the global context.

MODULE SYLLABUS

a.	Training and development process
b.	Determine specific training and development needs
c.	Training methods
d.	Training and development delivery systems
e.	Implementing training and development programs
f.	Metrics for evaluating training and development
g.	Factors influencing training and development
h.	Human resource management training initiatives

I.	Career and career paths
j.	Career planning approaches
k.	Career development and career development methods
l.	Management development
m.	Organizational development : a strategic human resource tool
n.	Learning organization as a strategic mindset
o.	Training in the global context

MODULE DESCRIPTIONS

Module Code	HRM -109
Module Title	Direct financial compensation
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Direct financial compensation in Human resource management.

MODULE LEARNING OUTCOMES

- Describe direct financial compensation, indirect financial compensation and non-financial compensation.
- Identify and discuss the components of direct financial compensation.
- Review the determinants of direct financial compensation.
- Describe contextual influences on direct financial compensation.
- Discuss how to use evaluation to build job structures.
- Describe various competitive compensation policies.
- Explain the use of compensation surveys for job pricing and determining market competitive pay structures.
- Discuss compensation for sales representatives.
- Discuss compensation for contingent workers.
- Explain the executive compensation and the various features of executive compensation packages.

MODULE SYLLABUS

a.	Compensation : an overview
b.	Components of direct financial compensation
c.	Determinants of direct financial compensation
d.	Contextual influences on direct financial compensation
e.	Build job structures using job evaluation
f.	Competitive compensations policies
g.	Market competitive pay structures : job pricing using compensation surveys
h.	Sales representative compensation
I.	Contingent worker compensation
j.	Executive compensation

MODULE DESCRIPTIONS

Module Code	HRM -110
Module Title	Indirect financial compensation
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Indirect financial compensation in Human Resource management.

MODULE LEARNING OUTCOMES

- Define indirect financial compensation
- Describe legally required benefits.
- Define discretionary benefits and explain the various types of discretionary benefits.
- Discuss the alternative types of health care plans.
- Explain various kinds of retirement plans.
- Summarize life insurance and disability insurance
- Describe alternative paid time off policies.
- Identify employee service benefits
- Describe the premium pay benefit
- Discuss voluntary benefits
- Describe customized benefits plans
- Discuss global issues in employee benefits
- Summarize the issues of communicating information about benefit plans.
- Explain work place flexibility.

MODULE SYLLABUS

a.	Indirect financial compensation
b.	Legally required benefits
c.	Discretionary benefits
d.	Health care
e.	Retirement plans
f.	Life insurance and disability insurance
g.	Paid time off
h.	Employee services
I.	Premium pay

j.	Voluntary benefits
k.	Employee benefits legalization
l.	Customized benefits plans
m.	Global customized benefits
n.	Communicating information about the benefits package
o.	Workplace flexibility (work life balance)

MODULE DESCRIPTIONS

Module Code	HRM -111
Module Title	Labor unions and collective bargaining
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Labor unions and collective bargaining in Human Resource management.

MODULE LEARNING OUTCOMES

- Discuss why unions exists
- Explain why employees join unions.
- Describe the basic structure of a union
- Describe the prevalence of unions
- Describe organized labor's strategies for a stronger movement.
- Discuss laws affecting collective bargaining.
- Identify the steps that lead to forming a bargaining unit.
- Describe the collective bargaining process and explain collective bargaining issues.
- Describe preparation for negotiations and negotiating the agreement
- Discus breakdown in the negotiations process.
- Describe what is involves in reaching, ratifying and administering the labor
- management agreement.
- Explain union decertification
- Describe collective bargaining in the public sector
- Discuss labor unrest in china.

MODULE SYLLABUS

a.	Why do union exists
b.	Why employee join unions
c.	Prevalence of unions
d.	Organized labor's strategies for a stronger movement
e.	Laws affecting collecting bargaining
f.	Steps that lead to forming a bargaining unit
g.	Collective bargaining process
h.	Bargaining issues

I.	Preparation for negotiations
j.	Negotiating the agreement
k.	Breakdowns in negotiations
l.	Reaching the labor – management agreement
m.	Ratifying the labor management agreement
n.	Administration of the labor management agreement
o.	Grievance procedure in a union environment
p.	Union decertification
q.	Collective bargaining in the public sector
r.	Labor unrest in china

MODULE DESCRIPTIONS

Module Code	HRM -112
Module Title	Internal employee relations
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Internal employee relations in Human resource management.

MODULE LEARNING OUTCOMES

- Explain the concept of employment at will.
- Explain discipline and disciplinary action.
- Describe the disciplinary action process.
- Discuss the various approaches to disciplinary action.
- Describe the problems in the administration of the disciplinary action.
- Explain termination of employment.
- Discuss termination of employees at various levels.
- Explain demotion as an alternative to termination.
- Describe downsizing.
- Explain the uses of ombudspersons and alternative dispute resolution.
- Describe transfers, promotions, resignations and retirements as factors involved in internal employee relations.
- Explain some issues associated with administering disciplinary action in other countries.

MODULE SYLLABUS

a.	Employment at will
b.	Discipline and disciplinary action
c.	Disciplinary action process
d.	Approaches to disciplinary action
e.	Problems in the administration of disciplinary action
f.	Termination
g.	Termination of employees at various levels
h.	Demotion of employees at various levels
I.	Downsizing
j.	Ombudsperson
k.	Alternative dispute resolution

m.	Promotions
n.	Resignation
o.	Retirements
p.	Administering disciplinary action in other countries

MODULE DESCRIPTIONS

Module Code	HRM -113
Module Title	Employee safety, health and wellness
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Employee safety, health and wellness in Human resource management.

MODULE LEARNING OUTCOMES

- Explain the nature and role of safety , health and wellness.
- Describe the role of occupational safety and health administration.
- Discuss whistleblower protection under OSHA .
- Explain the issues of safety unique to small business.
- Summarize the economic impact of safety.
- Explain the focus of safety programs.
- Explain the consequences of musculoskeletal disorders.
- Explain the meaning of ergonomics.
- Summarize the problems associated with workplace bullying and violence.
- Describe the purpose of wellness programs and explain social networking and wellness.
- Describe stress, explain the consequences of stress including identifying stressful jobs and explain burnout.
- Describe the importance of physical fitness programs.
- Explain substance abuse, describe – substance abuse free workplaces and describe how to implement a drug testing program.
- Describe employee assistance programs.
- Discuss health care in the global environment.

MODULE SYLLABUS

a.	Nature of role of safety, health and wellness
b.	Occupational safety and health administration
c.	OSHA and whistle blowers
d.	OSHA and small business
e.	Safety: the economic impact

f.	Focus on safety program
g.	Musculoskeletal disorders
h.	Ergonomics
i.	Workplace bullying and violence
j.	Workplace bullying
k.	Workplace violence
l.	Employee wellness
m.	Social networking and wellness
n.	Nature of stress
o.	Burnout
p.	Physical fitness program
q.	Substance abuse
r.	Substance abuse – free workplace
s.	Implementing a drug testing program
t.	Employee assistance program
u.	Health care in global environment

MODULE DESCRIPTIONS

Module Code	HRM -114
Module Title	Global Human resource management
Credit Value	20
Pre-requisites	None
Co-requisites	None
Prohibited combinations	None
Telephone	080 - 26591957
Email	studentsupport@mygabm.com

MODULE DESCRIPTION

This module is about Global Human resource management.

MODULE LEARNING OUTCOMES

- Discuss the evolution of global business.
- Explain global human resource management.
- Discuss the factors that set the stage for global HR practice.
- Summarize global staffing practices.
- Describe global performance management and human resource development practices.
- Identify global safety and health issues.
- Describe global employee and labor relations practices.
- Discuss globalization issues for small to medium sized business

MODULE SYLLABUS

a.	Evolution of global business
b.	Global strategic human resource management
c.	Setting the stage for global HR practice
d.	Global staffing
e.	Global performance management and human resource development
f.	Global compensation
g.	Global safety and health
h.	Global employee and global relations
I.	Globalization too small to medium sized business