

**Module Layout**  
**BEC123 / Human Resource Management**

<b>Faculty</b>	FEM	Economics and Management	
<b>Programme of Study</b>	BEC	Business Economics	
<b>Module</b>	BEC123	Human Resource Management	
<b>Level of Study</b>	<b>Undergraduate</b>	<b>Graduate</b>	
	√	Master	Doctoral
<b>Language of Instruction</b>	English		
<b>Mode of Delivery</b>	Distance		
<b>Module Type</b>	<b>Required</b>	<b>Electives</b>	
√			
<b>Number of Group Consulting Meetings</b>	<b>Total</b>	<b>Physical Presence</b>	<b>Online</b>
	5	-	5
<b>Number of Assignments</b>	2		
<b>Final Grade Calculation</b>	<b>Assignments</b>	<b>Weekly Activities</b>	<b>Final Exam</b>
	30 %	10 %	60 %
<b>Number of European Credit Transfer System (ECTS)</b>	10		

**Module Description**

The BEC123 module (Human Resource Management) deals with the full range of human resource management topics. Human resource management is the process of acquiring, training, appraising, and compensating employees. The purpose of this module is to provide students with an in-depth understanding of the modern activities concerning the management of employees, explore the main human resource functions, and apply the different human resource methods available. Specifically, the module objectives are to provide students with the concepts and techniques they'll need to perform the "personnel" aspects of management, including conducting job analyses, planning labour needs and recruiting job candidates, selecting job candidates, orienting and training new employees, managing wages and salaries, appraising performance, training employees, and developing managers.

**Pre-requisite Modules**

**None**

**Co-requisite Modules**

**None**

Grading Scheme			
Assessment Method	Percentage on Final Grade	Workload	
		Hours	ECTS
<b>Study Week</b> (13 weeks * ~12 hours of study) (2 weeks * ~18 hours of study)	0%	~180 - ~210	7
<b>Weekly Interactive Activities</b>	10 %	~25 - ~30	1
<b>Assignment 1</b>	15 %	~18 - ~25	1
<b>Assignment 2</b>	15 %	~18 - ~25	1
<b>Final/Repeat Examination</b>	60 %	3	-
<b>Total</b>	100 %	~250 - ~300	10

#### Grading Rules and Assessment methods

- Students are evaluated with 9, if they earn 90% of the possible grade, i.e.  $90\% \times 10 = 9$ , etc.
- **Passing rate**
  - 50% of the Assignments
  - 50% of the Interactive Activities
  - Students are allowed to participate in the final exam of a Module if they have overall earned the minimum grade ( $\geq 50\%$ ) in both their Assignments and Interactive Activities
  - 50% of the Final Exam

If a student obtains a grade with decimal points, then the final grade is rounded to the nearest half unit. This module (Thematic Unit) is considered to have been successfully completed when the grade is equal to or higher than 5.0.