**University of Management and Technology**

**Course Outline**

**Course Background Details:**

|  |  |
| --- | --- |
| Program | BS Aviation Management  |
| Course code | AM322 |
| Course Title | Human Resource Management in Aviation  |
| Credit Hours | 03 |
| Duration | 15 Weeks  |
| Prerequisites | MG120-Principles of Management |
| Resource Person | Amna Hafeez   |
| Counseling Timing | 06 hours per week  |

**Description:**

Human Resource Management in Aviation course focuses entirely on essential personnel management topics like job analysis, testing, compensation and appraisal, fostering employee engagement is used as an integrating theme throughout the course. It also focuses on features that show how aviation managers use human resource practices to boost employee engagement. Practical skills applications-such as how to appraise performance, how to establish a simply pay plan, and how to handle grievances. The course will cover building your management skills features that highlights managerial HR skills. The legal environment of human resource management – equal employment, labor relations, and occupation safety.

**Contact Details:**

Lecturer: Amna Hafeez. Email: amnahafeez@umt.edu.pk

**Course Learning Outcomes: (CLOs)**

|  |  |  |
| --- | --- | --- |
| **S No** | **CLO Statement** | **Learning Domain and level** |
| **1** | Discuss strategy in human resources management, and how to create a human resources plan | **C2** |
| 2 | Identify the laws relevant to avoiding discrimination in human resources management and discuss how to develop and support a diverse workforce | **C4** |
| 3 | Describe the processes of job analysis, job design, and employment forecasting and discuss their importance in workforce planning | **C1** |
| 4 | Assess various onboarding, employee training & development and career management strategies in aviation industry | **C3** |
| 5 | Evaluate various methods of performance management and employee appraisal | **C4** |
| 6 | Discuss the importance and legal ramifications of ethics, social responsibility, and sustainability in the modern business environment | **C2** |

 **CLO – PLO Mapping:**

|  |  |
| --- | --- |
| **CLOs** | **PLOs** |
| **Critical Thinking and Decision Making** | **Effective Communication Skills** | **Ethics** |  **Core Business Knowledge & Competence** | **Effective Teamwork** | **Industry Focus** | **Global Perspective (Internationalization)** | **Leadership Skills** | **Computer-based Information** | **Corporate Social Responsibility** | **Organizational Behavior** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  | C |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |

**Learning Methodology:**

This course includes a broad series of lessons and activities that offer a variety of modalities for ultimate student engagement and content retention. Each unit contains a series of lessons that include introduction of content, virtual demonstration of that content, and repeated opportunity to practice that content, along with 4 quiz, 3 class activities, 5 assignments, mid-term exam and final exam at the end of the course.

**Resources:**

1. Text Books

**Human Resource Management**

16th EDITION by Gary Dessler

1. Reference Books
2. ***Management in the Airline Industry***, Geraint Harvey, 2007
3. Reference Journal Articles
4. Global Aviation Human Resource Management: Contemporary Compensation and Benefits Practices by *Steven H. Appelbaum* and *Brenda M. Fewster.*
5. Human Resource Management (HRM) in the Aviation Industry Dr. John Patton, Associate Professor Emeritus of Florida Institute of Technology, USA
6. Analysis of Employee Relationship Management And Its Impact On Job Satisfaction
7. Online resources and links:

<https://www.youtube.com/watch?v=AkCavVoHsQo>

**Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Course Content** | **Reference book Chapter** | **Reference of CLO** |
| 1-2 | Introduction to Human Resource ManagementAssignment 1 (research) |  1 | 1 |
| 3-4 | Equal Opportunity and the Law | 2 | 2 |
| 5-6 | Human Resource Management Strategyand PerformanceQuiz 1 | 3 | 2 |
| 7-8 | Job Analysis and the Talent ManagementProcessAssignment 2 | 4,5 | 1, 2 |
| 9-10 | Personnel Planning and RecruitingAssignment 3 | 6 | 3,4 |
| 11-12 | Employee Testing and SelectionCase study analysis and discussionQuiz 2 |  | 1, 2, 3,4 |
| 13-14 | Presentation (individual) |  | 3 |
| 15-16 | ***MID TERM*** |
| 17-18 | Interviewing Candidates Assignment 4 | 7 | 4,5 |
| 19-20 | Training and DevelopingEmployees |  | 4 |
| 21-22 | Performance Managementand AppraisalQuiz 3 | 9 | 3,4 |
| 23-24 | Managing Careers and Retention Assignment 5 | 11 | 6 |
| 25-26 | Benefits and Services & Building Positive Employee Relations | 12 | 6 |
| 27-28 | Managing Global Human ResourcesQuiz 4 | 13 | 5 |
| 29-30 | Presentation (team) |  |  |

**Assessments:**

|  |  |
| --- | --- |
| Assessment | Weightage (%) |
| Quiz 1Quiz 2Quiz 3Quiz 4 | 10 |
| Assignment 1Assignment 2Assignment 3Assignment 4Assignment 5 | 10 |
| Class Activity 1Class Activity 2 Class Activity 3 | 10 |
| Presentation 1 | 5 |
| Mid Exam (Written) | 20 |
| Project & its Presentation | 10 |
| Final Exam(Written) | 35 |

**Class Policy:**

***STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK***

**CLASS ATTENDANCE:** Students need to be in class at the assigned time. After 10 minutes past the assigned time, the students will be marked absent.

**TURN OFF MOBILE PHONE**: It is unprofessional to be texting or otherwise.

**READ EMAILS:** Participants should regularly check their university emails accounts regularly and respond accordingly. Students would be responsible if they miss a deadline because of not reading the emails.

**CLASS ATTENDANCE POLICY:** A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings is absence and will not be counted as present. Participants with less than 80% of attendance in a course will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip to avoid reaching short attendance.

**MOODLE:** UMT –LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. In case of any problem while using MOODLE, visit <http://oit.umt.edu.pk/moodle>. For queries email moodle@umt.edu.pk

**HARASSMENT POLICY:** Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.

**USE OF UNFAIR MEANS/ HONESTY POLICY:** Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.

**PLAGIARISM POLICY:** All students are required to attach a “Turnitin” report on every assignment, big or small. Any student who attempts to bypass “Turnitin” will receive “F” grade which will count towards the CGPA. The participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat Turnitin, a second “F” will be awarded that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook.

**COURSE WITHDRAWAL POLICY:** Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade ‘W’ will be awarded to the student which shall have no impact on the calculation of the GPA of the student. A Student withdrawing after the 12th week shall be automatically awarded “F” grade which shall count in the GPA.

**COMMUNICATION OF RESULTS:** The results of quizzes and assignments are communicated to the participants during the semester and answer books are returned. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.

**Faculty Signature ……………………. Date……………………….**