

HIGHER HOTEL INSTITUTE CYPRUS

Module Description 2019/20



Module Title : Human Resource Management

Module Code : CAMM 251

Programme of Study/Year of Study : Culinary Arts / Year 2

Group : CA II

Semester : Spring

Number of Hours Taught : 2 periods per week

ECTS : 3

Instructor: Constantinou Constantinos

Office Hours: Wednesday 15:00 – 17:00

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Pre-requisite(s) : N/A

Module Rationale

A successful hospitality organisation depends on a successful human resource department. Human resource management is a strategic tool in managing every service-oriented organisation. Practising human resource management is vital for every hospitality manager who must tie together and line up human capital and organisational goals.

Aims

This course outlines the role of the human resource department, and describes how it contributes towards the performance of every hospitality organisation. It also addresses the strategic and operational challenges facing us today. Students will obtain an understanding of the human resource functions such as recruitment, selection, development, appraisal and compensations.

Intended Learning Outcomes

At the completion of this course, students should be able to:

- Define human resource
- Acknowledge the role of the Human Resource Manager
- Understand the basic responsibilities of the Human Resource Manager
- Use the HR glossary and terminology
- Understand the basic functions of the Human Resource Department
- Demonstrate understanding of appraisal systems and employee evaluation.

Delivery Methods:

Lectures, coursework, group work & presentation



Assessment:

Project	30%
Mid Term	30%
Final Exam	40%

Module Requirements

Refer to the student manual for the module requirement

Module Plan and Content

Week	Dates	Topics to be Covered	Reference Chapter / Material
1.	29/01-04/02	Introduction to contemporary Human Resource Defining Human Resource	
2.	05/02-09/02	Historic change in HR The role of the Human Resource Manager Duties and responsibilities	
3.	12/02-16/02	Human Resource Planning <ul style="list-style-type: none"> • What is planning? • Forecasting • The HR process 	
4.	20/02-23/02	Analysis of the workplace	
5.	26/02-02/03	<ul style="list-style-type: none"> • Job related terminology • Job description • Job analysis 	
6.	05/03-09/03	<ul style="list-style-type: none"> • Job specifications Course work – Building job descriptions/analysis/specifications	
7.	12/03-16/03	The Labour Market <ul style="list-style-type: none"> • Labour shortage • Hospitality recruitment On-line recruitment	
8.	19/03-23/03	Selection, hiring and placement <ul style="list-style-type: none"> • Selection • The pre-interview process • Conducting the interview 	
9.	26/03-30/03	Selection, hiring and placement <ul style="list-style-type: none"> • Selection • The pre interview process • Conducting the interview 	
10.	02/04-03/04 11/04-13/04	<ul style="list-style-type: none"> • Pre-employment testing • Successful selection Hiring and placement	
11.	16/04-20/04	Hospitality orientation and training <ul style="list-style-type: none"> • Orientation • Follow up and evaluation 	



Week	Dates	Topics to be Covered	Reference Chapter / Material
		<ul style="list-style-type: none"> Hospitality training programs 	
12.	23/04-27/04	Evaluating performance <ul style="list-style-type: none"> Evaluating performance The role of performance appraisals 	
13.	30/04-04/05	<ul style="list-style-type: none"> Judge vs coach How to appraise performance?	
14.	07/05-11/05	Revision	

Essential Reading

Tanke, L. M., 2001. *Human Resources Management for Hospitality Industry*. 2nd Ed, Albany: Delmar.

Additional Reading

Walker R. J. and Miller E. J. 2010. *Supervision in the Hospitality Industry: Leading Human Resources*, 6th ed. New Jersey: John Wiley & Sons

Cook, M., 2004. *Personnel Selection- Adding Value through People*. 4th ed, New Jersey: John Wiley & Sons, Ltd.

DeCenzo, D. A. & Robbins, P. R., 2005. *Fundamentals of Human Resource Management*. 8th ed. New Jersey: John Wiley & Sons, Ltd.

Grundy, T. & Brown, L., 2003. *Value-Based Human Resource Strategy*. Oxford: Elsevier Butterworth-Heinemann.

Miller, J. E. and Walker, J. R. ,2007. *Supervision in the Hospitality Industry*. 5th ed. New Jersey: John Wiley & Sons, Ltd.

