

HRM3703 - Summary of sections to omit/substitute for examination preparation (in the prescribed book)

Refer to the learning units in the MO001 and MO002 document as this tells you exactly what you should study. The information below is a condensed version of this information.

Chapter in prescribed book	Section to omit or replace with other information
Chapter 1	In the section “Historical Evolution of HRM and HRIS” you can omit the subsections: Pre-World War II Post-World War II Social Issues Era Cost Effective Era
Chapter 6	We will not expect you to be able to compile a Gantt Chart or interpret it
Chapter 8	We will not expect you to calculate metrics You can omit the section :Numerical example for figure 8.2
Chapter 9	We will not expect you to do calculations with the change equation formula just be aware of it
Chapter 10	“Legal Compliance and HR Administration” you can omit this complete section in the prescribed book, refer to the information in the MO001 and learning unit 10. We will for the purpose of this module only focus on the POPI Act, you do not have to know this Act in detail, only know the purpose of the Act, how it affects HR (eg that we cannot disclose personal information of employees) (see chapters 1 and 2 of the Act). We do not expect you to know all the detail you need to be aware that this Act has an impact on what we do in HRIS and how we deal with employee information and you need to know that when designing or acquiring an HRIS these provisions should be built into the system. You must be able to broadly state the purpose of the Act and how it will impact on HR and HR related activities (within the spectrum of this module). “HR Administration and Equal Employment Opportunity” omit this section and study what we have included in section 10.5 in learning unit 10. Again you do not need to know the Employment Equity Act in detail for the purposes of this module only know about this and that it has an impact on HR and that you can use the HRIS to obtain reports for the required reporting.
Chapter 14	Mention is made of SOX, TARP, SEPs, IRAs, 401(k) plans, HIPAA, FICA and ERISA this is not applicable to South Africa you can thus omit this.
Chapter 16	We have specific south African legislation and reference is made to US based legislation, refer to learning unit 16 for the information you need to study, again we do not expect you to know the POPI Act in detail. Omit ADA and be aware that we have a similar Act in South Africa. Refer to the information provided in the learning unit to guide you in terms of what you need to study in the prescribed book in this chapter. You do have to know that other countries have other legislation but in South Africa we have specific legislation pertaining to us. You do not have to know the names of the other legislation in the other countries/regions.

Refer to the learning units in the MO documents we have provided detailed information on what to study for each learning unit.