

COURSE CODE: HSM 409
COURSE TITLE: ADVANCED RESOURCE MANAGEMENT
NUMBER OF UNITS: 2 UNITS
COURSE DURATION: 2 HOURS

COURSE DETAILS:

Course Coordinator: DR KIKELOMO ADUBI
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Office Location: HOME SCIENCE AND MANAGEMENT
Other Lecturers:

COURSE CONTENT:

Application of design principles to interior decoration and arrangement of living space.
Analysis, functions, OR Management of money as a resource
Management of Time, Energy and workplace management functionality and energy saving in activities .
Importance of pathway chart.

COURSE REQUIREMENTS:

READING LIST:

LECTURE NOTES

Topic 1: **Money management**

- Sources of money in a family
- Income concepts
- Productive income

- Household Production
- Money income
- Gifts
- Salary.

Topic 2: **Investment income**

- Hidden Income
- Community
- Psychic
- Employment benefits
- Consumer savings.

Topic 3: **Management of Time**

- Time orientation and perceptions
- Biological time
- Time span
- Historical Time.

Topic 4: **Time measurement**

- Patterns of Time use
- Work time
- Volunteer work time
- Non work time.

Topic 5: **Planning Time Use**

- Bases of time plans
- Organising activities in time.

Topic 6: **Managing energy and workplace**

- Rate or pace
- Sequence of activities
- Overlap
- Clustering
- Synchronization
- Implementation of time plans

Topic 7: **Concepts in the use of resources**

- Goals
- Values
- Stand outs
- Self discipline
- Supervisory skills
- Flexibility.

Topic 8: **Controlling Time plans**

- Managing Income related work
- Work related concepts
- Factors related to fatigue
- Methods of reducing fatigue.

Topic 9: **Managing Energy**

- Types of energy
- Energy demand of tasks
- Posture in energy management
- Planning work to reduce energy.

Topic 10: **Work methods to Energy Management**

- The work
- The worker
- The working condition.

Topic 11: Continuous assessment and submission of term papers.