



## **HUMAN RESOURCES**

### **Introduction**

The purpose of this course is to analyze how the management of human resources can help companies meet their competitive challenges. We see Human Resources as a strategic tool basic for the success of every company. During the course we will study and analyze all the HR policies and practices from a theoretic point of view. In addition to that, case studies and videos will show how each HR policy is implemented on a daily basis.

### **Course objectives**

After the course the pupils will be able to:

1. Understand the role of the HR function within the firm
2. How HR can be a key partner in every business decision
3. Know the key principles of each policy:
  - a. Attract and retain talent
  - b. Evaluate and develop
  - c. Provide a career plan
  - d. Compensate and Reward
  - e. Manage performance
  - f. The importance of labor relations.

## TOPICS

### Module I:

Managing the internal and external environments  
Strategic Human Resource Management  
Global Issues in Human Resource Management  
Employee relations

### Module II

The analysis and design of work  
Performance management  
Work attitudes and job attitudes

### Module III

Acquiring Human Resources  
Human Resource Planning in organization  
Job choice and recruitment of Human Resources  
Personnel selection and placement

### Module IV

Develop HR  
Training  
Employee development  
Career Management

### Module V

Compensation in Human Resources  
Recognize individual contribution with pay  
Pay structure Decision  
Employee benefits

### Module VI

Special topics in HR  
Labor relations  
Human Resources Information Systems

**Bibliography:**

I will use and recommend the following book:

*Human Resource Management, Gaining a Competitive Advantage.*

Authors: Raymond.A Noe, John R.,Hollenbeck, Barry. Gerhart and Patrick. M. Wright..

Ed. Austen Press.

There will be a readings package with articles, cases and books chapters to be discussed in class.

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### **GRADING POLICY:**

#### Regular terms' evaluation:

The course has a theoretical and practical approach, so the score will be based in both areas.

Attendants have to participate during the class and will have to prepare a team project to be presented at the end of the course.

The course's final grade will be based on the following areas:

#### **1. Class participation: 10% of the final grade.**

Active attendance will be required. In addition to that, an attendance record below 80% of the term's sessions will carry with it a grade of 0 in class participation

#### **2. Team project and case discussion: 30% of the final grade.**

Team project: The pupils will have to prepare a project on Human Resources. (Active approval from the teacher will be required) Each team will present the project at the end of the quarter.

Case discussion: The teacher will provide business cases which will be an illustration of a real business situation. Cases will be discussed during the class

#### **3. Final exam: 60% of the final grade.**

Written exam will be done at the end of the course.

#### **September's evaluation:**

In case of not succeeding during the quarter, then pupils will have to pass the theoretical exam in September. Not passing the exam will mean not passing the course.