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.