

Course unit title:	<b>HUMAN RESOURCE MANAGEMENT</b>		
Course unit code:	ATHR 204		
Type of course unit:	Compulsory		
Level of course unit:	Bachelor (1 <sup>st</sup> cycle)		
Year of study:	3 <sup>rd</sup>		
Semester when the unit is delivered:	5 <sup>th</sup>		
Number of ECTS credits allocated :	6		
Name of lecturer(s):	Dr Maria Avtzaki		
Learning outcomes of the course unit:	<p>By the end of the course, the students should be able to:</p> <ul style="list-style-type: none"> <li>• Explain how a firm's human resources influence its performance</li> <li>• Describe how firms can use HR initiatives to cope with workplace changes and trends such as diverse workforce, global economy, downsizing and new legislation.</li> <li>• Outline of the basic equal opportunity laws (in the EU and in Cyprus) regarding age, race, sex, national origin, religion, disabilities.</li> <li>• Conduct a job analysis, forecast personnel requirements, describe the basic methods of collecting job analysis information, write a job description and a job specification.</li> <li>• Identify various methods of recruitment and interviewing. Explain factors and problems that can undermine an interview's usefulness and know the techniques for eliminating them. Propose how to behave on a selection interview.</li> <li>• Explain what is meant by ethical behaviour. Exercise fair disciplinary practices.</li> </ul>		
Mode of delivery:	Face-to-face		
Prerequisites:	ABSO103	Co-requisites:	none
Recommended optional program components:	None		
Course contents:	<p><b>Managing Human Resources today</b></p> <ul style="list-style-type: none"> <li>• What is HRM? Why is HR management important to all managers?</li> <li>• Line versus staff authority. Line managers' HRM responsibilities.</li> <li>• The changing environment and duties of HR management. The strategic role of HRM</li> </ul> <p><b>Managing equal opportunity and diversity</b></p> <ul style="list-style-type: none"> <li>• Selected equal employment opportunity laws. Sexual harassment. Proving sexual harassment. Court decisions.</li> <li>• Bona fide occupational qualification. Business necessity.</li> <li>• Illustrative discriminatory employment practices.</li> <li>• Managing diversity.</li> </ul> <p><b>Personnel planning and recruitment</b></p>		

	<ul style="list-style-type: none"> <li>• What is job analysis?</li> <li>• Methods of collecting job analysis information. Writing job descriptions. Writing job specifications. Competency-based job analysis.</li> <li>• The recruitment and selection process. Workforce planning and forecasting. Strategy and workforce planning.</li> <li>• How to forecast personnel needs. Forecasting the supply of internal candidates. Forecasting the supply of outside candidates.</li> <li>• Equal opportunity and application forms.</li> </ul> <p><b>Testing and selecting employees</b></p> <ul style="list-style-type: none"> <li>• The basics of testing and selecting employees. Reliability. Validity.</li> <li>• Ethical and legal questions in testing. Using tests at work. Management assessment centres.</li> <li>• Interviewing prospective employees. Types of selection interviews. How to avoid common interviewing mistakes. Guidelines for conducting an interview.</li> </ul> <p><b>Training and developing employees</b></p> <ul style="list-style-type: none"> <li>• Employee orientation. Types of programs.</li> <li>• The training and development process.</li> <li>• Training techniques.</li> </ul> <p><b>Performance management and appraisal</b></p> <ul style="list-style-type: none"> <li>• Basic concepts in performance management. Defining the employee's goals and work efforts.</li> <li>• An introduction to appraising performance</li> </ul> <p><b>Compensating employees</b></p> <ul style="list-style-type: none"> <li>• Some important compensation laws.</li> <li>• How unions influence compensation decisions</li> <li>• Current trends in compensation.</li> </ul>
Recommended and/or required reading:	Gary Dessler (2013). A framework for human resource management. 7 <sup>th</sup> Edition. Pearson. Prentice Hall
Textbooks:	Gary Dessler (2013). A framework for human resource management. 7 <sup>th</sup> Edition. Pearson. Prentice Hall
References:	<ul style="list-style-type: none"> <li>• Luis Gomes-Mejia, David Balkin, Robert Cardy. (2010) Managing human resources. 6<sup>th</sup> Edition. Pearson. Prentice Hall.</li> <li>• Foot M., Hook C. (2008) Introducing Human Resource Management. 5<sup>th</sup> edition. FT Prentice Hall.</li> </ul>
Planned learning activities and teaching methods:	Lectures, discussions, presentation of case studies, movies, assignments. Power point presentations used in class, lecture notes, European and Cyprus employment laws as well as case studies are available to the students on the e-learning platform.

and criteria:	Mid-term exam : 40%  Final Exam : 60%
Language of instruction:	English
Work placement(s):	Not applicable