

ABS0204 - Human Resources Management

Course Title	Human Resource Management				
Course Code	ABS0204				
Course Type	Compulsory				
Level	BA (Level 1)				
Year / Semester	3 rd /6 th semester				
Teacher's Name	Dr Nina Gorovaia-Zeniou / Dr Stavros Georgiades				
ECTS	6	Lectures / week	3	Laboratories / week	
Course Purpose	Provide students with the necessary knowledge and understanding on the modern activities concerning the management of people.				
Learning Outcomes	<p>By the end of the course, students should be able to:</p> <ul style="list-style-type: none"> • Explain how a firm's human resources influence its performance • Describe how firms can use HR initiatives to cope with workplace changes and trends such as diverse workforce, global economy, downsizing and new legislation. • Outline of the basic equal opportunity laws (in the EU and in Cyprus) regarding age, race, sex, national origin, religion, disabilities. • Conduct a job analysis, forecast personnel requirements, describe the basic methods of collecting job analysis information, write a job description and a job specification. • 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. • Explain what is meant by ethical behaviour. Exercise fair disciplinary practices. • Discuss techniques used for assessing training needs. • Explain what is management development and why it is important. • Explain the purpose of performance appraisal. • Discuss pros and cons of various performance appraisal methods. • Discuss factors determining pay rates. • Explain steps in establishing market competitive pay rates. 				

Prerequisites	ABSO104	Co-requisites	None
Course Content	<p>Chapter 1: Managing Human Resources Today</p> <p>What is HRM? Why is HR management important to all managers? Line versus staff authority. Line managers' HRM responsibilities. The changing environment and duties of HR management. The strategic role of HRM</p> <p>Chapter 2: Managing equal opportunity and diversity</p> <p>Selected equal employment opportunity laws. Sexual harassment. Proving sexual harassment. Court decisions. Bona fide occupational qualification. Business necessity. Illustrative discriminatory employment practices. Managing diversity.</p> <p>Chapter 3 Personnel planning and recruitment.</p> <p>What is job analysis? Methods of collecting job analysis information. Writing job descriptions. Writing job specifications. Competency-based job analysis. The recruitment and selection process. Workforce planning and forecasting. Strategy and workforce planning. How to forecast personnel needs. Forecasting the supply of internal candidates. Forecasting the supply of outside candidates. Equal opportunity and application forms.</p> <p>Chapter 4: Testing and selecting employees</p> <p>The basics of testing and selecting employees. Reliability. Validity. Ethical and legal questions in testing. Using tests at work. Management assessment centres. Interviewing prospective employees. Types of selection interviews. How to avoid common interviewing mistakes. Guidelines for conducting an interview.</p> <p>Chapter 5: Training and developing employees</p> <p>Employee orientation. Types of programs. The training and development process.</p> <p>Training techniques.</p> <p>Chapter 6: Performance management and appraisal</p> <p>Basic concepts in performance management. Defining the employee's goals and work efforts. An introduction to appraising performance</p> <p>Chapter 7: Compensating employees</p> <p>Some important compensation laws. How unions influence compensation decisions</p>		

	Current trends in compensation.
Teaching Methodology	Lectures, discussions, presentation of case studies, assignments
Bibliography	Gary Dessler (2013). A framework for human resource management. 7th Edition. Pearson.
Assessment	Case study: 10% Mid-term exam: 30% Final Exam: 60%
Language	English