

SYLLABUS

SUBJECT HUMAN RESOURCES MANAGEMENT

TEACHER KAZIMIERZ R. SLIWA

COURSE DESCRIPTION

The course explores the human resource management function in a corporate setting and focuses on the development of knowledge and skills that all managers and leaders need. The course will focus on such subjects as the selection process, employment law, labor relations, compensation, performance development, corporate training and maintaining effective environments. The classes are designed to familiarize participants with current human resource practices and laws that apply to their careers regardless of their field. Class content is delivered through lectures, group discussion, learning activities, and case studies.

Topics:

- Concept of Human Resource Management
- Human Resource Planning,
- Recruitment and Selection,
- Career Planning,
- Performance Appraisal,
- Wage and Salary Administration,
- Human Resource Accounting and Audits,
- Human Resource Information system,
- Strategic HRM,
- International Human Resource Management

LEARNING OUTCOMES

By the end of the course the student should be able to:

1. Define HR management and human capital.
2. Identify categories of HR activities.
3. Describe how the major roles of HR management are being transformed.
4. Discuss challenges facing HR today.
5. Explain strategic HR management and how it is linked to organizational strategies.
6. Define HR planning process.
7. Discuss how motivation is linked to individual performance.
8. List major drivers of retention and activities related to them.
9. Describe different kinds of absenteeism and turnover.
10. Know basic management techniques related with HRM

GRADING POLICY

Final grade will be based upon exam and/or research work. Grading:

90% and more	- A
80%	- B
70%	- C
60%	- D

TIMETABLE

In accordance with students' time availability (their schedule)

TEXTBOOK AND REQUIRED MATERIALS

Gomez-Mejia; Balkin & Cardy, Managing Human Resources, Pearson/Prentice Hall, Upper Saddle River, New Jersey 2006 .

Additional information sources will be selected on an ongoing bases and hand outed to students.

PREREQUISITES:

In accordance with students' study work.