

Course Title	Human Resource Management			
Course Code	HRMG205			
Course Type	Compulsory			
Level	Higher Diploma			
Year / Semester	2 <sup>nd</sup> Year /3 <sup>rd</sup> Semester			
Teacher's Name	Costa D. Yerocosta			
ECTS	4	Lectures / week	2	Laboratories / week
Course Purpose and Objectives	This course is to familiarize students with the basic principles and techniques of human resource management.			
Learning Outcomes	<p>After the completion of this course, students are expected to:</p> <ul style="list-style-type: none"> <li>▪ Appreciate the importance of human resource management as a field of study and as a central management function.</li> <li>▪ Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions.</li> <li>▪ Know the elements of the HR function (e.g. – recruitment, selection, training and development, etc.) and be familiar with each element's key concepts &amp; terminology.</li> <li>▪ Be able to apply the principles and techniques of human resource management gained through this course to the discussion of major personnel issues and the solution of typical case problems.</li> </ul>			
Prerequisites	None	Required		
Course Content	<ol style="list-style-type: none"> <li>1. Human Resource Management in Organizations</li> <li>2. Human Resource Strategy and Planning</li> <li>3. Equal Employment Opportunity</li> <li>4. Workforce, Jobs, and Job Analysis</li> <li>5. Individual/Organization Relations and Retention</li> <li>6. Recruiting High-Quality Talent</li> <li>7. Selecting Human Resources</li> <li>8. Training Human Resources</li> <li>9. Talent, Careers, and Development</li> <li>10. Performance, Management and Appraisal</li> <li>11. Total Rewards and Compensation</li> <li>12. Variable Pay and Executive Compensation</li> <li>13. Managing Employee Benefits</li> <li>14. Risk Management and Worker Protection</li> <li>15. Employee Rights and Responsibilities</li> <li>16. Union–Management Relations</li> </ol>			

Teaching Methodology	Course topics are presented by a variety of teaching approaches including lectures, exercises, multimedia cases, homework case analysis and class presentations and discussions of assigned readings.
Bibliography	<p><b>Compulsory Reading:</b></p> <ul style="list-style-type: none"> <li>• Noe, Raymond A. (2019), ISE Human Resource Management, 11<sup>th</sup>. Mc Graw Hill Education, ISBN: 978-1-260-09855-6.</li> </ul> <p><b>Additional Reading:</b></p> <ul style="list-style-type: none"> <li>• Dessler (2019), Human Resource Management, 16th, Pearson Prentice Hall, ISBN: 9781292309125.</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>▪ Class participation 10%</li> <li>▪ Assignments/Tests 20%</li> <li>▪ Mid-term exam 20%</li> <li>▪ Final exam 50%</li> </ul>
Language	English