

**School of Management**

Graduate Programs

**Master in Management**

**with specialization in Business Analytics**

**COURSE SYLLABUS**

**Code**

Mmhurem

**Title**

Human Resource Management

**Credit Units**

3.0

**Description**

Human Resource Management is the management of an organization's employees which includes employment and arbitration in accordance with laws and company directives. This course includes organizational management, personnel administration, manpower management, and industrial relations. The HRM function is composed of activities that are necessary in the recruitment of workforce, providing its members with payroll and benefits, administering their work-life needs, and all those decisions and actions which concern the management of employees at all levels in the business. Tools in business analytics are used to determine social trends related to the HR profession and the development of employee performance for the implementation of strategies directed towards creating and sustaining competitive advantage.

**Objective**

At the end of the course, the student must have gone through the managerial experience of the entire employment lifecycle. He/she is first charged with attracting the right employees through [employer branding](http://en.wikipedia.org/wiki/Employer_branding) to be followed by the selection of the right employees through the recruitment process. As HR manager, he/she welcomes new hires and oversees their [training and development](http://en.wikipedia.org/wiki/Training_and_development) during their tenure with the organization, assesses talent through use of [performance appraisals](http://en.wikipedia.org/wiki/Performance_appraisal), [rewards](http://en.wikipedia.org/wiki/Remuneration) them accordingly, and administers payroll and [employee benefits](http://en.wikipedia.org/wiki/Employee_benefits). Finally, he/she should be involved in employee terminations - including resignations, performance-related dismissals, and redundancies. This experience will be documented in a class project using data gathering, business analytics, and management research tools.

**OUTLINE**

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| --- | --- | --- |
| **Session** | **Topic/s** | **Activities/Assignments** |
| 1 | Chapter 1 Human Resource Management in Organizations | Case study |
| 2 | Chapter 2 Human Resource Strategy and Planning  Chapter 3 Equal Employment Opportunity | Case study |
| 3 | Chapter 4 Workforce, Jobs, and Job Analysis  Chapter 5 Individual/Organization Relations and Retention | Case study |
| 4 | Chapter 6 Recruiting High-Quality Talent  Chapter 7 Selecting Human Resources | Case study |
| 5 | Chapter 8 Training Human Resources | Case study |
| 6 | Chapter 9 Talent, Careers, and Development | Case study |
| 7 | Midterm Project Presentation | Paper submission |
| 8 | Chapter 10 Performance Management and Appraisal | Case study |
| 9 | Chapter 11 Total Rewards and Compensation  Chapter 12 Variable Pay and Executive Compensation | Case study |
| 10 | Chapter 13 Managing Employee Benefits  Chapter 14 Risk Management and Worker Protection | Case study |
| 11 | Chapter 15 Employee Rights and Responsibilities | Case study |
| 12 | Chapter 16 Union/Management Relations | Case study |
| 13 | Final Project Presentation | Paper submission |
| 14 | Consultation | Grade submission |

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| **Title** | **Author/s** | **Year** |
| Human Resource Management, 15th ed.  Cengage Learning | Robert L. Mathis, John H. Jackson, Sean Valentine, Patricia Meglich | 2017 |
| Human Resource Management, 12th ed. Prentice Hall | Gary Dessler, Florida International University | 2011 |
| |  | | --- | | Human Resource Management: Gaining a Competitive Advantage, 7th ed. McGraw-Hill | |  | |  | | Noe, Hollenbeck, Gerhart, & Wright | 2010 |
| Investing in People: Financial Impact of Human Resource Initiatives, 2nd ed.  FT Press | Cascio & Boudreau | 2011 |
| Managing Human Resources, 7th ed. Prentice Hall | Gomez-Mejia, Balkin & Cardy | 2013 |

**INSTRUCTIONAL TOOLS**

|  |  |  |
| --- | --- | --- |
| **System** | **Function** | **URL** |
| Microsoft Excel | Data Analysis ToolPak for complex statistical or engineering analyses | http://office.microsoft.com/en-us/excel-help/about-statistical-analysis-tools.aspx |
| Edu2.0 | Free cloud-hosted LMS+ with nothing to download or install | http://apc.edu20.org/  Registration code for students: apcstudent  Subject password: (c/o instructor) |
| Cengage Learning | Companion website | https://www.cengage.com/ |

**ASSESSMENT**

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| --- | --- |
| **Factor** | **Weight** |
| Case Study | 30% |
| Group Activities | 20% |
| Individual Exercises | 20% |
| Project Presentation | 30% |
| **Total** | **100%** |

**GRADING SYSTEM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade Point** | **Description** | **Letter Rating** | **Percentage Grade** |
| 4.0 | Excellent | A | 95-100 |
| 3.5 | Superior | B+ | 91-94 |
| 3.0 | Very Good | B | 87-90 |
| 2.5 | Good | B- | 83-86 |
| 2.0 | Satisfactory | C+ | 79-82 |
| 1.5 | Fair | C | 75-78 |
| 1.0 | Pass | D | 70-74 |
| R | Repeat |  | <70 |
| 0.0 | Fail | F |  |