

Human Resources Management

Course Title	Human Resources Management									
Course Code	TMGT-204									
Course Type	This course serves as both Elective and Requirement, according to the program.									
	<table border="1"> <tr> <td>Business Diploma</td> <td>Business Elective</td> </tr> <tr> <td>Business Bachelor</td> <td>Requirement</td> </tr> <tr> <td>All Programs</td> <td>General Elective</td> </tr> </table>		Business Diploma	Business Elective	Business Bachelor	Requirement	All Programs	General Elective		
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Level	Bachelor (1 st Cycle)									
Year / Semester	Year 3, A' Semester									
Teacher's Name	Dr Nicos Anastasiou									
ECTS	6	Lectures / week	3	Laboratories / week						
Course Purpose and Objectives	The primary objective of this course is to provide students with an understanding of the modern activities concerning the management of people. It includes functions such as recruitment, selection, compensation, development, research, audit, safety, industrial health, performance appraisal, legal environment and labor relations.									
Learning Outcomes	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Understand the scope, importance and the concept of human resource management. 2. Appraise the effectiveness of correct human resource management practice in business. 3. Determine the importance of recruitment and selection. 4. Evaluate the efficiency of staff development and training techniques. 5. Examine the main principles of human resource management and financial management and how they impact international business. 6. Determine the importance of recruitment and selection. 7. Assess how performance management is performed with the use of appraisals and merit training. 8. Understand the human resource procedures for successful human management. 9. Employ HR policies and regulations for employee rights, against discrimination and health and safety. 									

Prerequisites	TBUS – 100 Introduction to Business Organization or Sophomore	Required									
Course Content	<ol style="list-style-type: none"> 1. Concept, scope and importance of HRM. 2. Manpower planning, job analysis, job description and job specifications. 3. Recruitment and selection tests and Interviews, induction and placement. 4. Training and development, identifying needs, methods of training and development. 5. Performance appraisal 6. Wages and salary administration, incentive schemes, profit sharing, employee benefits. 7. Discrimination 8. Employees rights 9. Industrial relations, trade unions, collective bargaining. 										
Teaching Methodology	The course is delivered through lectures, exercises, case studies and group discussions.										
Mode of delivery	Face to face.										
Bibliography	Required										
	<ol style="list-style-type: none"> 1. Armstrong, M., (2009), <i>Armstrong's Handbook of Human Resource Management Practice</i>, (11th ed.), Kogan Page. 										
	Recommended										
	<ol style="list-style-type: none"> 1. Jackson S., Schuler R., Werner S. (2009), <i>Managing Human Resources</i>, 10th ed., South-Western Cengage Learning. 2. Mathis, R., Jackson J., (2007) <i>Human Resource Management</i>, (10th ed.), Thomson South-Western. 3. Griffin, R. W. (2008). <i>Management</i> (9th ed.). Boston: Houghton Mifflin. 4. Readings from Business Periodicals: Harvard Business Review, Business Week. 										
Assessment	<p>The following assessment methods are employed to assess this course:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">30 – 50 %</td> <td style="text-align: center;">Final Exam</td> </tr> <tr> <td style="text-align: center;">20 – 40 %</td> <td style="text-align: center;">Mid –Term / Tests / Quizzes</td> </tr> <tr> <td style="text-align: center;">10 – 30 %</td> <td style="text-align: center;">Assignments / Projects</td> </tr> <tr> <td style="text-align: center;">0 – 10 %</td> <td style="text-align: center;">Class Attendance & Participation</td> </tr> </table>			30 – 50 %	Final Exam	20 – 40 %	Mid –Term / Tests / Quizzes	10 – 30 %	Assignments / Projects	0 – 10 %	Class Attendance & Participation
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Language	English										

