



INTERNATIONAL
HELLENIC
UNIVERSITY

DEPARTMENT OF
BUSINESS ADMINISTRATION

Serres Campus
Terma Magnesias, 62124, Serres - Greece

COURSE DESCRIPTION

HUMAN RESOURCE MANAGEMENT

Semester: 3rd

Lectures: 3 hours per week

ECTS: 5

Course objective:

The objectives of this course are:

- Present the basic functions of human resources management.
- Describe and analyze the methods used in scheduling, work analysis, recruitment and selection of candidates, education, evaluation and remuneration.
- Present issues related to hygiene and safety as well as employment relations.
- Familiarize students with human resource management functions by analyzing some simple applications in the form of exercises, as well as case investigations.
- Prepare students for processes in business with human resources and be able to recognize the best practices used in all processes.
- Prepare students for their integration into the workplace, with particular emphasis on CV writing and conducting the interview, based on market requirements..

Learning outcomes:

Upon completion of the course, students should be able to:

- Be aware of the process of human resource planning.
- Be able to use and generate job analysis.
- Be aware of the methods of attracting and selecting candidates in business, with particular emphasis on CVs and interviews. Have the ability to compile

and interpret the necessary information regarding the businesses that will submit their CV to find a job.

- Understand and understand the importance of the educational process in enterprises as well as the training methods of the employees.
- Be aware of the procedures and methods of assessing employees in enterprises so that they can distinguish them and use them accordingly.
- Know how to calculate pay and how to evaluate your work.
- Know the basics of health and safety at work.
- Develop the skills and abilities that they need to fit into the workplace as smoothly as possible in line with modern market demands.

Course content:

- Introduction,
- Strategic Planning of human resources,
- Analysis of labor data,
- Attraction and selection of candidates,
- Education and development of human resources,
- Employee performance evaluation,
- Remuneration policy,
- Health and safety at work,
- Labor relations
- Discipline - Complaints.

Exam method:

- Theory understanding and application
- Case study analysis
- Solving problems/ exercises