



NATIONAL UNIVERSITY OF ENGINEERING

COLLEGE OF MECHANICAL ENGINEERING

MECHANICAL-ELECTRICAL ENGINEERING PROGRAM

MS113 – MANAGEMENT OF HUMAN RESOURCES

I. GENERAL INFORMATION

CODE	: MS113 Management of Human resources
SEMESTER	: 8-10
CREDITS	: 2
HOURS PER WEEK	: 4 (Theory – Practice)
PREREQUISITES	: None
CONDITION	: Elective

II. COURSE DESCRIPTION

This course trains students in the administration of human resources of an organization, with the knowledge of personnel management and up-to-date salary administration techniques. Salary management: position assessment, salary structure design. Performance assessment. The concept of personnel management. The process of human resources management: Integration, organization, retention, development and audit. Employment law.

III. COURSE OUTCOMES

1. Learn and understand salary functions and its influence on workers; execute position analysis and the job categorization of an organization; technically elaborate the wage scale and the assessment of the organization workers performance.
2. Learn and apply techniques of personnel management process of an organization following the different sub-systems it is made up of. Likewise, have a basic knowledge of legal organisms ruling the management of human resources of an organization.

IV. LEARNING UNITS

1. HUMAN RESOURCES MANAGEMENT / 4 HOURS

Human resources. Brief history of human resources management. Systemic approach of the HRM, the growing importance of HRM / management functions and activities / Internal and external conditioning factors / Objectives / Intellectual capital.

2. SALARY ADMINISTRATION / 22 HOURS

Salary: introduction, function, duty level, most important variables / The internal salary consistency, remuneration components / Analysis of positions: description, specifications, methods, objectives / Qualitative and quantitative methods for position assessment / Deviation in assessment 7 Qualitative methods / Quantitative methods, Point assessment: Selection and analysis of sample positions / Formulation of the handbook project, selection of factors / Determination of the degree of every factor, Points assignation to the handbook, Statistical check of the handbook: The standard deviation, linear correlation, frequency distribution / Design of salary structure and policy: Salary conversion, elaboration of the scatter plot, study of the salary market, formulation of the remuneration structure.

3. PERFORMANCE ASSESSMENT / 4 HOURS

Assessment and compensation of merits: the plan structure, merit incentive / Performance assessment methods, the election of a method / Standardization of grades.

4. PERSONNEL INTEGRATION SUB-SYSTEMS IN THE PROCESS OF HUMAN RESOURCES MANAGEMENT / 4 HOURS

Concept of administration, organizational resources / Human resources management as a process, policies, objectives, difficulties / Personnel integration: Human resources planning, work market, human resources market, labor turnover, absenteeism / Personnel integration – Recruitment: sources, process and means / Selection: concept, techniques, interviews, tests, final selection process.

5. SUBSYSTEMS OF HUMAN RESOURCES ORGANIZATION AND RETENTION / 8 HOURS

Personnel organization: integration: induction, quality of life at workplace, organizational socialization, stages, organizational equilibrium / Retention: prizes, sanction and productivity / Benefit plan: origin, types costs, criteria and objectives / Labor safety and health: brief concepts and clarifications. HRM in changing times: the change and the conflicts.

6. DEVELOPMENT SUBSYSTEMS AND THE AUDIT IN THE HUMAN RESOURCES MANAGEMENT / 8 HOURS

Development – Training and development: concept, training, diagnosis, programs and assessment. Organizational development: Basic concepts: process, techniques, objectives. Audit: Control process, database and information systems: concept, database, information systems. Human Resources audit: Assessment patterns, information resources, audit agent, accounting and balance.

7. EMPLOYMENT LAW / 4 HOURS

Employment law: Unique Arranged Text (*Texto Único Ordenado*) of the Employment Promotion Law (*la Ley del Fomento del Empleo*): labor contract, labor training, employment promotion. D.L. 25593, Collective labor relationships, Compensation for Time of Service law (*ley de la Compensación por Tiempo de Servicios*), Workday law and others.

V. LABORATORIES AND PRACTICAL EXPERIENCES

All theory sessions will be complemented with a practical exercise corresponding the topic studied, and this will be considered as classroom work.

VI. METHODOLOGY

Motivation, explanation, reflection and exemplification will be employed, as well as debates and dialogues about cases and presented topics; Applicative cases will be solved to reinforce teaching.

VII. EVALUATION FORMULA

The average grade PF is calculated as follows:

$$PF = (EP + EF + PP)/3$$

EP: Mid-Term Exam

EF: Final Exam

PP: Quizzes average

VIII. BIBLIOGRAPHY

- 1. SANTIAGO SEGURA RODRIGUEZ**
Salary System Design and Management (Spanish)
Técnica Científica Editorial 1st edition (1992)
- 2. IDALBERTO CHAVENATO**
Human Resources Management (Spanish)
Mc Graw Hill Editorial 8th edition (2007)