



**NATIONAL UNIVERSITY OF ENGINEERING  
COLLEGE OF MECHANICAL ENGINEERING  
MECHATRONICS ENGINEERING PROGRAM**

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**MS113 – MANAGEMENT OF HUMAN RESOURCES**

**I. GENERAL INFORMATION**

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

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