

## Master in Branch: Management Sciences

### Specialty: Human Resource Management

#### *Summary of objectives and training pathways*

Today, business organizations are facing great challenges, whether in the internal or external work environment, so that these organizations need to make many changes to keep up with these challenges and strive to achieve some competitive advantages in order to ensure survival in business. Organizations cannot manage their multiple resources, as some experiments have proven that goals depends directly on their human resources.

Field	Branch	Speciality
Economics, Commerce and management Sciences	<b><i>Management Sciences</i></b>	<b><i>Human Resource Management</i></b>

#### First Semester

Teaching unit	Matter	Credit	Coefficient	C	TD	TP	Volume (hour)
Fundamental Unit	Functional engineering	06	2	1.5	1.5	--	135
	Human Resources Information System	06	2	1.5	1.5	--	135
	Knowledge Management	06	2	1.5	1.5	--	135
Methodological unit	Enterpreneurship	05	2	1.5	1.5	--	105
	Competencies management and development	04	1	1.5	1.5	--	90
Discovery unit	The Basic Law of	02	1	1.5	-	--	52.5

Teaching unit	Matter	Credit	Coefficient	C	TD	TP	Volume (hour)
	Public Service						
Transversale Unit	Foreign language	01	1	--	1.5	--	22.5

### Second Semester 2

Teaching unit	Matter	Credit	Coefficient	C	TD	TP	Volume (hour)
<b>Fundamental Unit</b>	Change Management	06	2	1.5	1.5	--	135
	Social risk management	06	2	1.5	1.5	--	135
	Pay and incentive systems	06	2	1.5	1.5	--	135
Methodological unit	Administrative editing and communication	05	2	1.5	1.5	--	105
	Total Quality Management	04	1	1.5	1.5	--	90
Discovery unit	Administrative Disputes Law	02	1	1.5	-	--	52.5
Transversale Unit	Foreign language	01	1	--	1.5	--	22.5

### Third Semester

Teaching unit	Matter	Credit	Coefficient	C	TD	TP	Volume (hour)
<b>Fundamental Unit</b>	social audit	06	2	1.5	1.5	--	135
	organizational behavior	06	2	1.5	1.5	--	135
	Organizational culture	06	2	1.5	1.5	--	135
Methodological unit	Methodology	04	2	1.5	1.5	--	105

Teaching unit	Matter	Credit	Coefficient	C	TD	TP	Volume (hour)
	Human resource management policies	05	2	1.5	1.5	--	105
Discovery unit	Anti-corruption law	02	1	1.5	-	--	45
Transversale Unit	Foreign language	01	1	--	1.5	--	22.5

#### Semester 4

Internship in a company sanctioned by a thesis and a defense.

	VHS	Coeff	Crédits
Personal Work	550	09	18
Internship in a company	100	04	06
Seminars	50	02	03
Other (Supervision)	50	02	03
Total Semester 4	750	17	30

# Master's Title: Human Resources Management

## Courses of 1<sup>st</sup> Semester

### Content

#### **Functional Engineering**

the foundations of the Engineering Seats, functions and competencies

the predictive management of jobs and competencies

functional loading approaches

Employment design and structure (identifying physiological, psychological and intellectual workloads)

Preparing reference codes for staff, employments and competencies

#### **Human Resources Information System**

Basic concepts:

Information System concepts

The concept of social generalization

Human resources information system concept

The development of the human resources information system

Technological development

Information system and human resources management

#### **Knowledge Management**

An introduction to knowledge management

Knowledge economy (The concept of data, information and knowledge)

The emergence and concept of knowledge management

The importance and objectives of knowledge management

Knowledge management domains, components and models

areas of knowledge management, knowledge management elements, knowledge management models

#### **Entrepreneurship**

Idea generation and business model development

Market research and customer discovery

Financial management and planning: This could include instruction on how to create a financial plan, including creating financial projections, understanding financial statements, and raising capital.

Legal and regulatory requirements

Operations and supply chain management

Marketing and sales, Entrepreneurial mindset and leadership, Innovation and Technology

## **Competencies management and development**

An introduction to the management of competencies

Types of competencies

Competency Development

Developing individual competencies: Continuous formation, Generalization is approved

## **The Basic Law of Public Service**

The concept of the public office and the public servant.

The closed system and the open system

Principles of public service and its sources

Public servant Maveo.

The employee's relationship with management.

Laws related to the management of human resources (general basic law and special basic laws)

## **Foreign language**

This course is designed to provide a compact overview of the English language, including scientific and economic terms, to enable students to effectively use the terminology in research and communication.

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## Courses of 2<sup>nd</sup> Semester

### Content

#### **Change Management**

The concept of change management in business organizations  
change and organizational development in business organizations  
the factors and reasons that necessitate change and organizational development  
the objectives of change and organizational development  
strategies for change and organizational development  
The implications of resistance to change: Reasons for resistance to change, How to overcome the blindness of resistance to change  
Organizational Culture

#### **Social risk management**

Social risks: types and causes  
Social vigilance and conflict risks  
Psychosocial risk management  
Managing the human surplus

#### **Pay and incentive systems**

Payroll prerequisites  
Management and control of payroll.  
Analysis of external salary data.  
The foundations of a remuneration system (contribution / compensation)  
Different components of compensation  
The individualisation of salaries - The adaptation of remuneration policies according to the categories of personnel and type of company  
Employee savings - Participation  
profit-sharing

#### **Administrative editing and communication**

Introduction to communication  
The concept of communication  
Communication objectives and functions

The main components of the communication process  
Communication in administrative thought  
Theoretical framework of communication  
Forms of communication in the institution  
Communication applications in the organization

### **Total Quality Management**

An introduction to total quality management  
The Historical Origins of the Total Quality Movement  
Total quality management as an administrative system  
Quality Management System  
Modern trends in quality management  
Comprehensive TQM strategy

### **Administrative Disputes Law**

Labor disputes, collective labor disputes.  
The content of the collective labor agreement  
Negotiating collective agreements  
Settlement of labor disputes  
Individual labor disputes  
Procedures for settling individual labor disputes  
Employment.  
The content of the collective labor agreement

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## Courses of 3<sup>rd</sup> Semester

### Content

#### **Social audit**

The challenges of a social audit and its interest for the company  
The purpose of the social audit and its impact on performance for the company  
The social audit as a tool for analyzing and improving the social climate  
Social audit methodolog  
Preparing for a social audit: questionnaire, choice of auditors and auditees  
The principles of construction of a methodological support for the auditor  
The different fields of application of a social audit

#### **Organizational behavior**

Human behavior and organizations in a complex environment.  
Personality and individual differences.  
Perception and attribution in organizations  
Emotions and stress at work  
Motivation at work: foundations, practices and issues  
Group and team dynamics  
Communication in organizations  
Leadership  
Power and influence in organizations  
Conflict, collaboration and negotiation in organizations  
Organizational culture and change

#### **Organizational culture**

The operational definition of the notion of culture  
The role and forms of rituals in organizations  
Historical practices and models of conflict resolution  
The feeling of belonging  
The system of legitimation and contestation of the established order  
The actor's contract  
Practices and forms of consensus



## **Methodology**

Research problem and hypothesis

Questionnaire: definition, types of questionnaire questions

Interview: definition, types of interviews

Investigations: definition of investigations, their characteristics, pros and cons of investigations, limits of investigations.

Sample selection procedure: sample types, sample type determination, sample size determination.

Data collection

## **Human resource management policies**

The nature and evolution of the human resource function

Human resource planning

Attraction and employment

Training and skill development

Minor Track Administration

Trends affecting the human resources system

## **Anti-corruption law**

Audit in the public sector

Internal auditing in the public sector

## **Foreign language**

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