

COURSE OUTLINE

1. GENERAL

SCHOOL	SCHOOL OF ADMINISTRATIVE, ECONOMICS AND SOCIAL SCIENCES		
DEPARTMENT	ACCOUNTING & FINANCE		
LEVEL OF STUDY	POSTGRADUATE		
COURSE UNIT CODE	520-102-002	SEMESTER OF STUDY	1 ST Year A' Semester
COURSE TITLE	HUMAN RESOURCE MANAGEMENT		
COURSEWORK BREAKDOWN		TEACHING WEEKLY HOURS	ECTS
Lectures		3	7.5
COURSE UNIT TYPE	Core Course		
PREREQUISITES:			
LANGUAGE OF INSTRUCTION/EXAMS:	Greek		
COURSE DELIVERED TO ERASMUS STUDENTS	No		
MODULE WEB PAGE (URL)	<p>Each postgraduate course has its own space in the UNIWA moodle platform with access control for academic and clerical staff and students.</p> <p>https://mpep.uniwa.gr/wp-content/uploads/2019/11/anthropino_dinamiko.pdf</p> <p>The above applies to each module as well.</p> <p>https://moodle.uniwa.gr/course/view.php?id=637</p>		

2. LEARNING OUTCOMES

Learning Outcomes
<p>The aim of the course is to provide to postgraduate students the knowledge regarding the main transformation's factors of HRM, to make them familiar with human resource management systems, with their processes and functions such as organization, planning, human resource development, managing rewards, knowledge management, communication and evaluation. Special importance is given to public administration organizations. Furthermore, some other critical topics that will be analyzed during the course are leadership, emotional intelligence, attitudes and personality. In this context, case studies from EU will be studied.</p> <p>Upon the successful completion of the course, students will be able to:</p> <ul style="list-style-type: none"> • Apply the knowledge they acquire in their following professional steps • Analyze the key factors of Human Resource Management • Evaluate the deeper issues of Human Resources Management with regard on the Greek public administration organizations
General Skills
<ul style="list-style-type: none"> • <i>Individual Assignments</i> • <i>Team Assignments</i> • <i>Adapting to new tasks</i>

- *Decision Making*
- *Promoting free, creative and inductive thinking*

3. COURSE CONTENTS

The course outline is as follows:

- The evolution through time of personnel evaluation: From Personnel Management to Human Resource Management.
 - The Functions of Human Resources Management and the Strategies for Determining the Needs of the Organization in AD
- Job planning, job analysis, job description and job specifications.
- Strategies for the Development / Improvement of the Human Resources of the Company / Organization
- Strategy for the search of new knowledge, for the survival of the Organization. The dimension of organization's absorption capacity
- Human Resources evaluation systems: Subjective systems of personnel evaluation (straight ranking, paired comparison ranking, forced distribution, graphic rating scales) Critical incident method, Behaviorally Anchored Rating Scales (BARS), Behavior based evaluation systems, Behavioral Observation Scales (BOS), 360-degree model. Errors during evaluation process. Validity and reliability of the evaluation process.
- Emotional Intelligence Skills, behavior formation systems
- The Communication dimension in organizations and the main components of the communication process
- Main approaches in leadership and their characteristics

4. TEACHING METHODS - ASSESSMENT

MODE OF DELIVERY	Face to face for 65% of lectures Distance learning for 35% of lectures	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY	I. Use of projector for the presentation of lectures (in PowerPoint and PDF) II. Teaching material can be found in moodle platform of program as well as all the supportive documents III. Regular communication with postgraduate students via emails and by using of both the Ms Teams synchronous education platform and the Moodle asynchronous education platform.	
TEACHING METHODS	<i>Method description</i>	<i>Semester Workload</i>
	1. Lectures	39
	2. Individual Assignment	-
	3. Guest Lecture Seminars	-
	4. Group Assignments	30
	5. Individual study	118,5
	<i>Total workload</i>	187,5
ASSESSMENT METHODS	Final Exam Test containing: <ul style="list-style-type: none"> - Multiple Choices Quizzes - Development Questions The final grade results from the written final exam (75%) Writing and presentation of assignment (group work 25%) The final grade must be at least five. The evaluation criteria are accessible to students in the website of the Program.	

5. ATTACHED BIBLIOGRAPHY

- Βαξεβανίδου Μ. & Π. Ρεκλείτης (2008): Management Ανθρωπίνων Πόρων: Θεωρία & Πράξη. Αθήνα: Προπομπός.
- Berman E.M., Bowman J.S., West, J.P. & M.V. Wart (2001): Human Resource Management in Public Service. London: Sage.

- Colclough Ch. (ed.) (1997): Public Sector Pay and Adjustment. London: Routledge.
- Condray S.E. (2005): Handbook of Human Resource Management in Government. San Francisco: Jossey-Bass.
- Dessler G. (επιμ: Κέφης Β.) (2012): Διαχείριση Ανθρώπινου Δυναμικού. Αθήνα: Κριτική.
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- Ιορδάνογλου Δ. (2008) Διοίκηση Ανθρώπινου Δυναμικού στις Σύγχρονες Επιχειρήσεις, Αθήνα, εκδόσεις Κριτική
- Κανελλόπουλος Χ. & Ν. Παπαλεξανδρή (επιμ.) (1990): Αξιοποίηση Προσωπικού με Ανάπτυξη Στελεχών και Βελτίωση Οργάνωσης. Αθήνα: International Publishing.
- Καρκατσούλης Π. (2004): Το Κράτος σε Μετάβαση. Αθήνα:
- Littlejohn S. W. Foss K.A. (2012) Θεωρίες Ανθρώπινης Επικοινωνίας, Πεδίο
- Noe R.A., Hollenbeck J.R. & B. Gerhart (επιμ: Πατσίκας Στ. & Γ. Ασπρίδης) (2009): Διαχείριση Ανθρώπινων Πόρων. Αθήνα: Παπαζήσης.
- Παγκάκης Γρ. (2003): Διοίκηση Ανθρώπινων Πόρων. Αθήνα: Σάκκουλας.
- Παπαλεξανδρή Ν. & Δ. Μπουραντάς (2003): Διοίκηση Ανθρώπινων Πόρων. Αθήνα: Μπένος.
- Πατρινός Δ. & Α. Αναστασίου (2009): Διοίκηση και ανάπτυξη ανθρωπίνων πόρων. Αθήνα: Παπαζήσης.
- Pynes, J.E. (2004): Human Resources Management in Public and Nonprofit Organizations. San Francisco: Jossey-Bass.
- Robbins S. P. , Judge T. A. (2011) Οργανωσιακή Συμπεριφορά. Βασικές Έννοιες και Σύγχρονες Προσεγγίσεις, Αθήνα, εκδόσεις Κριτική
- Risher, H.W. (1999): Aligning Pay and Results. N. York: AMACOM.
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- Σιδέρης - Νικολάου Ι. (2006): Διοικώντας το ανθρώπινο κεφάλαιο. Αθήνα: Σιδέρης.
- Τερζίδης Κ. & Κ. Τζωρτζάκης (2004): Διοίκηση Ανθρώπινων Πόρων. Αθήνα: Rossili.
- Torrington D., Hall L. & St. Taylor (2006): Human Resource Management. Harlow: Prentice-Hall.
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- Γιαννουλέας Μ. Π. (2011) Συμπεριφορά και Διαπροσωπική Επικοινωνία στον Εργασιακό Χώρο, Αθήνα, Πεδίο

Electronic notes are also available to students in the asynchronous education platform Moodle.

-Related Scientific Journals:

- [Journal of Human Resource Management](#)
- [Human Resource Management Review](#)
- [The Journal of Human Resources](#)
- [Human Resource Management Journal](#)
- [International Journal of Human Resources Development and Management](#)
- [The International Journal of Human Resource Management](#)

