eCAMPUS

HUMAN CAPITAL MANAGEMENT
ECF1C04

Distance Learning Study Program

HUMAN CAPTIAL MANAGEMENT (5 ECTS)

COURSE DESCRIPTION

Human Resource Management is a specialization within the field of Management that encompasses several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce. The effective performance of these functions requires understanding and skill in employment law, planning, job analysis, recruitment, selection, orientation, training, employee development, performance appraisal, compensation, benefits, safety, and labor relations. Even if you do not enter into a career in Human Resources, you should understand the topics covered in this course since the job of the general manager is to supervise people as well as financial and material resources. Since managers' report that they spend about half their time dealing with "people-related" issues, it is important that you are introduced to the major topics associated with managing people in the context of the global marketplace. Furthermore, this course will be useful no matter what career path you pursue since it addresses issues that will have an impact on you in the workplace.

OBJECTIVES

By the end of this course, you will be able to:

1. Identify the most important Human Resource Management functions and operations
2. Have a comprehensive understanding of HRM concepts
3. Understand the links between Human Resource Management and operational management.
4. Identify structural and cultural impacts on HRM

LEARNING METHODS

You will study with CLANED, a leading distance learning platform developed in Finland, Europe. In CLANED, you will enter a virtual classroom and learn with the aid of articles, online presentations, video presentations, interactive workshops, and project work. In addition to that, you will engage in interactive quizzes and assignments.

ASSESSMENT AND EVALUATION

Throughout the student journey in the distance learning study course, students will encounter weekly quizzes and assignments. In addition to that, they will face midterm exams after the first six sessions, and the final exam after the last online class has been completed. To complete a distance learning course, students must pass all quizzes and exams as students must pass examinations to unlock the following study contents.

The assessment and evaluation in each distance learning course include detailed performance analytics and grades, given in %. In addition, each student will receive certification about study behavior analytics, including weekly study times, information about the study frequency, measured attendance, and total accumulated study time.

LECTURERS

TBA

LECTURE TOPICS

Class	Topics
1.	Introduction
2.	Recruitment
3.	Placement
4.	Talent Management
5.	Training and Development
6.	Business correspondence
7.	**Middle Exam**
8.	Compensation
9.	Employee Relation
10.	Leadership
11.	Employee Retention
12.	Employee Turnover
13.	Project Assessment
14.	**Final Exam**

WORKLOAD

HUMAN CAPTIAL MANAGEMENT ECF1C04
14 Sessions

		Sessions per semester																TOTAL hrs
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	Homework, assignments	2	2	2	2	2	2		2	2	2	2	2	2	2			26
	Workshops										4							4
	Exam preparation						5								5			10
	Case Studies					4												4
INDEPENDENT WORK	Self Study		2		2				2		2		2					10
	Preparation for class	2	2	2	2	2	2		2	2	2	2	2	2	2			26
	Follow-up for class	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	14
	Final essay paper														10			10
	Course evaluation															2		2
																		106
HRS OF EXAMS								2							2			4
MANDATORY CLASS ATTENDANCE	Class Weekly hrs ~ 2	2	2	2	2	2	2	2		2	2	2	2	2	2	2		28
	TOTAL WORKLOAD PER COURSE (HOURS)																	138
	TOTAL ECTS																	5