

COURSE SYLLABUS

Course Number : **LS 135**

Title : **Strategic Human Capital Management**

: School of Management, **First Semester, School Year 2012 - 2013**

Course Lecturer : **Mr. Manolet M. Siojo**

A. Course Description

Money, materials, machines and men are considered critical resources of a nation and of organizations. The Strategic Human Resources Management (SHRM) course posits that money, materials and machines are meaningless without the wise use of the single most critical component of productivity: **PEOPLE**. This course introduces the strategic perspective to be taken in harnessing the human resources of an organization. More particularly, the course focuses on the strategic roles which the Human Resources function and professionals play in creating value and delivering results to their respective organizations.

B. Course Objectives

At the end of this course, students are expected to acquire a basic working knowledge in the areas of:

- Introduction to Human Resource Management
- The Manager's Role in Strategic Human Resource Management
- Job Analysis
- Personnel Planning and Recruiting
- Employee Testing and Selection
- Interviewing Candidates
- Training and Developing Employees
- Performance Management and Appraisal
- Coaching, Careers, and Talent Management
- Establishing Strategic Pay Plans
- Pay for Performance and Financial Incentives
- Benefits and Services
- Ethics, Justice and Fair Treatment in HR Management
- Labor Relations and Collective Bargaining
- Employee Safety and Health
- Managing Global Human Resources
- Managing Human Resources in Entrepreneurial Firms

C. Course Outline and Time Frame (Time/days per session will vary)

- Session 1 - Introduction to Human Resource Management
- Session 2 - The Manager's Role in Strategic Human Resource Mgmt
- Session 3 - Job Analysis
- Session 4 - Personnel Planning and Recruiting
- Session 5 - Employee Testing and Selection
- Session 6 - Interviewing Candidates
- Session 7 - Training and Developing Employees
- Session 8 - Performance Management and Appraisal
- Session 9 - Time allotted for 1st Long Test (to be confirmed)

- Session 10- Coaching, Careers and Talent Management
- Session 11- Establishing Strategic Pay Plans
- Session 12 – Pay for Performance and Financial Incentives
- Session 13- Benefits and Services
- Session 14- Ethics, Justice and Fair Treatment in HR Management
- Session 15- Labor Relations and Collective Bargaining
- Session 16- Employee Health and Safety
- Session 17- Managing Global Human Resources
- Session 18- Time allotted for 2nd Long Test (to be confirmed)
- Session 19- Managing Human Resources in Entrepreneurial Firms

D. Required Readings

- The main reference for the course will be the 12th Edition of **Human Resource Management** by Gary Dessler, Prentice Hall Inc.
- Applicable and relevant sections from the **Philippine Labor Code** will also be used.
- Additional material/experiential exercises will be used from various sources and books on human resource management throughout the semester at the discretion of the course lecturer.

E. Course Requirements

- 15% weight will be given for individual assignments and/or papers. Frequency of assignments and/or papers will be at the discretion of the course lecturer.
- 15% weight will be given for group reports and/or case analysis. Frequency of reports and case analysis will be at the discretion of the course lecturer.
- 30% weight will be given for two (2) long tests. Test dates will be announced at least one week prior. Tests will be based on main reference material/textbook and class lectures/discussions.
- 25% weight will be given for a final group project paper & presentation. Submission of final group project paper and presentation will be scheduled during final exam week. Groupings will be assigned by the Course Lecturer.
- 15% weight will be given for class participation which will be based on recitation/ significant contributions to class discussions.

F. Grading System

<u>Final Mark</u>	<u>Numerical Equivalent</u>	<u>Quality Point Equivalent</u>
A	92 to 100	3.76 to 4.00
B+	87 to 91	3.31 to 3.75
B	83 to 86	2.81 to 3.30
C+	79 to 82	2.31 to 2.80
C	76 to 78	1.81 to 2.30
D	70 to 75	1.00 to 1.80
F	below 70	Below 1.00

G. Consultation Time

The Course Lecturer expects to be at the School of Management (faculty office) usually one hour before class. However, students who wish to consult with the course lecturer on other days are requested to set an appointment beforehand. The Course Lecturer can be contacted either thru cellphone #09178000898 or email m2siojo@yahoo.com.ph

H. Classroom Policies

1. The JGSOM Dress Code will be strictly enforced and the Student Handbook will serve as the over-all guide.
2. Maximum allowable cuts : Nine (9) absences
3. For one (1) hour classes a student is considered late if he/she arrives within 10 minutes after the second bell.
4. Three (3) “lates” will be considered as one (1) absence or cut.
5. Intellectual honesty is to be upheld at all times. Plagiarism will merit an “F” as the final grade for the subject.
6. The Course Lecturer will inform the Beadle should he be absent or late.
7. Discipline, courtesy and respect for everyone will be observed. The Course Lecturer reserves the right to expel any student from class found violating this policy.
8. The use of personal laptops/tablets will be allowed STRICTLY for taking notes. Any violation of this rule will merit immediate expulsion from the class session which will be considered a full cut.