

ΜΑΘΗΜΑ: HUMAN RESOURCES MANAGEMENT (Y)

Semester: **D'**
Hours per week: **5 Theory**
Units:

Description:

Human Resource Management possesses vital importance role providing a concrete methodology and a total of tools for the successful application of Management Knowledge in the environment of enterprises and organizations.

Enterprises and all kinds of organizations are in general staffed and managed by people who constitute the most decisive factor of production, in order to function and achieve an enterprise its objectives. People make the big and achieved enterprises, as well as the difference in the modern competitive environment.

Human Resource Management presents important subjects in the analysis and operation of labour relations and contains: analysis and work planning, recruitment and choice of personnel education and growth, administration of attribution of workers, wage structure, motives, additional benefits and labour relations.

Aim - Goals:

The aim of this course is the growth of the conceptual and theoretical background of students in the object of Human Resources Administration. Moreover the presentation of methods and techniques for the training and concretisation of programs of acquisition, education, remuneration, evaluation and workers exploitation in the organizations /enterprises.

Indicative Content:

1. Significance and content of Human Resources Administration
2. Analysis and description of work places
3. Human Potential Planning
4. Attracting of workers
5. Choice of personnel
6. Human Resources Education
7. Workers Evaluation and Wage Systems
8. Administration of changes and Human Resources role
9. Internal communication and Human Resources computer scientist systems
10. Defining factors of behaviour in the enterprises
11. Individual's Characteristic traits and incitement theories

Βιβλιογραφία:

Το βασικό βιβλίο του μαθήματος είναι:

1. Ν. Παπαλεξανδρή & Δ. Μπουραντά, (2003), Διοίκηση Ανθρωπίνων Πόρων, Μπένου, Αθήνα.

Επιπλέον προτείνεται η ακόλουθη βιβλιογραφία:

1. Λ. Χυτήρη, (1996), Οργανωσιακή συμπεριφορά. Η ανθρώπινη συμπεριφορά σε οργανισμούς και επιχειρήσεις, Interbooks, Αθήνα.
2. Χυτήρης Λ., (2001), Διοίκηση Ανθρωπίνων Πόρων, Interbooks, Αθήνα
3. Στέλλα Ξηροτύρη-Κουφίδου, (2001), Διοίκηση Ανθρωπίνων Πόρων- Η πρόκληση του 21^{ου} αιώνα στο εργασιακό περιβάλλον, Ανικούλας, Θεσσαλονίκη.
4. Μπουραντάς Δ., (1992), Μάνατζμεντ. Οργανωτική θεωρία και συμπεριφορά. Η επιστημονική βάση του μάνατζμεντ, Team, Αθήνα.
5. Χ. Κ. Κανελλόπουλος, (1992), Αξιοποίηση Προσωπικού με ανάπτυξη στελεχών και βελτίωση οργάνωσης, International Publishing, Αθήνα.
6. Dessler, Gary., (2000), Human Resource Management, Prentice Hall, New York
7. Jackson, Susan, E and Randall S. Schuler, (2000), Managing Human Resources, A partnership Perspective, Southern Western College Publishing, New York.