Course Information					
Code:	**DRH51002**	Course:	**GERENCIA DE CAPITAL HUMANO**		
Coordination Area / Program:		**FAC. CC.EE. ADMINISTRACION**			Mode: **Presencial**
Credits: **04**		Tipo de hora	Presencial	Virtual	H. Totales
		H.Teoria	64	0	64
		H.Práctica	0	0	0
		H.Laboratorio	0	0	0

Autonomous Learning Hours: **128**

Period: **2024-02**	Start date and end of period: **del 19/08/2024 al 08/12/2024**

Career: **ADMINISTRACIÓN - ADMINISTRACIÓN DE LA SALUD - ADMINISTRACIÓN Y EMPRENDIMIENTO - ADMINISTRACIÓN Y FINANZAS CORPORATIVAS - ADMINISTRACIÓN Y GESTIÓN AMBIENTAL - ARQUITECTURA, URBANISMO Y TERRITORIO - ARTE Y DISEÑO EMPRESARIAL - DERECHO - ECONOMÍA - ECONOMÍA Y FINANZAS - ECONOMÍA Y NEGOCIOS INTERNACIONALES - GESTIÓN AMBIENTAL EMPRESARIAL - INGENIERÍA AGROINDUSTRIAL - INGENIERÍA AGROINDUSTRIAL Y AGRONEGOCIOS - INGENIERÍA AMBIENTAL - INGENIERÍA CIVIL - INGENIERÍA DE SISTEMAS DE INFORMACIÓN - INGENIERÍA DE SOFTWARE - INGENIERÍA EMPRESARIAL - INGENIERÍA EN INDUSTRIAS ALIMENTARIAS - INGENIERÍA INDUSTRIAL Y COMERCIAL - INGENIERÍA INFORMÁTICA Y DE SISTEMAS - INGENIERÍA LOGÍSTICA Y DE TRANSPORTE - INGENIERÍA MECATRÓNICA - MARKETING - RELACIONES INTERNACIONALES**

Course Pre-requisites		
Code	**Course - Credits**	**Career**
	> 100 Créditos.	ADMINISTRACIÓN - ADMINISTRACIÓN DE LA SALUD - ADMINISTRACIÓN Y EMPRENDIMIENTO - ADMINISTRACIÓN Y FINANZAS CORPORATIVAS - ADMINISTRACIÓN Y GESTIÓN AMBIENTAL - ARQUITECTURA, URBANISMO Y TERRITORIO - ARTE Y DISEÑO EMPRESARIAL - DERECHO - ECONOMÍA - ECONOMÍA Y FINANZAS - ECONOMÍA Y NEGOCIOS INTERNACIONALES - GESTIÓN AMBIENTAL EMPRESARIAL - INGENIERÍA AGROINDUSTRIAL - INGENIERÍA AGROINDUSTRIAL Y AGRONEGOCIOS - INGENIERÍA AMBIENTAL - INGENIERÍA CIVIL - INGENIERÍA DE SISTEMAS DE INFORMACIÓN - INGENIERÍA DE SOFTWARE - INGENIERÍA EMPRESARIAL - INGENIERÍA EN INDUSTRIAS ALIMENTARIAS - INGENIERÍA INDUSTRIAL Y COMERCIAL - INGENIERÍA INFORMÁTICA Y DE SISTEMAS - INGENIERÍA LOGÍSTICA Y DE TRANSPORTE - INGENIERÍA MECATRÓNICA - MARKETING - RELACIONES INTERNACIONALES
	> 160 Créditos.	ADMINISTRACIÓN - ADMINISTRACIÓN DE LA SALUD - ADMINISTRACIÓN Y EMPRENDIMIENTO - ADMINISTRACIÓN Y FINANZAS CORPORATIVAS - ADMINISTRACIÓN Y GESTIÓN AMBIENTAL - ARQUITECTURA, URBANISMO Y TERRITORIO - ARTE Y DISEÑO EMPRESARIAL - DERECHO - ECONOMÍA - ECONOMÍA Y FINANZAS - ECONOMÍA Y NEGOCIOS INTERNACIONALES - GESTIÓN AMBIENTAL EMPRESARIAL - INGENIERÍA AGROINDUSTRIAL - INGENIERÍA AGROINDUSTRIAL Y AGRONEGOCIOS - INGENIERÍA AMBIENTAL - INGENIERÍA CIVIL - INGENIERÍA DE SISTEMAS DE INFORMACIÓN - INGENIERÍA DE SOFTWARE - INGENIERÍA EMPRESARIAL - INGENIERÍA EN INDUSTRIAS ALIMENTARIAS - INGENIERÍA INDUSTRIAL Y

		COMERCIAL - INGENIERÍA INFORMÁTICA Y DE SISTEMAS - INGENIERÍA LOGÍSTICA Y DE TRANSPORTE - INGENIERÍA MECATRÓNICA - MARKETING - RELACIONES INTERNACIONALES
	> 140 Créditos.	ADMINISTRACIÓN - ADMINISTRACIÓN DE LA SALUD - ADMINISTRACIÓN Y EMPRENDIMIENTO - ADMINISTRACIÓN Y FINANZAS CORPORATIVAS - ADMINISTRACIÓN Y GESTIÓN AMBIENTAL - ARQUITECTURA, URBANISMO Y TERRITORIO - ARTE Y DISEÑO EMPRESARIAL - DERECHO - ECONOMÍA - ECONOMÍA Y FINANZAS - ECONOMÍA Y NEGOCIOS INTERNACIONALES - GESTIÓN AMBIENTAL EMPRESARIAL - INGENIERÍA AGROINDUSTRIAL - INGENIERÍA AGROINDUSTRIAL Y AGRONEGOCIOS - INGENIERÍA AMBIENTAL - INGENIERÍA CIVIL - INGENIERÍA DE SISTEMAS DE INFORMACIÓN - INGENIERÍA DE SOFTWARE - INGENIERÍA EMPRESARIAL - INGENIERÍA EN INDUSTRIAS ALIMENTARIAS - INGENIERÍA INDUSTRIAL Y COMERCIAL - INGENIERÍA INFORMÁTICA Y DE SISTEMAS - INGENIERÍA LOGÍSTICA Y DE TRANSPORTE - INGENIERÍA MECATRÓNICA - MARKETING - RELACIONES INTERNACIONALES
	> 80 Créditos.	ADMINISTRACIÓN - ADMINISTRACIÓN DE LA SALUD - ADMINISTRACIÓN Y EMPRENDIMIENTO - ADMINISTRACIÓN Y FINANZAS CORPORATIVAS - ADMINISTRACIÓN Y GESTIÓN AMBIENTAL - ARQUITECTURA, URBANISMO Y TERRITORIO - ARTE Y DISEÑO EMPRESARIAL - DERECHO - ECONOMÍA - ECONOMÍA Y FINANZAS - ECONOMÍA Y NEGOCIOS INTERNACIONALES - GESTIÓN AMBIENTAL EMPRESARIAL - INGENIERÍA AGROINDUSTRIAL - INGENIERÍA AGROINDUSTRIAL Y AGRONEGOCIOS - INGENIERÍA AMBIENTAL - INGENIERÍA CIVIL - INGENIERÍA DE SISTEMAS DE INFORMACIÓN - INGENIERÍA DE SOFTWARE - INGENIERÍA EMPRESARIAL - INGENIERÍA EN INDUSTRIAS ALIMENTARIAS - INGENIERÍA INDUSTRIAL Y COMERCIAL - INGENIERÍA INFORMÁTICA Y DE SISTEMAS - INGENIERÍA LOGÍSTICA Y DE TRANSPORTE - INGENIERÍA MECATRÓNICA - MARKETING - RELACIONES INTERNACIONALES
FC-IND INGMET01	INGENIERÍA DE MÉTODOS I	ING. INDUSTRIAS ALIM. - ING. AGROINDUSTRIAL - ING. EMPRESARIAL
FC-ADM ANGEINFI	ANÁLISIS GERENCIAL DE LA INFORMACIÓN FINANCIERA	ADM. DE LA SALUD
FC-ADM GESTEMPR	GESTIÓN DE EMPRESAS	GEST. AMBIENTAL EMP. - ADM. DE LA SALUD - ING AGROIND - ING SIST INFORM - ADMINISTRACION - ECO. NEG. INT. - ADM-GEST-AMBIENT - ING. INDUSTRIAS ALIM. - ADM&FINCORP - ECONOMIA - ARQUITECTURA - ARTE Y DIS. EMP. - DERECHO - ECO. Y FINANZAS - ING. AGROINDUSTRIAL - ADM. Y EMPRENDIMIENTO
DGB-BUSINMANAGE	BUSINESS MANAGEMENT	ADMINISTRACION - ADM. Y EMPRENDIMIENTO
FC-ECO ECONGRAL	ECONOMÍA GENERAL	ING. INDUSTRIAS ALIM.
FC-ADM COMPCLIMAORGA	COMPORTAMIENTO Y CLIMA ORGANIZACIONAL	ING. INDUSTRIAL Y C. - MARKETING - ING. CIVIL - ADM. Y EMPRENDIMIENTO - ING. AMBIENTAL

Course Coordinators

Surname and First Name	Email	Contact Hour	Contact Site
ARAUJO URRUNAGA, SANDRA GABRIELA	SARAUJOU@USIL.EDU.PE	Monday to Friday from 09:00 to 19:00 hrs	Business Faculty

Instructors
You can check the timetables for each teacher in their INFOSIL in the *Classes Development Teachers* option *Teachers.*

Course Overview
The Human Capital Management is a specialized training subject, it is theoretical in nature and contributes to the development of the skills of Organization, Management, Comprehensive Communication, Resolution of socio-environmental conflicts, Creativity and business initiative and Administrative Management. It includes the development of the following thematic axes: organizational structures, stages of the human resources administration process, organizational climate and culture, conflicts, and regulatory aspects. The creditable product of the subject is the final work on a general diagnosis of the Human Resources area of a company.

Professional and/or General Competencies			
Career/Program	**Abbreviation/Denomination of the Competency**	**Level of the competence**	**Expected learning**
ADMINISTRATIÓN	CG1: Comprehensive communication	N2 Prepares written academic texts and oral communications with an elaborate structure in which the review of sources and appropriate documentation is recognized to communicate their ideas in an academic and/or social environment.	• Communicates orally and in writing, understanding various messages in a variety of situations and for different purposes. • Interprets and produces texts taking into account the required internal and external structure • Formulates one's own arguments, spoken or written in a convincing manner, taking into account other points of view. • Communicates orally, in writing and non-linguistically, applying the essential knowledge of his specialty.
	CP2: Organization	N2 Organizes processes and activities using projection and analysis tools to propose improvements considering the internal and external environment.	• Efficiently uses the resources necessary to achieve the goals or objectives, taking into account the management tools and models appropriate to the context. • Identify the necessary activities within a process or functional area, considering the expected results and

			existing resources • Analyzes and proposes processes within an organization or functional area, designating the functions and responsibilities to achieve goals and objectives. • Effectively determines personnel tasks and assignments according to management levels, their level of formality, and the way decisions are made.
	CP3: Direction	N2 Apply your social skills to influence work teams, motivating them to achieve goals and results, in accordance with the structures and processes of an organization or work area.	• Positively influences organizational performance using your social-emotional skills. • Leads actions that improve organizational culture and lead to better decision making in the company. • Applies your social and organizational communication skills (in their different types and levels) to align collaborators with the objectives set by the organization. • Develops activities that motivate members of an organization to commitment and responsibility to achieve goals and obtain the expected results, in accordance with the defined structures and processes.
HEALTH ADMINISTRATION	CP1	N3 Executes administrative activities of planning, organization, management and direction, execution, monitoring and evaluation in the public and private health sector for the rational use with efficiency, effectiveness and quality of human resources, equipment, infrastructure, technology, materials, assigned to health programs and units, to	nan

			guarantee the quality of services and the well-being of the population
ADMINISTRATION AND ENTREPRENEURSHIP	CP2: Creativity and entrepreneurship	N3 Designs business models based on the detection of market opportunities using a business plan to achieve its business objectives by responding to the needs of the environment.	• Design an innovative business model following the business plan methodology • Develops intrapersonal and interpersonal skills at the beginning of ventures. • Leads the development of business projects putting into practice their social skills with ethics and responsibility.
ADMINISTRATION AND CORPORATE FINANCE	CP4: Administrative management	N2 Analyzes processes and human capital requirements to propose improvements aimed at achieving institutional objectives.	• Understands the theoretical foundations of administrative management, according to the organization's line of business. • Identifies the management processes of an organization according to their type and nature • Manages the human capital of the organization according to its type and nature
ENVIRONMENTAL ADMINISTRATION AND MANAGEMENT	CP2: Resolution of socio-environmental conflicts	N2 Designs social and environmental strategies within an action plan in order to resolve possible socio-environmental conflicts.	• Identify the actors involved in socio-environmental conflict. • Determines the socio-environmental problem and its causes to propose alternative solutions. • Develops effective communication strategies between interest groups to transmit the solution proposal

General Course Result	Unit Result
At the end of the course, the student designs strategic actions and solutions for Human Capital Management in an organization or areas, aiming to achieve efficient results aligned with employees' expectations. The final project summarizes human resources processes in a work applicable to real-world situations	1. At the end of the unit, the student delves into the analysis of the approach and application of human resource management in various organizations, critically evaluating how this process impacts their organizational effectiveness and efficiency
	2. At the end of the unit, the student proposes alternatives of action for efficient administration of human resources
	3. At the end of the unit, the student understands the importance of efficient

	management of relationships between the company and collaborators through the formation of unions, as well as the labor legislation that supports these relationships.

Development of activities

Unit Result 1: *At the end of the unit, the student delves into the analysis of the approach and application of human resource management in various organizations, critically evaluating how this process impacts their organizational effectiveness and efficiency*

Session 1: *At the end of the session, the student understands what Human Capital is, HR, its function within organizations and the job as the individual contribution of collaborators to the success of the organizations*		Semana 1 a 3
Learning Activities	**Contents**	**Evidence**
Review people's concepts and the organizations. Formation of work groups Review people's concepts and the organizations. Defines the management system, Human Resources, identifies the objectives and stages, explains the importance and the use given to it in companies. Understand the recruiting process. and selection, as well as the types and methods used to do it. Includes the description and analysis of positions, methods for description and job analysis and the stages in the job analysis. It shows how much they know about the company they have chosen for the Final work	People and Organizations. The Complexity of Organizations. People and Human Cognition. Reciprocity between the individual and the organization Organizational Culture Communication. The Human Resources Management System Human resources management (HRM) Objectives and function of the HRM area. Human Resources Administration Work planning. Position concept. Job design models. Work teams. Job description and analysis. Methods for job description and analysis. Stages in job analysis Objectives of administration and job analysis	Written document where it evidences, explains, and applies the concepts according to the topics reviewed in class. Team work
Session 2: *At the end of the session, the student understands the activities and processes that comprise the administration of Human Resources in an organization from recruitment and selection, training of personnel and performance evaluation. In the same way, understand the importance of Social Responsibility and its commitment to organizational ethics*		Semana 4 a 6
Learning Activities	**Contents**	**Evidence**
Applies how personnel recruitment is carried out. Learn how personnel selection is carried out. Recognizes the different ways of carrying out the training, and development process in a company. Recognizes the importance of ethics and social responsibility. Describes the objectives, benefits, and methods of performance evaluation in a company. TEST Nº1	Human Resources Administration Personnel recruitment. Personnel planning. Internal recruitment, External recruitment. Mixed recruitment Personnel selection. Bases for personnel selection. Selection interview. The selection process. Evaluation and control of results. Training and staff development. Training cycle. Long distance education. Ethics and Social Responsibility. Ethics Social responsibility of the organization. Social Balance. Human resources audit. Performance evaluation Objectives Benefits Methods Performance management and evaluation Traditional performance evaluation methods. The performance evaluation interview	Written document where it evidences, explains, and applies the concepts according to the topics reviewed in class. Team work

Unit Result 2: *At the end of the unit, the student proposes alternatives of action for efficient administration of human resources*

Session 3: *At the end of the session, the student understands the concepts of remuneration, salary bands and scales to have salary*	Semana 7 a 8

equity inside and outside the organization, as well as the importance of social benefits. In the same way, it understands the importance of Social Responsibility and its commitment to organizational ethics.		
Learning Activities	**Contents**	**Evidence**
Understands the importance of establishing an appropriate compensation and benefits policy to maintain internal and external equity. Defines the concept of Social Responsibility and Business Ethics, investigates successful cases of implementation of CSR in Peru. Understand the value of Business Ethics in current circumstances	Remuneration (salary and salary administration) Evaluation and classification of positions. Salary scales and bands Salary Policy Salary survey Internal and external salary inequality Social benefit plans: Types Criteria Objectives Corporate Social Responsibility Business Ethics	Written document where it evidences, explains, and applies the concepts according to the topics reviewed in class. Team work
Session 4: *At the end of the session, the student understands the importance of Development and Culture. You will also learn about organizational models to formulate plans that improve the quality of life of workers.*		Semana 9 a 11
Learning Activities	**Contents**	**Evidence**
Understands the importance of strategic HR planning and its connection with organizational processes and culture. Knows the legal concepts and their repercussions of not complying with regulations regarding occupational hygiene and safety, as well as the basic aspects of implementing an occupational hygiene and safety plan. Differentiates the characteristics of a good work environment, the impact it has on the performance of the organization and the quality of life of workers. TEST Nº2	Strategic administration for the Human Resources area Organizational Development Organizational Culture Organizational Change Organizational Development: OD Processes OD Techniques OD Models OD Objectives Human Resources Information Systems Occupational Hygiene and Safety Legal aspects of Health and Safety at work Conditions Work environment Quality of life at work	Written document where it evidences, explains, and applies the concepts according to the topics reviewed in class. Teamwork
Unit Result 3: *At the end of the unit, the student understands the importance of efficient management of relationships between the company and collaborators through the formation of unions, as well as the labor legislation that supports these relationships.*		
Session 5: *At the end of the session, the student understands internal and external relationships, at a personal, group and union level*		Semana 12 a 14
Learning Activities	**Contents**	**Evidence**
Identify the conditions that foster conflicts, the types of conflicts and how to prevent and manage them. They will know the most important aspects of the current legal regulation. Understands the responsibility of business in the issues of harassment prevention and inclusion and diversity. Test No. 3	Labor Relations Relationship with collaborators Relationship with unions Means for union action Means for employer action Conflict administration Results of the conflict Collective Bargaining Collective Contract Labor Legislation	Written document where it evidences, explains, and applies the concepts according to the topics reviewed in class. Teamwork
Session 6: *At the end of the session, the student presents an integrative work as evidence of what was learned during the semester*		Semana 15 a 16
Learning Activities	**Contents**	**Evidence**
Students will explain in groups the relevant aspects of their final work that will group the main processes of Human Resources administration. The teacher will ask questions delving into the right application of the concepts	Presentation and group presentation of the final integrative work.	Submission and presentation of the final integrative work encompasses all the essential Human Resources processes and their practical application

Methodology

The course will be developed based on the following methodologies: participatory and active learning, these methodologies will be used so that the student integrates and participates, which will not only benefit them personally, but will enrich the entire class and their work group. The indicated methodologies will be used to develop the course in face-to-face learning. The teacher will guide his teaching in such a way that students can understand the concepts in a clear and obvious way, or in a sequential and logical way

Assessment System

Each of the items of the evaluation scheme and the final grade of the course are rounded to whole numbers. The final grade of the course is the weighted average of the corresponding items: permanent evaluation, partial exam and final exam.

The averages calculated components of the item 'Permanent Evaluation' will keep your calculation with 2 decimals.

Type Evaluation	%Weighing	Observation	Week Assessment	Rezag.
Evaluación Permanente	**70**%			
Promedio de Evaluaciones	**100**%			
Evaluación 1	35%	Activities (concept maps and/or infographics, forums, assignments, etc.) from week 1 to week 7. Corresponds to autonomous learning	Semana 9	No
Evaluación 2	30%	3 Testxs (The lowest grade is eliminated	Semana 14	No
Evaluación 3	35%	Activities (concept maps and/or infographics, forums, assignments, etc.) from week 8 to week 14. Corresponds to autonomous learning	Semana 15	No
Evaluación Final	**30**%	Producto acreditable.	Semana 16	No

Attendance Policy

Total Percentage Absences Permitted	30%

Class attendance is mandatory. The student who reaches or exceeds the limit of thirty percent (30%) of absences in the course, defined by the total of effective hours, will be disqualified from taking the final evaluation, corresponding to said evaluation with a grade of zero (0).

In hybrid classrooms, only synchronous virtual participation (via zoom) is allowed, up to a maximum of 50% of the total course.

Basic Required Reading

[1] Dessler, Gary (2019). *Human Resource Management. .* (Sixteenth edition). Pearson Educación. Biblioteca Fernando Belaunde Terry

References Supplementary

[1] Nihal ahmed, Franklin Arreche, Ester Sáenz, Rcardo Cosío, Jorge Javier, Susana Silvera, Józef Ober y Ana Kochmanska (2023). Natural disasters and energy innovation: unveiling the linkage from an environmental sustainability perspective. .
https://www.frontiersin.org/articles/10.3389/fenrg.2023.1256219/full

Prepared by:	Approved by:	Validated by:
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