



# Postgraduate Certificate Human Resources and Personnel Management

» Modality: online

» Duration: 12 weeks

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

» Target Group: University graduates who have previously completed any of the degrees in the field of Human Resources and Personnel Management

Website: www.techtitute.com/us/school-of-business/postgraduate-certificate/human-resources-personnel-management

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## 01 **Welcome**

Given the importance of the financial labor market to have professionals specialized in its financial performance, it is necessary to have a Human Resources team. Knowing how to manage personnel, select them strategically and solve business problems of which they are unaware, becomes fundamental in an economic environment that depends largely on the professionals who compose it. For this reason, TECH offers a complete program focused on personnel management so that graduates in Human Resources and Administration, among other sciences, develop their business and management skills through the study of techniques and methods of mathematics within the financial framework of the company. A specific and rigorous program that applies the latest pedagogical technology so that, 100% online, it can be adapted to the needs of specialists.









## tech 08 | Why Study at TECH?

## At TECH Technological University



#### **Innovation**

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



## The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



## Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

+100000

+200

executives prepared each year

different nationalities



### **Empowerment**

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

+500

collaborative agreements with leading companies



#### **Talent**

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



## **Multicultural Context**

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



### Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"

## Why Study at TECH? | 09 tech

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



#### **Analysis**

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



#### **Academic Excellence**

TECH offers students the best online learning methodology. The university combines the Relearning method (postgraduate learning methodology with the best international valuation) with the Case Study. Tradition and vanguard in a difficult balance, and in the context of the most demanding educational itinerary.



## **Economy of Scale**

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.





## tech 12 | Why Our Program?

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:



### A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of students achieve positive career development in less than 2 years.



## Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

Our global vision of companies will improve your strategic vision.



## Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



## You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.



## Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.



## Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

20% of our students develop their own business idea.



## Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



## You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to study with a team of world-renowned teachers.





## tech 16 | Objectives

TECH makes the goals of their students their own goals too.

Working together to achieve them.

The Postgraduate Certificate in Human Resources and Personnel Management completely will enable the student to:



Explain the objectives of macroeconomics and the instruments of economic policy

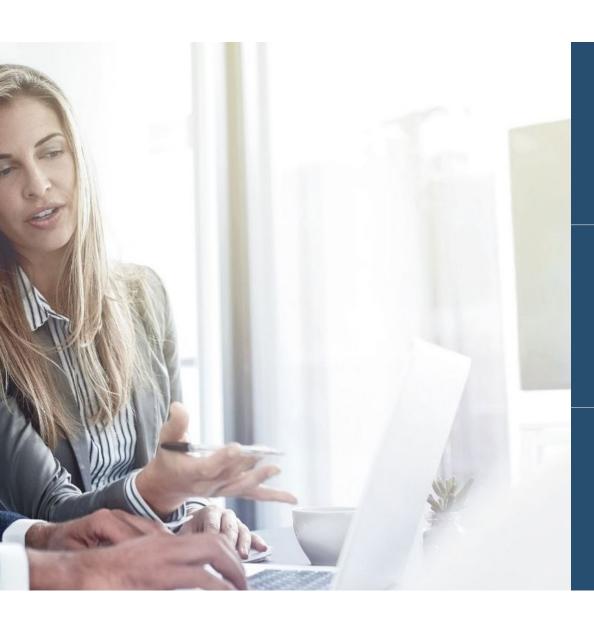


Explain the use and impact of these instruments on goods and financial markets



Understand changes in domestic and foreign demand







Analyze the different International Economic Organizations, as well as their functioning and functions in the world and state economy



Study the information from different IEO sources



Understand the international economic order based on the relations between the IEOs and the rest of the countries





## tech 20 | Structure and Content

## **Syllabus**

The Postgraduate Certificate in Human Resources and Personnel Management is a comprehensive program designed to expand the financial skills of graduates in Human Resources, Economics, Administration and Finance, among other degrees. One of the objectives of the program is to master the method of analysis and representation of operations in the macroeconomic field. In addition to providing students with effective tools to solve economic problems.

In order to achieve this, TECH imparts this subject through theoretical and practical exercises, so that students can apply them in the real financial scenario. With this in mind, the University has adopted the most innovative methodology to facilitate and guarantee the financial training of students in the shortest possible time and in the most accessible way.

In just 12 weeks, specialists will learn the keys to economic performance, applying the balance of capital, exchange rates, the equilibrium of financial markets, considering, among other issues, regional banks and development aid. This is a program that will project the professional career of the specialists, supported by an expert teaching team in the area.

In addition, TECH uses the Relearning methodology to bring all the knowledge and current economic tools to the specialists without the need to invest long hours of study. Likewise, its 100% online format offers the possibility of adapting the study to the personal needs of each student.

This Postgraduate Certificate program is spread out over 12 weeks and is divided into 2 module:

Module 1 Macroeconomics I

Module 2 International Economic Organizations



## Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Human Resources and Personnel Management completely online. During the 12 weeks of the specialization, the student will be able to access all the contents of this program at any time, which will allow the students to self-manage their study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

## tech 22 | Structure and Content

#### Module 1. Macroeconomics I

## 1.1. From Microeconomics to Macroeconomics. The Objectives of Macroeconomics

- 1.1.1. Differences between Microeconomics
  1.1.1.1. Concept and Analysis
  1.1.1.2. Fundamental Processes
  1.1.1.3. Comparative Analysis
- 1.1.2. Macroeconomic Objectives 1.1.2.1. Objectives 1.1.2.2. Objective Evolution

#### 1.2. Economic Policy Instruments

- 1.2.1. Concept 1.2.1.1. Description 1.2.1.2. Evolution 1.2.2. Instruments
- 1.2.2.1. Institutions 1.2.2.2. Globalization 1.2.2.3. Detailed Analysis
- 1.2.3. International Instruments
  1.2.3.1. Concepts and Definition
  1.2.3.2. International Management

#### 1.3. Aggregate Production

- 1.3.1. Aggregate Production Theory 1.3.1.1. Concepts 1.3.1.2. Origin of Theory 1.3.1.3. Applications
- 1.3.2. Aggregate Production Function 1.3.2.1. Yields and Constants 1.3.2.2. Production Factors
- 1.3.3. Applications

## 1.4. Unemployment and Inflation Measurement

- 1.4.1. Unemployment Measurement
  1.4.1.1. Concept and Definitions
  1.4.1.2. Unemployment Impacts
  1.4.1.3. Measurement and Instruments
- 1.4.2. Inflation
  1.4.2.1. Demand-Pull Inflation
  1.4.2.2. Cost-Push Inflation
  1.4.2.3. Structural Inflation

#### 1.5. The Demand for Goods: Consumption, Investment and Public Spending

- 1.5.1. General Concepts
  1.5.1.1. Important Definitions
  1.5.1.2. The Consumer Market
  and Total Demand of Goods
- 1.5.2. The Components of GDP 1.5.2.1. Consumption 1.5.2.2. Investments 1.5.2.3. Public Spending

## 1.6. Determination of Equilibrium Production

- 1.6.1. Concepts
  1.6.1.1. Definition and Characteristics
  1.6.1.2. Differences between Savings and Investment
- 1.6.2. Profitability
  1.6.2.1. Profitability Ratio
  1.6.2.2. Stocks, Bonds and Mutual
  Funds
  1.6.2.3. Introduction to Liquidity

## 1.7. Money, Demand, Banking Systems and Money Supply

1.7.1. Money
1.7.1.1. Functions
1.7.1.2. History & evolution
1.7.1.3. Legal Tender
1.7.2. Money Creation Process
1.7.2.1. Money Supply
1.7.2.2. Liquid Assets

## 1.8. Money Market Equilibrium: Determination of the Interest Rate

- 1.8.1. Monetary Base 1.8.1.1. Money Creation 1.8.1.2. Money Destruction
- 1.8.2. Central Banks
  1.8.2.1. Types of Rediscount
  1.8.2.2. Open Market Operations
  1.8.2.3. Monetary Policy
- 1.8.3. Market Equilibrium
  1.8.3.1. The Keynesian and Neoclassical
  Schools of Thought
  1.8.3.2. LM (Liquidity-Money) Curve
  1.8.3.3. Curve Displacements

# 1.9. The Goods Market and the IS (Investment-Savings) Relationship, Financial Markets and the LM (Liquidity-Money) Relationship, the IS-LM Model.

- 1.9.1. The Goods Market and the IS Relationship 1.9.1.1. Concepts and Definitions 1.9.1.2. Basic Model 1.9.1.3. Sales Level and Interest Rate
- 1.9.2. Financial Market and the LM Relationship 1.9.2.1. Determination of Interest Rate 1.9.2.2. The LM Relationship and LM Curve 1.9.2.3. IS-LM Set Analysis

#### 1.10. Fiscal Policy and Monetary Policy

- 1.10.1. Fiscal Policies
  1.10.1.1. Restrictive Fluid Therapy
  1.10.1.2. Expansive Policies
  - 1.10.1.3. IS Curve Conditions
- 1.10.2. Monetary Policies
  1.10.2.1. Restrictive and Expansive Policies
  1.10.2.2. LM Curve Conditions

#### 1.11. The Goods Market Opening: Exports, Imports and Exchange Rates

- 1.11.1. Situation and Outlook
  1.11.1.1. Definition and Concepts
  - 1.11.1.2. Outlook Update
- 1.11.2. Tools and Means
  - 1.11.2.1. Analysis Types and Structure
  - 1.11.2.2. Growth Indicators
  - 1.11.2.3. IMF Interventions

# 1.12. Financial Market Opening: Balance of Payments, the Relationship between Interest Rate and Exchange Rate

- 1.12.1. Balance of Payments
  - 1.12.1.1. Balance of Capital
  - 1.12.1.2. Balance of Trade and Services
- 1.12.2. Type of Change
  - 1.12.2.1. Supply and Demand of Foreign Currencies
  - 1.12.2.2. Exchange Rate Regimes
- 1.12.3. Sterilization Policies
  - 1.12.3.1. International Monetary Market 1.12.3.2. Covered Interest Rate Parity

#### 1.13. Equilibrium in Goods Market, Financial Markets and Aggregates in an Open Economy

- 1.13.1. IS Curve
  - 1.13.1.1. Part of the Economic Analysis 1.13.1.2. Balance
- 1.13.2. LM Curve
  - 1.13.2.1. Part of the Economic Analysis

1.13.2.2. Balance

## 1.14. Changes in Domestic and Foreign Demand

- 1.14.1. Components
  - 1.14.1.1. Definitions
  - 1.14.1.2. Types of Demand
  - 1.14.1.3. Compensation Measures
- 1.14.2. Macro-Compensation Components

## 1.15. The Effects of Fiscal Policy in an Open Economy

- 1.15.1. Open Economy Models
  - 1.15.1.1. Export
  - 1.15.1.2. Import
  - 1.15.1.3. Demand for Financial Assets
- 1.15.2. Foreign Exchange and Goods Market
  - 1.15.2.1. Definitions
  - 1.15.2.2. Global Effects in Economics

## tech 24 | Structure and Content

2.9.3. Interest Rates

2.9.4. Type of Change

Money

2.9.5. Inflation, Deflation and Other Effects

on the Change in the Value of

#### Module 2. International Economic Organizations 2.1. Introduction to Global Trade 2.2. The Ricardian Model. 2.3. Model of Specific Factors and 2.4. Standard Model of an Economy **Productivity and Comparative** Income Distribution Open to the World. Shifts in the Models Advantage OR and DR Curves 2.1.1. Analysis of International Trade and 2.3.1. International Trade in the Specific How it Works 2.2.1. Comparative Advantage Factors Model 2.4.1. System of Tariffs and Export Subsidies 2.1.2. International Trade Instruments 2.3.2. Rationale and Forms of Distribution of 2.2.2. Factors of Production and their as the Main Actions of the State in the Income and Profit from Trade 2.1.3. Integration of Countries in the Relationship with Productivity Stabilization of International Trade International Trade Process 2.3.3. Trends of the Labor Factor in 2.2.3. Experiences of the Application of 2.4.2. Effects of the OR and DR Curves Globalization Comparative Advantage in International 2.4.3. International Financing Trade Policies 2.5. Commercial Policy Instruments 2.6. Globalization and 2.7. National Accounting and the 2.8. Exchange Rates and Foreign Balance of Payments in an Open Exchange Markets. An Asset Controversies in Trade Policy 2.5.1. Analysis of the Application of Tariffs Trade Policy Objectives Market Point of View Economy 2.6.1. Effects of Active Trade Policy 2.5.3. Trade Barriers in Countries and Protectionism 2.6.2. Consequences of Globalization on the 2.7.1. National Accounts 2.8.1. Exchange Rates and International Distribution of Per Capita Income and 2.7.2. Main Macroeconomic Aggregates Transactions on the Environment 2.8.2. The Foreign Exchange Market 2.7.3. Balance of Payments 2.6.3. Control Agencies and Economic Agreements 2.8.3. The Virtual Currency Market between Countries 2.9. Money, Interest Rates and 2.10. Lights and Shadows of the Exchange Rates. Money International Capital Market Supply and Inflation 2.10.1. Principles and Contemporary Relevance of Globalization 2.9.1. Definition of Currency and Money 2.10.2. Implications of Globalization on the 2.9.2. Demand and Supply of Money International and National Financial System

2.10.3. Regulation of the International Financial

2.10.3.1. Glocalization vs. Globalization





Boost your career by expanding your knowledge of macroeconomic strategies and their results in the field of action"



This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.** 

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





## tech 28 | Methodology

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.





This program prepares you to face business challenges in uncertain environments and achieve business success.



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

## A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.



You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

## tech 30 | Methodology

## Relearning Methodology

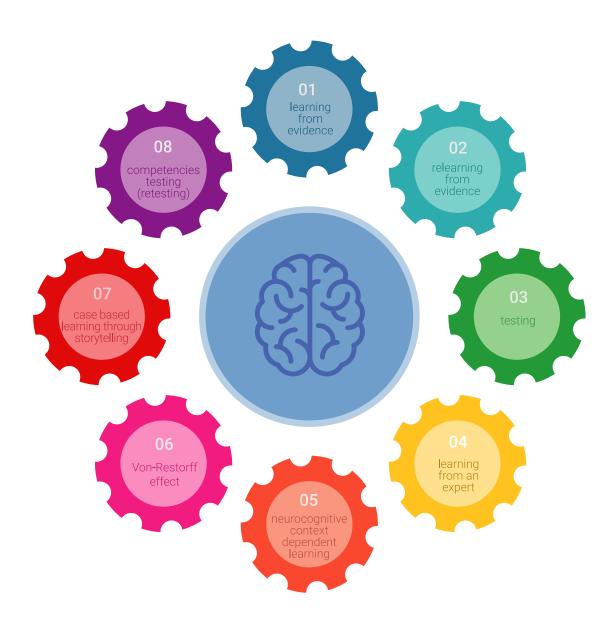
TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



## Methodology | 31 tech

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

This program offers the best educational material, prepared with professionals in mind:



#### **Study Material**

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### **Classes**

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



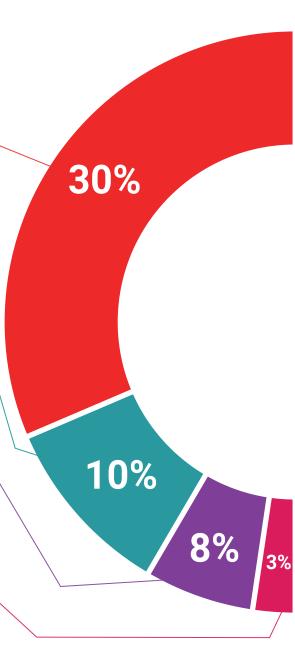
## **Management Skills Exercises**

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



#### **Additional Reading**

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.



## **Case Studies**

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



#### **Interactive Summaries**

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.



This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

#### **Testing & Retesting**

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We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.

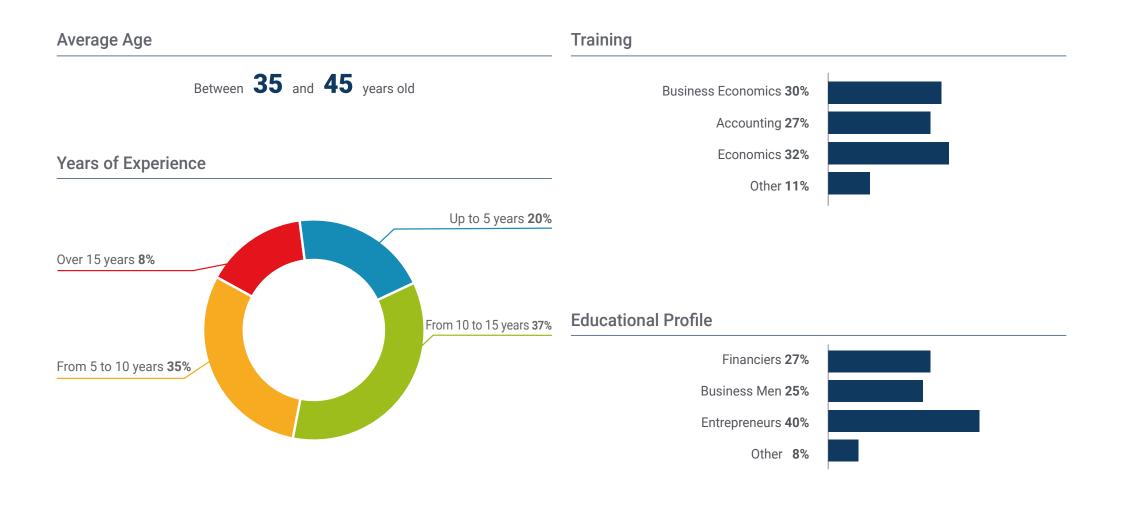


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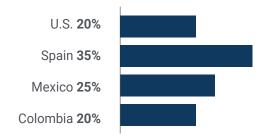




## tech 36 | Our Students' Profiles



#### **Geographical Distribution**





# **Sonia Morales**

#### **Human Resources**

"TECH has been a real discovery. Thanks to this Postgraduate Certificate I have been able to apply mathematical strategies to personnel management and its 100% online format has allowed me to work and study at the same time, something I imagined impossible in a conventional way"





If you want to make a positive change in your profession, the Postgraduate Certificate in Human Resources and Personnel Management will help you achieve it.

# Are you ready to take the leap? Excellent professional development awaits you.

The Postgraduate Certificate in Human Resources and Personnel Management from TECH is an intensive program that prepares you to face challenges and business decisions in times of financial crisis. The main objective is to promote your personal and professional growth. Helping you achieve success.

If you want to improve, make a positive change at a professional level and network with the best, then this is the place for you.

Master the uses, techniques and methods of unconstrained and constrained optimization of your company's economic framework, thanks to TECH.

#### Time of Change

During the program

10%

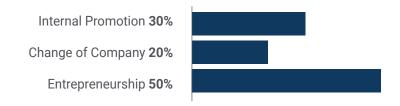
During the first year

65%

After 2 years

25%

#### Type of change



## Salary increase

This program represents a salary increase of more than **25.3%** for our students.

Salary before

\$53,600

A salary increase of

25.3%

Salary after

\$67,100





# tech 44 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



#### Growth of talent and intellectual capital

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.



# Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.



#### **Building agents of change**

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.



#### Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.







## **Project Development**

The professional can work on a real project or develop new projects in the field of R & D or business development of your company.



### Increased competitiveness

This program will equip students with the skills to take on new challenges and drive the organization forward.





## tech 48 | Certificate

This **Postgraduate Certificate in Human Resources and Personnel Management** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: Postgraduate Certificate in Human Resources and Personnel Management Official N° of Hours: 300 h.



<sup>\*</sup>Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



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