


	<b>PROCEDURE OF THE TEACHING COORDINATION</b>		
	1st EDITION	CODE: PCD_D002	

## COURSE SYLLABUS

**Academic Year 2018-2019**

IDENTIFICATION AND CHARACTERISTICS OF THE COURSE			
Code	500022, 500065, 500109	Credits ECTS	6
Denomination (in Spanish)	<b>DIRECCIÓN DE RECURSOS HUMANOS</b>		
Denomination (in English)	<b>HUMAN RESOURCE MANAGEMENT</b>		
Degrees	<b>ADE, ADE-ECONOMÍA, ADE-CIENCIAS DEL TRABAJO, ADE-DERECHO, ADE-TURISMO, DERECHO-ADE</b>		
Center	<b>Faculty of Economics and Business Sciences (Badajoz)</b>		
Semester	<b>5</b>	Character	<b>Compulsory</b>
Módulo	<b>BUSINESS MANAGEMENT</b>		
Materia	<b>HUMAN RESOURCE</b>		
<b>INSTRUCTOR/Faculty of Economics and Business Sciences (Badajoz)</b>			
SURNAME, NAME	Despacho	Correo-e	Página web
Sánchez Hernández, M <sup>a</sup> Isabel	22	<a href="mailto:isanchez@unex.es">isanchez@unex.es</a>	
KNOWLEDGE AREA	<b>BUSINESS ORGANIZATION</b>		
DEPARTMENT	<b>BUSINESS MANAGEMENT AND SOCIOLOGY</b>		
<b>SKILLS</b>			
CG2 - CG1- CG3 - CB1 - CB2 - CB3 - CB4 - CB5			
CT2 - CT3 - CT6 - CT7 - CT1 - CT9 - CT14 - CT15 - CT17 - CT18 - CT21 - CT24			
CE13			
<b>CONTENT</b>			
<b>Overview</b>			
<p><i>Enterprises as organizations; Business Management; Human Resource Management; Operation Management; Structure and Organizational Design; Organizational goals and effectiveness; Contingency factors; Corporate governance and Control; Production Systems; Production Planning; Quality Systems; Assurance and certifications; Analysis and Strategic Planning; Competitive advantages; Analysis and Strategic Planning of Human Resources; Decision-making process in a cultural and political context; Design and Valuation of Jobs; Recruitment, Selection and Labor Orientation; Job disruption and Outplacement; Learning, Development and Competency-based HRM; Performance Evaluation; Career Plans; Reward System.</i></p>			
<b>Course Content</b>			
<ol style="list-style-type: none"> <li>1. HUMAN RESOURCE MANAGEMENT &amp; STRATEGIC PLANNING <ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Planning and Strategic Human Resource Management</li> </ul> </li> </ol>			

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<p>2. JOBS IN THE COMPANY</p> <ul style="list-style-type: none"> <li>• Job design: Description and analysis</li> <li>• Job evaluation</li> </ul>
<p>3. WORK DESCRIPTION AND DISRUPTION PROCESS</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Selection</li> <li>• Disruption</li> </ul>
<p>4. TRAINING AND DEVELOPMENT</p> <ul style="list-style-type: none"> <li>• The Training Plan</li> <li>• The Career Plan</li> </ul>
<p>5. EMPLOYEE PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Employee Evaluation</li> <li>• The Performance Improvement Plan</li> </ul>
<p>6. EMPLOYEE JOB SATISFACTION MANAGEMENT AND THE COMPENSATION POLICY</p> <ul style="list-style-type: none"> <li>• Employee Satisfaction</li> <li>• The Compensation Policy</li> </ul>

### Formative Activities\*



Student work hours by chapter		Presential		Monitoring Activity	Non presential
Chapter	Total	L	S	ST	PS
1. Theory	13	4	2		7
1. Practice	11	3	1		7
2. Theory	13	4	1		8
2. Practice	12	3	1		8
3. Theory	13	4	2		7
3. Practice	12	4	1		7
4. Theory	13	4	2		7
4. Practice	12	4	1		7
5. Theory	13	4	1		8
5. Practice	12	3	1		8
6. Theory	13	4	1		8
6. Practice	13	4	1		8
<b>TOTAL</b>	<b>150</b>	<b>45</b>	<b>15</b>	<b>0</b>	<b>90</b>

L: Lecture (up to 30 students)



S: Seminar (5 to 10 students on average)

ST: Scheduled Tutorials (1 to 5 students on average)

PS: Student's personal study, individual or in-group work, references reading, etc.

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<b>Teaching Method*</b>
<ol style="list-style-type: none"> <li>1. Expositive method, consisting in the presentation of the contents about the course under study by the instructor. It also includes examples of problem solving by the instructor.</li> <li>2. Situation learning/evaluation in which the students perform some tests to reinforce their learning to serve as an evaluation tool.</li> <li>3. Collaborative activities related to CVUEX.</li> </ol>
<b>Learning Results*</b>
<p>Students will acquire a specialization that will allow them to develop a future career with autonomy and capacity:</p> <ul style="list-style-type: none"> <li>- To consider the company as a global system and to identify its functional areas, understanding the importance of the relationship between them and the environment in order to manage and create the best solutions for organizations.</li> <li>- To know, analyze and understand the internal organization of the companies - people, processes and structures - identifying the interrelationship of the structure with the organizational environment.</li> <li>- To identify and to understand the instruments of Business Administration related to the planning, management and control of the different functional areas.</li> </ul>
<b>Evaluation systems*</b>
<p>The evaluation of this course will be composed of:</p> <p>A written examination in the official calls (50% of the final grade)  The completion and presentation of works within the deadlines set (50% of the final grade)</p>
<b>Basic and complementary bibliography</b>
<p>BASIC BIBLIOGRAPHY (recommended textbooks)</p> <ul style="list-style-type: none"> <li>♥ ARMSTRONG, M. (2006). <i>A Handbook of Human Resource Management Practice</i>. London: Kogan Page. (Available on line for free)</li> <li>• <u>ARMSTRONG, M. and TAYLOR, S. (2014). <i>Armstrong's handbook of human resource management practice</i>. Kogan Page Publishers, London. (Available on line for free)</u></li> <li>• GOMEZ-MEJIA, L. R.; BALKIN, D.B. and CARDY. R. L. (2007). <i>Managing Human Resources</i>. Prentice Hall, New Jersey.</li> <li>• HOLLENBECK, J. R., GERHART, B., and WRIGHT, P. M. (1997). <i>Human resource management: Gaining a competitive advantage</i>. Irwin, Chicago.</li> </ul>

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**COMPLEMENTARY BIBLIOGRAPHY:**

- BOHLANDER, G.W. and SNELL, S. (2010). *Managing Human Resources*. Cengage Learning, Mason.
- MATHIS, R.L., JACKSON, J.H. and VALENTINE, S.R. (2016) *Human Resource Management. Essential Perspectives*. Cengage Learning, Boston.
- MILKOVICH, G.T. and BOUDREAU, J.W. (1997). *Human Resource Management*. Irwin, Chicago.
- ULRICH, D. and BROCKBANK, W. (2005). *The HR value proposition*. Harvard Business Press, Boston.

**Other course materials (other resources and complementary teaching materials)**

Links:

- <http://www.investorsinpeople.co.uk>
- <http://www.som.cranfield.ac.uk>
- <https://www.thebalance.com>

**Office Hours**

Instructor: M. Isabel Sánchez-Hernández

Free-access tutorials (office 22)

First and Second Semesters: Tuesday, Wednesday and Thursday from 11:00h to 13:00h.

**Recommendations**

Attendance, timeliness and participation in class discussion are expected.

Student daily attendance to classes is recommended for the correct understanding of the course, as well as consultation of the literature to complete the chapter explained in large class groups.

The main means for document exchange and delivery of work will be the CVUEX platform, through which resources will be made available for study and delivery deadlines for works, activities, etc.

The instructor will communicate through the CVUEX different news items related to the course. Thus, it is advisable to check it frequently, and also the UEX mail account, for a proper monitoring of the course.