

## COURSE PROGRAM

Academic Year: 2019/2020

Identification and characteristics of the course			
Code	500022, 500065, 500109	ECTS Credits	6
Course name (English)	HUMAN RESOURCE MANAGEMENT		
Course name (Spanish)	DIRECCIÓN DE RECURSOS HUMANOS		
Degree programs	ADE, ADE-ECONOMÍA, ADE-CIENCIAS DEL TRABAJO, ADE-DERECHO, ADE-TURISMO, DERECHO-ADE		
Faculty/School	Faculty of Economics and Business Sciences (Badajoz)		
Semester	5	Type of course	Compulsory
Module	BUSINESS MANAGEMENT		
Matter	HUMAN RESOURCES		
Lecturer/s			
Name	Office	E-mail	Web page
M. Isabel Sánchez Hernández	22	<a href="mailto:isanchez@unex.es">isanchez@unex.es</a>	
Subject Area	BUSINESS ORGANIZATION		
Department	BUSINESS MANAGEMENT AND SOCIOLOGY		
Coordinating Lecturer	M. Isabel Sánchez Hernández		
Competencies*			
CG2 - CG1- CG3 - CB1 - CB2 - CB3 - CB4 - CB5			
CT2 - CT3 - CT6 - CT7 - CT1 - CT9 - CT14 - CT15 - CT17 - CT18 - CT21 - CT24			
CE13			
Contents			
Course outline*			
<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>			
Course syllabus			
Name of lesson 1: HUMAN RESOURCES MANAGEMENT & STRATEGIC PLANNING			

\* The sections concerning competencies, course outline, educational activities, teaching methodologies, learning outcomes and assessment systems must conform to that included in the ANECA verified document of the degree program.

Contents of lesson 1:

- Human Resources Management
- Planning and Strategic Human Resources Management

Description of the practical activities of lesson 1: Case-studies, readings and videos

Name of lesson 2: JOBS IN THE COMPANY

Contents of lesson 2:

- Job design: Description and Analysis
- Job evaluation

Description of the practical activities of lesson 2: Case-studies, readings and videos

Name of lesson 3: WORK AScription AND DISRUPTION PROCESS

Contents of lesson 3:

- Recruitment
- Selection
- Disruption

Description of the practical activities of lesson 3: Case-studies, readings and videos

Name of lesson 4: TRAINING AND DEVELOPMENT

Contents of lesson 4:

- The Training Plan
- The Career Plan

Description of the practical activities of lesson 4: Case-studies, readings and videos

Name of lesson 5: EMPLOYEE PERFORMANCE MANAGEMENT

Contents of lesson 5:

- Employee
- The Performance Improvement Plan

Description of the practical activities of lesson 5: Case-studies, readings and videos

Name of lesson 6: EMPLOYEE JOB SATISFACTION MANAGEMENT AND THE COMPENSATION POLICY

Contents of lesson 6:

- Employee Satisfaction
- The Compensation Policy

Description of the practical activities of lesson 6: Case-studies, readings and videos

### Educational activities \*

Student workload in hours by lesson		Lectures	Practical activities				Monitoring activity	Homework
Lesson	Total	L	HI	LAB	COM	SEM	SGT	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>90</b>

Assessment *								
TOTAL								
L: Lectures (100 students) HI: Hospital internships (7 students) LAB: Laboratory or field practices (15 students) COM: Computer room or language laboratory practices (30 students) SEM: Problem classes or seminars or case studies (40 students) SGT: Scheduled group tutorials (educational monitoring, ECTS type tutorials) PS: Personal study, individual or group work and reading of bibliography								
Teaching Methodologies*								
<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 test to reinforce their learning to serve as evaluation tool.</li> <li>3. Collaborative activities related to CVUEX.</li> </ol>								
Learning outcomes *								
Students will acquire a specialization that they will allow to develop a future career with autonomy and capacity:  - 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. - 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. - To identify and to understand the instruments of Business Administration related to the planning, management and control of the different functional areas.								
Assessment systems *								
The evaluation of this course will be made by: A written examination in the official calls (80% of the final grade) The completion and presentation of works within the deadlines set (20% of the final grade)								
Bibliography (basic and complementary)								
BASIC BIBLIOGRAPHY (recommended textbooks) <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>• ARMSTRONG, M. and TAYLOR, S. (2014). <i>Armstrong's handbook of human resource management practice</i>. Kogan Page Publishers, London.</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>								

\*\* Indicate the total number of evaluation hours of this subject.

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 resources and complementary educational materials**

Links:

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