COURSE SYLLABUS

Academic Year: 2020/2021

Identification and characteristics of the course				
Code	**500022**, 500065, 500109	ECTS Credits		6
Course title (English)	HUMAN RESOURCE MANAGEMENT			
Course title (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	Course type (compulsory/optional)		Compulsory
Module	**BUSINESS MANAGEMENT**			
Subject matter	**HUMAN RESOURCES**			
Lecturer/s				
Name		Room	E-mail	Web page
M. Isabel Sánchez Hernández		22	isanchez@unex.es	
Subject Area	**BUSINESS ORGANIZATION**			
Department	**BUSINESS MANAGEMENT AND SOCIOLOGY**			
Coordinator (Only if there is more than one lecturer)	M. Isabel Sánchez Hernández			

Competencies*
1. CG2 - CG1- CG3 - CB1 - CB2 - CB3 - CB4 - CB5
2. CT2 - CT3 - CT6 - CT7 - CT1 - CT9 - CT14 - CT15 - CT17 - CT18 - CT21 - CT24
3. CE13

Contents
Course outline*

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.

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*   The sections concerning competencies, course outline, teaching activities, teaching methodology, learning outcomes and assessment methods must conform to those included in the ANECA verified document of the degree program.

Course contents
Title of unit 1: HUMAN RESOURCES MANAGEMENT & STRATEGIC PLANNING Contents of unit 1: • Human Resources Management. • Planning and Strategic Human Resources Management. Description of practical activities for unit 1: Case-studies, readings and videos.
Title of unit 2: JOBS IN THE COMPANY Contents of unit 2: • Job design: Description and Analysis. • Job evaluation. Description of practical activities for unit 2: Case-studies, readings and videos.
Title of unit 3: WORK ASCRIPTION AND DISRUPTION PROCESS Contents of unit 3: • Recruitment. • Selection. • Disruption. Description of practical activities for unit 3: Case-studies, readings and videos.
Title of unit 4: TRAINING AND DEVELOPMENT Contents of unit 4: • The Training Plan. • The Career Plan. Description of practical activities for unit 4: Case-studies, readings and videos.
Title of unit 5: EMPLOYEE PERFORMANCE MANAGEMENT Contents of unit 5: • Employee. • The Performance Improvement Plan. Description of practical activities for unit 5: Case-studies, readings and videos.
Title of unit 6: EMPLOYEE JOB SATISFACTION MANAGEMENT AND THE COMPENSATION POLICY Contents of unit 6: • Employee Satisfaction. • The Compensation Policy. Description of practical activities for unit 6: Case-studies, readings and videos.

Educational activities *								
Student workload (hours per lesson)		**Lectures**	**Practical sessions**				**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
TOTAL ECTS	150	45				15		90
L: Lectures (100 students) HI: Hospital internships (7 students) LAB: Lab sessions or field practice (15 students) COM: Computer room or language laboratory practice (30 students)								

SEM: Problem-solving classes, 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 Methodology*

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.
2. Situation learning/evaluation in which the students perform some test to reinforce their learning to serve as evaluation tool.
3. Collaborative activities related to CVUEX.

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, analyse 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 methods *

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)

- ARMSTRONG, M. (2006). *A Handbook of Human Resource Management Practice*. London: Kogan Page. (*Available on line for free*)

- BOXALL, P.; PURCELL, J., and WRIGHT, P. (2010). *The Oxford Handbook of Human Resource Management.* Oxford University Press, New York.

- WILLKINSON, A., BACON, N., SNELL, S. and LEPAK, D. (2019). *The SAGE Handbook of Human Resource Management.* SAGE, Los Angeles.

COMPLEMENTARY BIBLIOGRAPHY:

- ARMSTRONG, M. and TAYLOR, S. (2014). *Armstrong's handbook of human resource management practice*. Kogan Page Publishers, London.

- BOHLANDER, G.W. and SNELL, S. (2010). *Managing Human Resources.* Cengage Learning, Mason.

- GOMEZ-MEJIA, L. R; BALKIN, D.B. and CARDY. R. L. (2007). *Managing Human Resources*. Prentice Hall, New Jersey.

- HOLLENBECK, J. R., GERHART, B., and WRIGHT, P. (1997). *Human resource management: Gaining a competitive advantage*. Irwin, Chicago.

- MATHIS, R.L., JACKSON, J.H. and VALENTINE, S.R. (2016) *Human Resource Management. Essential Perspectives*. Cengage Learning, Boston.

Other resources and complementary materials

Links:

- www.adeccogroup.com
- www.lhh.com
- www.investorsinpeople.co.uk
- www.onetonline.org
- www.onetcenter.org
- www.som.cranfield.ac.uk
- www.thebalancecareers.com