



FACULTY OF BUSSINES AND TOURISM GENERAL SPECIFICATIONS

DEGREE IN BUSINESS ADMINISTRATION AND MANAGEMENT

Subject Data

Name:

HUMAN RESOURCES MANAGEMET

English name:

HUMAN RESOURCES MANAGEMET

Code:

858510216

Type:

IN PERSON

Hours:

	Total	In class	Out class
Time distribution	150	45	105

ECTS:

Standard group	Small groups			
	Classroom	Lab	Practices	Computer classroom
4,5	12	0	0	0

Departments:

BUSINESS MANAGEMENT AND MARKETING

Knowledge areas:

BUSINNES ORGANIZATIONS

Year:

3rd - Third

Semester

SECOND QUARTER

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TEACHING STAFF		
Name:	E-mail:	Telephone
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Others Data (Tutoring, schedule...)		
Subject Manager: Francisco J. Riquel Ligeró. Email: francisco.riquel@dem.uhu.es Office: 39 Faculty of Business Sciences and 3.4. Faculty of Labor Sciences. Tutorials: First semester: Wednesdays from 11:00 a.m. to 3:00 p.m. Office 3.4 Faculty of Labor Sciences. Wednesdays from 5:30 p.m. to 7:30 p.m. in office 34, Faculty of Business and Tourism. Second semester: Monday from 12.30 to 15.30 in office 39 of the Faculty of Business Sciences Wednesdays from 12:30 to 15:30 in office 3.4 of Labor Sciences.		

SPECIFIC INFORMATION OF THE COURSE

I. Contents description:

I.1 In English:

- Human Resources Management
- The personnel department in organizations Personnel Policy
- Job Analysis
- Human Resources Planning Staff Recruitment
- Staff Selection
- Main types of selection tests Organizational Socialization
- Career management in organizations Staff training
- Remuneration Management
- Evaluating Staff Effectiveness Job Evaluation

I.2 In Spanish:

- La Gestión de los Recursos Humanos
- El departamento de personal en las organizaciones
- La Política de personal
- El Análisis de los puestos de trabajo
- La Planificación de los recursos humanos
- El Reclutamiento de personal
- La Selección de personal
- Principales tipos de pruebas de selección
- La Socialización organizacional
- La Gestión de carreras en las organizaciones
- La Formación del personal
- La Gestión de las retribuciones
- La Evaluación de la efectividad del personal
- La Valoración de puestos de trabajo

2. Background:

2.1 Situation within the Degree:

This is a compulsory subject of 6 ECTS credits, which is taught every semester and aims to contextualize the personnel function as a strategic resource for organizations, addressing both the basic processes and the processes that affect the entire cycle of Human Resources in the Company. This provides a view of Human Resources from an integrative perspective with the rest of the processes that occur in organizations and companies.

2.2 Recommendations

It is recommended that the subject be followed continuously, with active participation in theoretical and practical classes by addressing the different learning instruments and strategies designed in the subject.

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3. Objectives (as result of teaching, or skills or abilities and knowledge):

- Developing transversal/generic skills
- Develop specific skills

4. Skills to be acquired

4.1 Specific Skills:

CE9: Develop the ability to plan human resources according to the policies and objectives established by analysis, through the evaluation and planning of jobs, staff selection, staff training, management development, career planning, remuneration and incentive systems

4.2 General, Basic or Transversal Skills:

CB1: Students have demonstrated that they possess and understand knowledge in an area of study that is based on the foundation of general secondary education, and is usually at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the forefront of their field of study.

CB2: Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the development and defense of arguments and the resolution of problems within their area of study.

CB3: Students should be able to gather and interpret relevant data (normally within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CB4: Students can transmit information, ideas, problems and solutions to both specialized and non-specialized audiences.

CB5: That students have developed the learning skills necessary to undertake further studies with a high degree of autonomy.

CG1: Students develop cognitive, instrumental and attitudinal skills in the context of Business Administration and Management

CT1: Correctly master the Spanish language, the various styles and specific languages necessary for the development and communication of knowledge in the scientific and academic field,

CT2: Development of a critical attitude in relation to the capacity for analysis and synthesis.

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CT3: Development of an attitude of inquiry that allows for the permanent review and advancement of knowledge.

CT4: Ability to use Computer and Information Skills (C12) in professional practice.

CT5: Master the strategies for active job search and entrepreneurial skills.

CT6: Promote, respect and safeguard human rights, equality without discrimination based on birth, race, sex, religion, opinion or other personal or social circumstance, democratic values, social equality and environmental sustainability.

5. Training Activities and Teaching Methods

5.1 Training Activities:

- Theory/practice sessions on the program contents.
- Academically directed activities by the teaching staff: seminars, conferences, development of work, debates, collective tutorials, reports, evaluation/self-evaluation activities.
- Individual/autonomous work of the student

5.2 Teaching Methods::

- Face-to-face theoretical classes.
- Practical face-to-face classes.
- Supervised self-employment.
- Assessment tests.
- Tutoring.

5.3 Development and Justification:

The methodology used in its delivery requires the distinction between activities synchronous and asynchronous.

ASYNCHRONOUS ACTIVITIES: the subject teacher will facilitate the students the materials necessary for the study of the teaching units that make up the subject will be available from the Virtual Campus of the University of Huelva. For each unit, a series of activities will be proposed that the student, once completed, must send through the platform, within the established deadline, to the professor of the subject. In those subjects that require it, articles from academic or professional journals will be read, which will allow a more practical view of the content of the subject. Videos related to the subject to be discussed will also be viewed in specific topics, which will be shared through the fórum.

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SYNCHRONOUS SESSIONS: taught in person in the assigned physical classroom and with the support of the virtual classroom of the subject through the Virtual Campus of the University of Huelva. The synchronous sessions may be dedicated to: presenting and critically analyzing the theoretical content, original articles from academic or professional journals that exemplify and expand the knowledge developed in the theory classes, encouraging student participation. Practical cases will be studied that students will have to solve, present and discuss with the rest of the students (individually or in groups). Presentations of works and debates moderated by the teacher will be held.

In **specialized tutorials**, students will receive training in solving practical cases and preparing their presentations.

6. Detailed Contents

Topic 1. HUMAN RESOURCES MANAGEMENT

- 1.1. Human resources management and organizational behavior
- 1.2. HR Management Objectives
- 1.3. Differences between Personnel Administration and HR Management
- 1.4. The psychological contract
- 1.5. Personnel management processes

Topic 2. THE PERSONNEL DEPARTMENT IN ORGANIZATIONS

- 2.1. Evolution of the personnel function in companies
- 2.2. Line unit versus staff unit
- 2.3. Roles of the personnel body as a staff

Topic 3. PERSONNEL POLICY

- 3.1. Definition and need for personnel policy (PP)
- 3.2. The formulation of the PP
- 3.3. PP content
- 3.4. Characteristics, development and application of PP

Topic 4. ANALYSIS OF JOBS

- 4.1. Purposes of PT Analysis
- 4.2. Phases of a PT Analysis Program
- 4.3. Fraser's job specification system
- 4.4. Professiography or professionogram

Topic 5. PERSONNEL RECRUITMENT

- 5.1. Concept and pre-recruitment activities
- 5.2. Types of recruitment
- 5.3. Temporary Employment Agencies
- 5.4. Recruitment sources and methods
- 5.5. Factors that influence the effectiveness of the process
- 5.6. Conclusion of the recruitment process

Topic 6. PERSONNEL SELECTION

- 6.1. The selection process as a system
- 6.2. Stages of the selection process
- 6.3. Functions and characteristics of selection tests
- 6.4. Main types of selection tests. Selection interviews

Topic 7. ORGANIZATIONAL SOCIALIZATION

- 7.1. Importance and usefulness of organizational socialization
- 7.2. Content of the reception process
- 7.3. Medical examination
- 7.4. Training or training

Topic 8. STAFF TRAINING

- 8.1. Nature and concept of training
- 8.2. Difficulties faced by training
- 8.3. Developing a training plan
- 8.4. Main training methods

7. Bibliography

7.1 Basic Bibliography:

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Alcaide, M.: González, M y Flórez, I. MERCADO DE TRABAJO, RECLUTAMIENTO Y FORMACIÓN EN ESPAÑA. Editorial Pirámide, Madrid, 1996.

Dolan, S. y Valle, R. LA GESTIÓN DE LOS RECURSOS HUMANOS. Edit. McGraw Hill, 3ª edición, Madrid, 2007.

Gómez – Mejía, L.; Balkin, D. y Cardy, GESTIÓN DE RECURSOS HUMANOS. Pearson Prentice Hall, Madrid, 2008.

Fernández López, Javier. GESTIÓN POR COMPETENCIAS. Edit. Pearson Educación, 2006.

Leal Millán, A. (coord.). EL FACTOR HUMANO EN LAS RELACIONES LABORALES. MANUAL DE DIRECCIÓN Y GESTIÓN. Edit. Pirámide, Madrid, 2001.

Puchol Moreno, L. DIRECCIÓN Y GESTIÓN DE RECURSOS HUMANOS. Edit. Díaz de Santos, Madrid, 2007.

7.2 Additional Bibliography:

Aguirre de Mena, Juan M. y otros. DIRECCIÓN Y GESTIÓN DE PERSONAL. Editorial Pirámide, Madrid, 2006.

Albizu, E. y Landeta, J. (coord.). DIRECCIÓN ESTRATÉGICA DE LOS RECURSOS HUMANOS. Edit. Pirámide, Madrid, 2011.

Aragón Sánchez, A. y otros. LA GESTIÓN ESTRATÉGICA DE LOS RECURSOS HUMANOS. Edit. Prentice, 2005.

Bohlander, G.; Sherman, A. y Snell, S. ADMINISTRACIÓN DE RECURSOS HUMANOS. Edit. Thompson, 12ª edición, Madrid, 2004.

Bonache, J. y Cabrera, A. (coord.). DIRECCIÓN ESTRATÉGICA DE PERSONAS. Edit. Prentice Hall, Madrid, 2009.

Byars, LL. y Rue, L. GESTIÓN DE RECURSOS HUMANOS. Editorial McGraw Hill, Madrid, 1996.

Chiavenato, I. ADMINISTRACIÓN DE RECURSOS HUMANOS. Editorial McGraw Hill, México, 2011.
Claver, E. y otros. LOS RECURSOS HUMANOS EN LA EMPRESA: UN ENFOQUE DIRECTIVO. Edit. Civitas, Madrid, 2001.

De la Calle, Mª del Carmen y Ortiz de Urbina, M. FUNDAMENTOS DE RECURSOS HUMANOS. Edit. Prentice may, 2004.

Dessler, G. ADMINISTRACIÓN DE PERSONAL. 8ª edición. Edit. Prentice Hall, México, 2001.

Gratton, Lynda. ESTRATEGIAS DE CAPITAL HUMANO. Edit. Financial Times/Prentice Hall, 2001.

Maristany, Jaime. ADMINISTRACIÓN DE RECURSOS HUMANOS. Edit. Prentice Hall, 2006.

Peña Baztán, M. DIRECCIÓN DE PERSONAL. Edit. Hispano Europea, Barcelona, 1993.

Sastre Castillo, M. A. y Aguilar Pastor, E.M. DIRECCIÓN DE RECURSOS HUMANOS. UN ENFOQUE ESTRATÉGICO. Editorial McGraw Hill, Madrid, 2003.

Torrington, Derek ; Hall, Laura y Taylor, S.. HUMAN RESOURCE MANAGEMENT. Prentice Hall Europe, 7ª edition, 2008.

Werther, W. y Davis, K. ADMINISTRACIÓN DE PERSONAL Y RECURSOS HUMANOS. 5ª edición. Editorial McGraw Hill, México, 2004.

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8. Systems and Assessment Criteria

8.1 System for Assessment:

- Written exam.
- Continuous evaluation.

8.2 Assessment Criteria and Marks:

8.2.1 Examinations Convocatory I

The grading system used in the matter is in accordance with that established in article 5 of Royal Decree 1125/2003, of September 5, which establishes the European system of credits and the grading system in official university degrees and valid throughout the national territory.

The subjects of the study plan will be graded according to the following numerical scale from 0 to 10, with expression of a decimal, to which its corresponding qualification may be added qualitative: 0.0 to 4.9: Fail (SS); 5.0 to 6.9: Pass (AP); 7.0 to 8.9: Good (NT); 9.0 to 10: Outstanding (SB).

The mention "Honors" may be awarded to students who have obtained a score equal to or greater than 9.0. Their number may not exceed 5% of the students enrolled in a subject in the corresponding academic year, unless the number of students enrolled is less than 20, in which case a single "Registration honorary". In the event that more students than those allowed could access, it will be prioritized by the qualification obtained.

The weighting in the continuous evaluation of the different activities will be as follows:

– Individual final exam about theoretical and practical contents of the syllabus. It will be the 60% of the final mark of the subject. The exam will contain a theoretical part and a practical part. The theoretical exam, which will constitute 40% of the total grade for the subject, that is, 4 points, will consist of a multiple choice exam, with a minimum of 20 single-answer questions, and where both wrong and wrong answers will be subtracted. replied. While the practical exam will include two practical cases or problems on the subject taught and will account for 20% of the total grade for the subject, that is, 2 points.

– Individual case writing exercise (details on this course work are available in Moodle) will be other 20% of the final mark. The same evaluation system will be applied to all exams calls, whether ordinary or extraordinary.

8.2.2 Examinations Convocatory II

Same evaluation system as for Convocatory I.

8.2.3 Examinations Convocatory III

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Same evaluation system as for Convocatory I.

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8.2.4 Extraordinary Convocatory

Same evaluation system as for Convocatory I.

8.3 Single Final Evaluation:

For those student who have chosen the final evaluation, in the terms and form established in article 8 of the Regulation, the individual final exam will be the 80% of the final mark of the subject and individual case writing exercise (details on this course work are available in Moodle) will be other 20% of the final mark of the subject.