



UCAM
UNIVERSIDAD
CATÓLICA DE MURCIA

Teaching Guide 2018/2019

Human Resource Management

Bachelor in Business Administration

Face-to-face tuition

Contents

Human Resource Management	2
Brief Description.....	2
Previous requisites.....	2
Objetives	2
Competences and learning results	2
Methodology	2
Syllabus.....	2
Connection with other subjects of the study plan.....	2
Assessment system	2
Bibliography and reference sources.....	2
Web pages.....	2
Study recommendations.....	2
Didactic material	2
Tutorials	2

Human Resource Management

Human Resources Management

Subject: **Human Resources Management**

Character: **Obligatory**

ECTS: **6 ECTS**.

Time period: **Third course, 1st^h semester**

Teacher: **Gloria Moreno**

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Students' attention timetable: **Mo. 17.30 – 18.30**

Module coordinator teacher: **Alejandro Ros Gálvez**

Brief Description

The course on Human Resources Management is closely linked to business management and Organizations in terms of how much this contributes to the analysis of the internal scope of the above, bearing in mind both general and specific environments.

From this starting point, it is both inevitable and necessary to study and analyze the people who make up the organization, their skills, capabilities, specializations, and potential as a factor of competitive business.

Previous Requisites

There is no previous requisite. We recommend having Fundamentals of Economy I and Labor Law I passed.

Objectives

1. Study the organizations structures.
2. Know the aim and personal recruitment methods.
3. Know how to perform the performance assessment.
4. Know and be able to apply the different compensation structures.
5. Know how to use the communication techniques in a suitable way.

Competences and learning results

Basic and general competences

(CB1) Have and understand knowledge in an area that starts after the Secondary Education, at a level found and supported by advanced texts, it also includes some aspects that involve knowledge from their field of study avant-garde.

(CB2) Know how to apply their knowledge to their work in a professional way and have the competences shown through the elaboration and defense of arguments and the resolution of problems in an area of study.

(CB3) Have the ability to gather and interpret relevant data within their area of study, in order to issue sentences which, involve the reflection about relevant social, scientific or ethical issues.

(CB4) Transmit information, ideas, problems and solutions to both specialized and non-specialized public.

(CB5) Develop learning abilities necessary to follow later training with a high level of autonomy.

Cross-curricular subjects

(T2) Organization and planning ability

(T3) Ability to manage information in order to make decisions and solve problems

(T4) Ability for inter-personal relationship

(T5) Critical reasoning

(T7) Adaptation to new situations

(UCAM6)) Acquire team work ability, to work with same or different field of professionals

Specific Competences

Human Resource Management

(E6) Acquire Corporation Human Resources Management knowledge

(E15) Acquire knowledge to leader, take part and develop work teams.

(E16) Acquire knowledge to develop and elaborate management strategies from general strategies in Human Resources.

(E24) Acquire knowledge to choose and use information systems for Human Resources Management.

Learning results

- 1. Understand reason and synthetize contents in the field of Human Resources
- 2. Collaborate with other professionals and recognize the different contributions, provided by other knowledge fields, to professional practice in Human Resources
- 3. Elaborate Human Resources objectives, policies and planning.
- 4. Elaborate performance assessments and know how to elaborate a system of compensations and incentives.
- 5. Be able to perform diagnose and analysis in job positions and designs.
- 6. Apply employees' recruitment, selections and socialization techniques.
- REPEATED (4)
- 8. Know and select suitable information systems to manage Human Resources
- 9. Know the new technological resources and platforms to make easier corporation Human Resources activity.
- 13. Be able to analyze and understand ethical implications of Human Resources and Leadership.

Methodology

Methodology	Hours	Face-to-face work hours	Non-face-to-face work hours
Master class	15,0	30 horas (20 %)	
Practice workshops	6,9		

Assessment	2,1		
Tutorials	6,0		
Theoretical exposition	7,5		120 horas (80 %)
Discussion groups, workshops	3,3		
Assessment	0,9		
Tutorial	3,0		
Personal study	47,2		
Tasks and presentations	42,0		
Research articles analysis	5,6		
Bibliographic search	10,5		
TOTAL	150	30	

Syllabus

Theme 1: Human Resources Management. Basic Ideas.

- 1.1. Definitions
- 1.2. Activities
- 1.3. Functions
- 1.4. Case Study

Theme 2: Human Resources and strategic Management

- 2.1. Policy
- 2.2. Strategic Planning
- 2.3. Strategic Decisions
- 2.4. Case Study

Theme 3: Human Resources and corporation strategy

- 3.1. Structure and hierarchical levels
- 3.2. Corporation organization

Human Resource Management

3.3. Structure types

3.4. Case Study

Theme 4: Staff planning

4.1. Introduction

4.2. Methods

4.3. HHRR and efficiency

4.4. Case Study

Theme 5: Analysis and description of the job

5.1. Introduction

5.2. Definitions

5.3. Analysis justification

5.4. Job Definition

5.5. Functions manual

5.6. Obtaining of information

5.7. Case studies

Theme 6: Staff recruitment and selection

6.1. Introduction

6.2. Recruitment

6.3. Selection

6.4. Case Study

Theme 7: Integration in the organization

7.1. Staff welcome

7.2. Integration process

7.3. Case Study

Theme 8: Performance assessment

8.1. Definitions

8.2. Objectives

8.3. Considerations

8.4. Development: Competence assessment

8.5. Case study

Theme 9: Payment systems

Human Resource Management

- 9.1. Concepts and definitions
- 9.2. Payment methods
- 9.3. Payment for different work groups
- 9.4. Case study

Theme 10: Communication needs

- 10.1. Concepts and definitions
- 10.2. Elements of a communication
- 10.3. Effective communication
- 10.4. Inner-communication objectives
- 10.5. Case study

Connection with other subjects in the study plan

The subject is related to all subjects connected with organization and management, and it is closely linked to the subject Communication Management and Managerial Skills.

Assessment system

February/June call

Written exam: 80%.

There will be two exams. The first exam will be 30% and the second one 50%

Student's involvement in other activities: 20%

The student must take part in different training activities, assessed through the submission and correction of exercises, tasks, case studies and problems, performed individually and in groups, together with the public presentation of some of these works and the participation in discussion forums.

September Call:

Grade percentages are as in February call.

February/June Call

The student will pass the subject in the February/June call when the arithmetic mean, according to the three grade percentages (two written exams and involvement) is equal or higher than 5, whenever none of the other two grades is lower than 4.

If the student has less than 5 points in any of the three grades (the two written exams and the involvement), he/she will have to resit to pass in September, keeping the grades equal or higher than 5.

September Call:

The student will pass the subject September call when the arithmetic mean, according to the fixed percentages in three punctuations two written exams and involvement) is equal or higher than 5, whenever none of the other two grades is lower than 4.

In case of not passing, he/she will have to resit for the complete subject in later calls.

Grading Systems

The grading systems (RD 1.125/2003. de 5 de septiembre) will be:

0-4,9 Fail (SS)

5,0-6,9 Pass (AP)

7,0-8,9 Grade B (NT)

9,0-10 Distinction (SB)

The “Honors” mention can be awarded to those students with a degree of 9,0 or higher. This cannot be awarded to more than 5% of the students registered in a subject in each academic year, unless the number of students registered is less than 20, when there will be awarded only one mention.

Bibliography and reference sources

Basic bibliography

- PUCHOL, L (2003). Dirección y gestión de recursos humanos. 5a Ed. *Ediciones Díaz de Santos*, S. A.
- LA CALLE DURÁN, M.C.; ORTIZ DE URBINA CRIADO, M. (2014). *Fundamentos de Recursos Humanos*, 2ª ED. PEARSON EDUCACIÓN, S.A., Madrid.
- DOLAN, S. L., SCHULER, R. S., JACKSON, S., & CABRERA, R. V. (2007). *La gestión de los recursos humanos: cómo atraer, retener y desarrollar con éxito el capital humano en tiempos de transformación*. McGraw-Hill.
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Gestión del capital Humano. McGrawHill, México, 2014. (temas 1-10)

Complementary bibliography

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- ARANA, J. *Recursos Humanos en la empresa moderna.* Gestión 2000, Barcelona, 1995.
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- CHIAVENATO, I. *Administración de Recursos Humanos.* Mc. Graw Hill, México, 1992.
- FERNÁNDEZ-RIOS, M. *de trabajo.* Diez de Santos, Madrid, 1997. y SÁNCHEZ, J.C. *Valoración de puestos*

- FRASER, J.M., *Las entrevistas de Selección de Personal*, Ediciones Deusto, Bilbao, 1992
- GASALLA, J.M., *La nueva dirección de persona.*, Pirámide, 1998.
- JIMÉNEZ, A. *Creando valor a través de las personas*. Díaz de Santos, Madrid, 2000

Web pages related

- http://www.mtin.es/es/sec_trabajo/index.htm
- http://www.mtin.es/es/seg_soc/index.htm
- http://www.seg-social.es/Internet_1/Trabajadores/index.htm
- <http://www.losrecursoshumanos.com/>

Recommendations for future study

Regular use of UCAM virtual campus.

Group discussions to prepare presentations and tasks.

Consult recommended bibliography for each unit.

Instructional Material

It will be necessary to have a PC with all the necessary programs installed (text editor, spreadsheet, presentation tools, etc.) We also recommend students to use memory devices (USB, CDs or DVDs) to make easier the interchange of information in presentations such as Power Point, exercises, case study, etc., during the face-to-face classes. We also recommend the use of calculator and access to the Internet.

Tutorials

Academic tutorial:

These tutorials have the aim of consolidating knowledge and abilities taught in the classes of the subject, at the same time will help to solve problems and doubts asked by the students. The hours for the tutorials will also be employed to the performance, follow up and assessment of the different tasks in order to contribute to the understanding of the subject methodology and systems of assessment.

Personal Tutorial:

The university also has a Special Team for tutorials with the students enrolled in the degree. The personal tutor accompanies the student during the complete university period. Criteria and aspects can be consulted in:

<http://www.ucam.edu/servicios/tutorias/preguntas-frecuentes/que-es-tutoria>