Universidad Zaragoza

30124 - Organisation of Human Resources

<u>**Información del Plan Docente**</u>

Academic Year	2016/17
Academic center	175 - Escuela Universitaria Politécnica de La Almunia
Degree	425 - Bachelor's Degree in Industrial Organisational Engineering
ECTS	6.0
Course	3
Period	First semester
Subject Type	Compulsory
Module	---

1.Basic info

1.1.Recommendations to take this course

1.2.Activities and key dates for the course

2.Initiation

2.1.Learning outcomes that define the subject

2.2.Introduction

3.Context and competences

3.1.Goals

3.2.Context and meaning of the subject in the degree

3.3.Competences

3.4.Importance of learning outcomes

4.Evaluation

5.Activities and resources

5.1.General methodological presentation

The learning process designed for this subject is based on the following:

The current subject is conceived as a stand-alone combination of contents, yet organized into two fundamental and complementary forms, which are: the theoretical concepts of each teaching unit, the solving of problems or resolution of questions, at the same time supported by other activities such as public presentations.

5.2.Learning activities

The organization of teaching will be carried out using the following steps:

Theory Classes : Theoretical activities carried out mainly through exposition by the teacher, where the theoretical supports of the subject are displayed, highlighting the fundamental, structuring them in topics and or sections, interrelating them.

Practical Classes : Carried by teacher and students. Practical problems or cases for demonstrative purposes. This type of teaching complements the theory shown in the lectures with practical aspects.

Individual Tutorials : Those carried out giving individual, personalized attention with a teacher from the department. Said tutorials may be in person or online.

5.3.Program

1.- Management of human resources.

2.- Historical evolution of human resources function

3.- HHRR strategic management.

4.- HHRR planification

5.- Legal environment. Regulation.

6.- Personnel administration. Salaries administration.

7.- Job descriptions and analisys.

8.- Job evaluation.

9.- Performance evaluation

10.- Retribution, salaries and compensation.

5.4.Planning and scheduling

The dates of the partial exams, practical works and exercises will be shown in the Moodle platform.

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To be considered for continuous evaluation it is needed to assist at least at 80 % of present classes.

The dates of the final exams will be those that are officially published at http://www.eupla.es/secretaria/academica/examenes.html.

5.5.Bibliography and recomended resources

- Pereda Marín, Santiago. Valoración de puestos de trabajo / Santiago Pereda Marín, Francisca Berrocal Berrocal . - 1a. ed. Madrid : Eudema, 1993
- Fundamentos de dirección y gestión de recursos humanos / Antonio Aragón Sánchez, Jesús García-Tenorio Ronda, ...[et al.] . - [1a. ed.] Madrid : Thomson, D.L. 2004
- Gómez-Mejía, Luis R.. Gestión de recursos humanos / Luis R. Gómez-Mejía, David B. Balkin, Robert L. Cardy . - 5ª ed. Madrid [etc.] : Pearson Educación, D.L. 2008
- Selección, evaluación y desarrollo de los recursos humanos / Amparo Osca Segovia, editora. Madrid : Sanz Torres, 2006.
- Porret Gelabert, Miquel. Recursos humanos : dirigir y gestionar personas en las organizaciones / Miquel Porret Gelabert . - 2a. ed. rev. y act. Madrid : ESIC, D.L. 2007