

28520 - Human Resources: Management and Leadership

Información del Plan Docente

Academic Year	2017/18
Faculty / School	108 - Facultad de Ciencias Sociales y del Trabajo
Degree	428 - Degree in Labour Relations and Human Resources
ECTS	6.0
Year	3
Semester	First semester
Subject Type	Compulsory
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

4.1.Assessment tasks (description of tasks, marking system and assessment criteria)

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

The learning process that has been designed for this subject is based on:

Onsite activities

28520 - Human Resources: Management and Leadership

Lecture Class (T1): Key concepts and contents that students must acquire are presented. The development of the classes is supported by the Class Manual

Practice sessions (T2): They are participatory and they are based on the preparation, discussion and resolution of cases and exercises related to theoretical contents. The purpose is that students understand matter and developing capacities for analysis and application of the contents acquired in lectures.

Group tutorials (T6): It covers various activities focused and applied to group work such as: resolution of doubts, verification of its correct development, understanding of the contents and work follow-up

Off-site activities

Group work (T6): Groups of no more than five students will be formed. Each group will perform two works in the semester, which will consist of analysis, commentary and reflection on news or readings related to the contents of the subject. The objective of this activity is that students improve their skills and abilities related to teamwork, information search, analysis and synthesis of content, schematization and expository capacity

Autonomous work: The student must review and assimilate the contents taught in the theoretical and practical classes and, if appropriate, the student must solve the tasks and perform the work that is requested for delivery in class

Distribution of 150 hours per student between different types of activities:

Onsite activities (75 h)

- Lecture Class (T1): 30 h (40%)
- Practice Sessions (T2): 30 h (40 %)
- Groups Tutorial (T6): 10 h (13 %)
- Assessment: 5 h (7 %)

Off-site activities (75 h)

- Group Work: 10 h (13 %)
- Autonomous Work: 65 h (87 %)

5.2.Learning tasks

The learning activities are three:

- Lecture class (T1)

28520 - Human Resources: Management and Leadership

- Dynamic activities (T2): case study and practical exercises

- News presentations and guided essay (T6)

5.3.Syllabus

1. HUMAN RESOURCE MANAGEMENT

2. STRATEGIC HUMAN RESOURCE MANAGEMENT

3. HUMAN RESOURCE PLANNING

4. ANALYSIS AND JOB DESCRIPTION

5. JOB EVALUATION

6. PERFORMANCE ASSESSMENT

7. COMPENSATION

5.4.Course planning and calendar

Onsite sessions and assignment presentation

Timetable and work planning (lectures, practice sessions and group presentations) will be announced at beginning of the academic year.

5.5.Bibliography and recommended resources

- Ariza Montes, J.A., Morales Gutiérrez, A.C. y Morales Fernández, E. (2004). Dirección y administración integrada de persona: Fundamentos, procesos y técnicas en práctica. Madrid: McGraw-Hill.
- Byars, L.L. y Rue, L.W. (1997). Gestión de recursos humanos (4ª ed. en español de la 4ª ed. en inglés). México: Irwin.
- Quijano de Arana, S.D. de y Galán, D. (2000). Sistemas efectivos de evaluación del rendimiento: Resultados y desempeños: Técnicas y sistemas para la gestión y el desarrollo del personal (1ª ed., 2ª reimpr.) Barcelona: EUB.
- Dessler, G. (2001). Administración de personal (8ª ed.). México: Pearson Educación.
- Dolan, S.L., Schuler, R.S. y Valle, R. (1999). La gestión de los recursos humanos. Madrid: McGraw Hill.
- Fernández-Ríos, M. (1995). Análisis y descripción de puestos de trabajo: Teoría, métodos y ejercicios. Madrid: Díaz de Santos.
- Gómez-Mejía, L.R., Balkin, D.B. y Cardy, R.L. (2008). Gestión de recursos humanos (5ª ed.). Madrid: Pearson Educación.
- Pereda Marín, S. y Berrocal Berrocal, F. (1993). Valoración de puestos de trabajo. Madrid: Eudema.
- Roig Ibañez, J. (1996). El estudio de los puestos de trabajo: La valoración de las tareas y la valoración del personal. Madrid: Díaz de Santos.
- Aguirre de Mena, J.M., Andrés Reina, M.P., Rodríguez Rodríguez, J. y Tous Zamora, D. (2000). Dirección y gestión de personal. Madrid: Pirámide.
- Barranco Sáiz, F.J. (2000). Marketing interno y gestión de recursos humanos. Madrid: Pirámide.
- Claver Cortés, E., Gascó Gascó, J.L. y Llopis Taverner, J. (2003). Los recursos humanos en la empresa: Un



28520 - Human Resources: Management and Leadership

enfoque directivo. Madrid: Civitas.

- Puchol, L. (2007). Dirección y gestión de recursos humanos (7ª ed. act.). Madrid: Díaz de Santos.
- Rodríguez Porras, J.M. (1995). Casos de factor humano en la empresa. Barcelona: Gestión 2000.