



Year : 2018/19

## **30146 - Human Resources Management**

### **Syllabus Information**

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|--------------------------|--|
| <b>Academic Year:</b>    | 2018/19  |
| <b>Subject:</b>          | 30146 - Human Resources Management   |
| <b>Faculty / School:</b> | 179 -  |
| <b>Degree:</b>           | 457 - Bachelor's Degree in Industrial Organisational Engineering<br>563 - Bachelor's Degree in Industrial Organisational Engineering       |
| <b>ECTS:</b>             | 6.0  |
| <b>Year:</b>             | 457 - Bachelor's Degree in Industrial Organisational Engineering: 4<br>563 - Bachelor's Degree in Industrial Organisational Engineering: 4 |
| <b>Semester:</b>         | First semester   |
| <b>Subject Type:</b>     | Optional   |
| <b>Module:</b>           | ---  |

### **General information**

#### **Aims of the course**

#### **Context and importance of this course in the degree**

#### **Recommendations to take this course**

#### **Learning goals**

#### **Competences**

#### **Learning goals**

#### **Importance of learning goals**

#### **Assessment (1st and 2nd call)**

#### **Assessment tasks (description of tasks, marking system and assessment criteria)**

#### **Methodology, learning tasks, syllabus and resources**

#### **Methodological overview**

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on active methodologies that favor the development of critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work and assessment tasks. Students are expected to

participate actively in the class throughout the semester.

Further information regarding the course will be provided on the first day of class.

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

- Theoretical development of the subject by the teacher in theory session. It will seek the maximum participation of the student.
- Learning activities, execution of small papers, resolution of problems and realization of practical cases, that will promote the practical application of the contents.

## **Learning tasks**

The subject includes face-to-face and non-face-to-face activities:

The **face-to-face** tasks:

Type 1: Theory session

Type 2: Problem solving, cases, practices and questionnaires

Type 3: Tutorials and/or reinforcement classes

EV: Theoretical-practical tests and final exam

The **non-face-to-face** activities will be the following:

Type 1: Study and review of the recommended bibliography

Type 2: Resolution of problems, cases and working papers

EV: Specific preparation of different evaluation tests and final exam

## **Syllabus**

### **PART I. Intraorganizational behavior and its management implications**

**UNIT 1.** Human resources management

**UNIT 2.** Human resources planning

### **PART II. Functions of human resources management**

**UNIT 3.** Analysis, description and valuation of jobs

**UNIT 4.** Function of employment. Additive processes

**UNIT 5.** Function of employment. Subtractive processes

**UNIT 6:** Evaluation and management of job performance

**UNIT 7:** Professional development: training and career

## **Course planning and calendar**

Calendar of face-to-face sessions and presentation of working papers will be announced by the teacher. The announcement will be made by the teacher in class and through the Moodle platform.

The subject includes face-to-face and non-face-to-face activities:

The **face-to-face** tasks:

Type 1: Master class

Type 2: Problem solving, cases, practices and questionnaires

Type 3: Tutorials and/or reinforcement classes

EV: Theoretical-practical tests and final exam

The **non-face-to-face** activities will be the following:

Type 1: Study and review of the recommended bibliography

Type 2: Resolution of problems, cases and working papers

EV: Specific preparation of different evaluation tests and final exam

## **Bibliography and recommended resources**

Teaching materials of the subject available in the Moodle Platform.