

Human Resources**2015/2016**Code: 102342
ECTS Credits: 6

Degree	Type	Year	Semester
2501572 Business Administration and Management	FB	1	2
2501573 Economics	OT	4	0

ContactName: Carles Sola Belda
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Principal working language: catalan (cat)

TeachersDavid Urbano Pulido
Yancy Vaillant**External teachers**

Carlos Martínez Lizama

Prerequisites

In order to be able to successfully follow and complete the course, it is recommended that the student has passed the following subjects: Business Economics I.

Objectives and Contextualisation

Over last few decades as economy has become more oriented toward knowledge-based work and dominated by the service sector, organizations have recognized that people are their major source of competitive advantage and their key resource. As a result, human resource management (HRM) has taken on a more strategic role in organizations. Decisions made about whom to hire, what training to give them, how to reward them, and so on have become increasingly important. More and more these decisions are made not only by the HR department and managers but also by individual employees and team members. Thus the main goal of this course is to enable students as future employees and future managers to understand their responsibilities regarding HRM.

Skills**Business Administration and Management**

- Capacity for oral and written communication in Catalan, Spanish and English, which enables synthesis and oral and written presentation of the work carried out.
- Delegate decision making to the workers and provide them with the necessary incentives so that those decision arte taken in the interest of the company as a whole.
- Organise the work in terms of good time management, organisation and planning.
- Respecting diversity and plurality of ideas, people and situations.

- Select and generate the information necessary for each problem, analyse it and take decisions based on that information.
- Work well in a team, being able to argue proposals and validate or reject the arguments of others in a reasoned manner.

Learning outcomes

1. A capacity of oral and written communication in Catalan, Spanish and English, which allows them to summarise and present the work conducted both orally and in writing.
2. Identify the conditions that favour the delegation of decisions.
3. Identify the main incentive mechanisms used in companies.
4. Organise work, in terms of good time management and organisation and planning.
5. Respect the diversity and plurality of ideas, persons and situations.
6. Select and generate the information needed for each problem, analyse it and make decisions based on this information.
7. Work as part of a team and be able to argue own proposals and validate or refuse the arguments of others in a reasonable manner.

Content

1. Strategic management of human resources
2. Organizations and job design
3. Recruitment and selection
4. Training and career development
5. Performance appraisal
6. Compensation

Methodology

To achieve the objectives of this course the following teaching methods will be used:

1. Lectures with the use of ICT: In these sessions the professor will develop the main fundamental ideas and concepts of the topic and provide illustrative examples from the business world, where applicable.
2. Workshops focusing on exercises and case studies to better understand various theoretical concepts studied in the lectures.
3. Various support activities to familiarize students with the real-life business world - during the course students will perform research and read newspaper and journal articles related to the topics covered in the course.
4. Completion, delivery, and presentation of activities and / or practical projects developed by students working in groups.
5. Tutorial attendance: Professors will have scheduled office hours during which students may obtain help in resolving questions they encounter during the study of class material.

Activities

Title	Hours	ECTS	Learning outcomes
Type: Directed			
Practice classes: cases	10	0.4	
Practice classes: papers and articles	5	0.2	
Theory classes	30	1.2	
Type: Supervised			

Tutorials and monitoring	7.5	0.3
Type: Autonomous		
Studying of the class material and preparation and solution of exercises	90	3.6

Evaluation

The final course grade will consist of the weighted average of three grades - participation, mid-term exam, and final

exam. Each of the three evaluation elements will be graded on the scale from 0 to 10, 10 being the highest grade.

The final grade will be calculated using the following formula:

FINAL GRADE = 20% (midterm exam) + 30% (participation) + 50% (final exam)

1. Participation. Students are required to be present during the classes and to complete all individual and group

assignments during the semester. Participation mark represents 30% of the final course grade.

2. Mid-term exam. The mid-term exam will cover the class material covered up to that point and will be offered only once. As

there is no minimum grade requirement for the mid-term exam, a student can miss the mid-term exam and still "pass" the course. However, when a student misses the mid-term exam the mid-term exam grade will be zero and no compensation work will be assigned, even if the student had a valid reason for missing the exam. The grade of the mid-term exam represents 20% of the final grade.

In order to be allowed to take the final exam, the student must obtain a continuous evaluation grade (average of the mid-term exam grade and the participation grade) that is equal to or greater than 4.

Furthermore, the student must obtain the group project grade (a part of the participation grade) that is equal to or greater than 4. If the continuous evaluation grade or/and the group project grade is less than 4, the lower of continuous evaluation grade or the group project grade becomes the final course grade and the student will not be allowed to take the final exam. The student will have to repeat the course.

3. Final exam. Students must verify the exact date, time, and location in the faculty examination schedule.

Final exam evaluates students

based on the total material covered in the class. The grade of the final exam represents 50% of the final course

grade. To pass the course, it is necessary to obtain final exam grade greater or equal to 4. The final exam will be

offered only once and no compensation work will be assigned.

After the exam, each professor will publish the final exam and final course grades, and date, time and place of review of the examination.

Only students who obtain the final course grade equal to or greater than 4 and less than 5 will be provided with a

re-evaluation opportunity. Professors will decide about the type of re-evaluation. Students must verify the exact date, time, and place for

the re-evaluation in the faculty examination schedule. There will be only two possible re-evaluation grades:

"Pass"

("Apte") or "Fail" ("No-apte"). Students that obtain "Pass" re-evaluation grade will pass the course with the final grade of 5. Students that obtain "Fail" (No-apte) re-evaluation grade will fail the course with the final course grade

obtained during the regular evaluation.

Student can obtain "Not Assessed" ("No Avaluat") grade only when they have not participated in any of the evaluation activities. Therefore, students who perform even one evaluation component cannot obtain "Not Assessed"

("No Avaluat") grade.

Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
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Human Resources 2015 - 2016

Final exam	50%	3	0.12	1, 3, 2
Mid-term exam	20%	1.5	0.06	1, 3, 2
Participation	30%	3	0.12	1, 3, 2, 4, 5, 6, 7

Bibliography

GÓMEZ-MEJÍA, L. R.; BALKIN, D. B., CARDY, R. L.: "Managing Human Resources" (7th Ed.). Prentice Hall. 2012.

BARON, J.; KREPS, D.: "Strategic Human Resources". John Wiley & Sons. 1999.

LAZEAR, D.: "Personnel Economics for Managers". John Wiley & Sons. 1997.

MILKOVICH, G. T.; NEWMAN, J. M.: "Compensation". McGraw-Hill. 2010.