

Human Resources

Code: 102342
ECTS Credits: 6

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

Contact

Name: Carles Sola Belda
Email: Carles.Sola.Belda@uab.cat

Use of languages

Principal working language: catalan (cat)
Some groups entirely in English: Yes
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: No

Teachers

Carlos Martinez Lizama
David Urbano Pulido

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
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Type: Autonomous

Studying of the class material and preparation and solution of exercises	90	3.6
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Evaluation

This course has different activities of continuous evaluation.

- 1) Individual activities and small group of readings and news. 20% of the final mark with a minimum grade of 4 to opt for the weighted average.
- 2) Development of a real case in a large group, more than 3 people, assigned by the teacher. 20% of the final mark with a minimum grade of 4 to opt for the weighted average.
- 3) Non-liberating mid-term exam. Weight of 20% in the final note. There is no minimum mark.
- 4) Final test: Weight of 40% in the final mark. Minimum grade of 4 to opt for the weighted average.

The activities must be submitted within the established deadlines by the teacher. Otherwise (except in justified cases) it will be considered that the grade is 0.

If the minimum mark of 4 is not reached in some of the points 1), 2), or 4), then the subject will be failed without the right to re-evaluate. The final grade in this case will be the lowest grade of all.

If the student reaches a minimum grade of 4 in the activities described in points 1), 2), and 4), the final grade will result from the weighted average according to the weight of the 4 activities, as described previously .

If applying these weights the qualification of the student is 5 or superior, the subject is considered surpassed with the corresponding grade and this one will not be able to be object of a new evaluation.

In the case of a global grade less than 4, the student will have to return to the course in the following year.

For those students who have obtained a grade that is equal to or greater than 4 and inferior to 5, they will have a re-evaluation (if they have passed the minimum marks in points 1), 2), and 4) and therefore The weighted average has been calculated). 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
Final exam	40	3	0.12	1, 3, 2
Individual and small group assignments (readings and news discussion)	20	1.5	0.06	1, 3, 2, 4, 5, 6, 7
Mid-term exam	20	1.5	0.06	1, 3, 2

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.