

Human Resource Management

Code: 102179
ECTS Credits: 6

Degree	Type	Year	Semester
2501232 Business and Information Technology	OB	3	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

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

Teachers

Carles Lombart Peregrin

Prerequisites

It is desirable to have completed the "Business Economics" and "Strategic Business Management" courses.

Objectives and Contextualisation

The course aims to offer a vision of the main strategic, operational and human aspects that allow an understanding of the processes that are established in this business functional area.

The objectives of the course are:

- Understand the concept of human resources management as a competitiveness factor
- Leadership in the company
- Team management
- Project management
- Performance evaluation
- Motivation
- Recruiting and internal promotion policies
- Training and knowledge management
- Communication and centralization of decisions
- Negotiation and change management.

Competences

- Act with ethical responsibility and respect for fundamental rights and duties, diversity and democratic values.
- Capacity for working in teams.
- Demonstrating a comprehension of the principles, structure, organisation and inner workings of companies and organisations.

- Demonstrating creativity and initiative.
- Identifying, analysing and solving complex problems and situations related to company organisations.
- Students must be capable of adapting to new situations and new knowledge that may lead to new analysis and different stances.
- Students must be capable of collecting and interpreting relevant data (usually within their area of study) in order to make statements that reflect social, scientific or ethical relevant issues.
- Students must be capable of communicating information, ideas, problems and solutions to both specialised and non-specialised audiences.
- Take sex- or gender-based inequalities into consideration when operating within one's own area of knowledge.

Learning Outcomes

1. Analyse the sex- or gender-based inequalities and the gender biases present in one's own area of knowledge.
2. Applying fundamental interpersonal skills to the management of the human resources.
3. Carrying out different oral presentations for different audiences.
4. Communicate using language that is not sexist.
5. Communicating with experts of other fields and non-experts.
6. Critically analyse the principles, values and procedures that govern the exercise of the profession.
7. Demonstrating creativity and initiative.
8. Describing the function and structure of the human resources department of a company.
9. Develop critical thinking and reasoning.
10. Identify the principal forms of sex- or gender-based inequality present in society.
11. Managing a change process.
12. Managing and coordinating working teams, specially interdisciplinary teams, paying particular attention to the needs and conflicts they might endure.
13. Propose projects and actions in accordance with the principles of ethical responsibility and respect for fundamental rights, diversity and democratic values.
14. Students must be capable of adapting to new situations and new knowledge that may lead to new analysis and different stances.
15. Students must be capable of searching and analysing information of different sources.
16. Using negotiation techniques.
17. Weigh up the impact of any long- or short-term difficulty, harm or discrimination that could be caused to certain persons or groups by the actions or projects.

Content

1. General considerations

1. HR Management as a strategic factor
2. Corporate culture and business organisation
3. Job design and description and people recruiting
4. Labour framework

2. Employee Life Cycle

1. Definition of objectives
2. Training and knowledge management
3. Professional development
4. Performance evaluation
5. Promotion policies
6. Remuneration systems

3. Management function

1. People and team leadership. Project management
2. Communication and information flow

3. Motivation
4. Negotiation and conflict management
5. Change Management.

Methodology

1. For the learning of Human Resources items, presentations with audiovisual support and class cases/discussions will be carried out, in order to develop the practical skills integrated in the explanations.
2. In order to improve on the analysis and synthesis of specific aspects of the material, individual work will be carried out on a news item, that should be summarized and commented on.
3. In order to apply the HR knowledge to an specific business case, a group work or seminar on HR aspects will be carried out.

Please note that the proposed teaching methodology may undergo some modifications according to the restrictions imposed by the health authorities on on-campus courses.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Class work and case discussion	17	0.68	2, 8, 11, 16
Public presentations and seminars	32.5	1.3	6, 2, 8, 11, 16, 17
Type: Supervised			
Group work or seminar	5	0.2	5, 4, 14, 9, 3, 12, 15, 16
Teacher tutorials	10	0.4	5, 14, 7, 9
Type: Autonomous			
Course materials study	35	1.4	6, 15
Information search and group work or seminar preparation	39.5	1.58	6, 5, 14, 7, 9, 15
Work on a news item	7.5	0.3	1, 4, 14, 9, 3, 10, 13, 15, 17

Assessment

The evaluation will have the following between appraisals:

- Practical part (40%):

- Preparation and participation in a group work or seminar. Max. 2,5 points (25%)
- Accomplishment (summary and commentary) of an individual work on a news item. Max. 1,5 points (15%)

- Theoretical part (60%):

- Partial test, in which questions about the programme must be answered. Max. 3 points (30%)

- Final test in which questions about the programme must be answered. Max 3 points (30%)

Any text included in both individual and/or group work, not documented or enclosed in quotation marks of more than one line, will invalidate the work.

To consider the practical part grade, 3 or more points must be obtained from the theoretical part (taking into account partial and final). In case of not passing the theory, the grade will be that of theory.

If the grade is 5 or higher, the subject will be considered passed. In case of a grade lower than 3.5, the student will be suspended. If this is not the case, the student may take advantage of the remedial process described below.

A student will be considered "Not assessable" if he or she has not participated in any of the assessment activities. Therefore, if the student performs any component of the assessment, he or she is no longer eligible for "Not Assessable".

Calendar of Evaluation Activities

The dates of the various assessment activities (exercises, submission of papers, etc.) will be announced well in advance during the semester.

The dates of the midterm and final test of the course are programmed in the calendar of examinations of the Faculty.

"The schedule of the evaluation tests may not be modified, unless there is an exceptional and duly justified reason why an evaluation act cannot be carried out. In this case, the persons responsible for the degrees, after consulting the teaching staff and the student body concerned, will propose a new schedule within the corresponding academic period". Section 1 of Article 115. Calendar of evaluation activities (UAB Academic Regulations)

Students of the Economics and Business Faculty who, according to the previous paragraph, need to change an evaluation date must submit the request by filling in the document Request for rescheduling test at https://eformularis.uab.cat/group/deganat_feie/solicitud-reprogramacion-de-pruebas.

Procedure for reviewing appraisals

At the same time with the final test, the day and means of publication of the final grades will be announced. Likewise, the procedure, place, date and time of the grade revision will be informed in accordance with the University's regulations.

Recovery Process

"In order to participate in the catch-up process, the student body must have been previously evaluated in a set of activities that represents a minimum of two thirds of the total grade of the subject or module". Article 112 ter, paragraph 3. Recovery (UAB Academic Regulations). Students must have obtained an average grade of the subject between 3.5 and 4.9.

The date of this test is scheduled in the calendar of examinations of the Faculty. The student who presents himself and passes it will pass the subject with a grade of 5. Otherwise, he will keep the same grade.

Irregularities in evaluation acts

Without prejudice to other disciplinary measures that may be deemed appropriate, and in accordance with current academic regulations, *"in the event that the student commits any irregularity that may lead to a significant variation in the grade of an evaluation act, this evaluation act shall be marked with a 0, regardless of the disciplinary process that may be instructed. If there are several irregularities in the acts of evaluation of the same subject, the final grade of this subject will be 0".* Article 116, paragraph 10. Evaluation results. (UAB Academic Regulations)

Final note: *The proposed evaluation activities may undergo some changes according to the restrictions imposed by the health authorities on on-campus courses.*

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Group work or seminar	25%	0	0	6, 2, 5, 14, 7, 8, 9, 3, 12, 15, 16
Individual work	15%	0	0	6, 1, 5, 4, 7, 9, 3, 11, 10, 13, 15, 17
Partial and final tests	60%	3.5	0.14	6, 2, 14, 7, 8, 9

Bibliography

- GOMEZ-MEJIA, J.L (2004) *Gestión de Recursos Humanos*. Ed. Pearson - Prentice Hall.
- LAZEAR, E. (1998) *Personnel economics for managers*. Ed. John Wiley, NY.
- PEDREIRA, R. (2013) *Los recursos humanos son personas*. Ed. UAB.
- KOONTZ, H. y WEIHRICH, H. (2004) *Administración, una perspectiva global*. Ed. McGraw Hill.
- RODRIGUEZ, J.M. (2005) *El factor humano en la empresa*. Ed. Deusto.
- www.capitalhumano.es
- www.fundaciontripartita.org
- www.mcc.es (Mondragón Corporación Cooperativa).

Software

Not available