

COURSE DESCRIPTION

COURSE DETAILS

Title (of the course): **DIRECCIÓN DE RECURSOS HUMANOS**

Code: 101702

Degree/Master: **GRADO DE TURISMO**

Year: 3

Field: GESTIÓN DE EMPRESAS TURÍSTICAS

Character: OBLIGATORIA

Duration: SECOND TERM

ECTS Credits: 6.0

Classroom hours: 60

Face-to-face classroom percentage: 40.0%

Study hours: 90

Online platform:

LECTURER INFORMATION

Name: MUÑIZ RODRÍGUEZ, NOEL MARTÍN (Coordinator)

Department: ESTADÍSTICA, ECONOMETRÍA, INVESTIGACIÓN OPERATIVA, ORGANIZACIÓN DE EMPRESAS Y

Area: ORGANIZACIÓN DE EMPRESAS

Office location: Facultad de Ciencias del Trabajo. Aulario Menéndez Pidal (Turismo)

E-Mail: td2muron@uco.es

Phone: 957218284/991

PREREQUISITES AND RECOMMENDATIONS

Prerequisites established in the study plan

None

Recommendations

None specified

INTENDED LEARNING OUTCOMES

- | | |
|------|---|
| CB1 | Developing the ability to analyse and summarise |
| CB2 | Demonstrating the ability to organise yourself and plan |
| CB3 | Written and oral communication in Spanish |
| CB4 | Being able to work as a team |
| CB5 | Developing skills in interpersonal relationships |
| CB6 | Demonstrating critical thinking |
| CB7 | Developing autonomous learning |
| CB8 | To acquire skills and an ethical commitment to contribute to creating a fairer and more respectful society with regards basic human rights. |
| CE9 | To understand and to be able to apply basic Business Management principles |
| CE16 | The management of the different types of tourism organisations. |
| CE17 | To plan and manage the resources of tourism organisations. |

COURSE DESCRIPTION

OBJECTIVES

- 1.- Analyze the evolution and development of the personnel function in the company.
- 2.- Highlight the importance of the new Human Resources Department as a source of competitive advantages.
- 3.- Highlight the contributions of the Competencies Approach to modern people management.
- 4.- Study the influence that certain aspects (motivation, leadership, communication, etc.), associated with work in the company, exert on an effective management of human resources.
- 5.- Understand the importance of an adequate job design, which simultaneously takes into account the people, the job position and the type of organization.
- 6.- Describe the importance and stages of quantitative and qualitative planning of staff and professional careers.
- 7.- Analyze the sources and processes that are carried out to guarantee the efficiency of the recruitment and selection of personnel.
- 8.- Emphasize the importance of evaluating people's performance and the different techniques and instruments used to do so.
- 9.- Influence the need for continuous training as a means of survival for the company.
- 10.- Highlight the fundamental value of the implementation of an adequate remuneration system.
- 11.- Know the different remuneration elements that make up the concept of total compensation, as a necessary engine to increase motivation and job satisfaction.

CONTENT

1. Theory contents

UNIT 1: Human resources management
UNIT 2: Analyzing competences
UNIT 3: motivation and leadership
UNIT 4: Jobs analysis and design
UNIT 5: Human resources planning
UNIT 6: recruitment and selection
UNIT 7: Performance evaluation
UNIT 8: Competences Development
UNIT 9: Retribution Strategies
UNIT 10: Retribution system: elements

2. Practical contents

- 1) DEBATES ON REAL CASES OR TOPICS RELATED
- 2) GROUPS ASSIGNMENT WITH ORAL DEFENSE

SUSTAINABLE DEVELOPMENT GOALS RELATED TO THE CONTENT

Gender equality
Decent work and economic growth
Reduced inequalities

COURSE DESCRIPTION

METHODOLOGY

Methodological adaptations for part-time students and students with disabilities and special educational needs

General academic norms applied.

Face-to-face activities

Activity	Large group	Medium group	Total
<i>Assessment activities</i>	2	-	2
<i>Debates</i>	-	2	2
<i>Group presentation</i>	-	8	8
<i>Group work (cooperative)</i>	-	5	5
<i>Lectures</i>	43	-	43
Total hours:	45	15	60

Off-site activities

Activity	Total
<i>Group work</i>	15
<i>Information search</i>	15
<i>Reference search</i>	10
<i>Self-study</i>	50
Total hours	90

WORK MATERIALS FOR STUDENTS

Case studies

Exercises and activities

EVALUATION

Intended learning	Case Studies	Exams	Oral Presentation
CB1	X	X	
CB2	X	X	
CB3	X	X	

COURSE DESCRIPTION

Intended learning	Case Studies	Exams	Oral Presentation
CB4	X	X	
CB5	X	X	
CB6			X
CB7			X
CB8	X	X	X
CE16	X	X	X
CE17	X	X	X
CE9	X	X	X
Total (100%)	20%	60%	20%
Minimum grade	5	5	5

(*)Minimum mark (out of 10) needed for the assessment tool to be weighted in the course final mark. In any case, final mark must be 5,0 or higher to pass the course.

Attendance will be assessed?:

No

General clarifications on instruments for evaluation:

Percentages above described will be applied.

Clarification for repeating students: the partial qualifications corresponding to the monographic work (completion and presentation) and to the study of practical cases (analysis and resolution) will be kept only during the academic year following the one in which it was carried out.

Clarifications on the methodology for part-time students and students with disabilities and special educational needs:

General academic norms applied.

Clarifications on the evaluation of the extraordinary call and extra-ordinary call for completion studies:

The final grade that is collected in the minutes of both meetings will correspond to 100% of the grade obtained in the exam.

Qualifying criteria for obtaining honors:

Max grade.

COURSE DESCRIPTION

BIBLIOGRAPHY

1. Basic Bibliography

- Alles, M.A., 2012. Desempeño por competencias: evaluación de 360*, 2a. ed. Buenos Aires: Granica.
- Alles, M.A., 2015. Diccionario de comportamientos: 1500 comportamientos relacionados con las competencias mas utilizadas en gestión por competencias, 2a ed. Buenos Aires: Granica.
- Alles, M.A., 2015. Dirección estratégica de recursos humanos. Vol. 1, Gestión por competencias, nueva ed. Buenos Aires: Ediciones Granica.
- Alles, M.A., 2015. Diccionario de competencias. Tomo 1, Las 60 competencias más utilizadas en gestión por competencias, 2* ed. Buenos Aires: Ediciones Granica.
- Alles, M.A., 2015. Diccionario de comportamientos. Tomo 2, 1500 comportamientos relacionados con las competencias más utilizadas en gestión por competencias, 2* ed ed. Buenos Aires: Ediciones Granica.
- Alles, M.A., 2015. Diccionario de preguntas. Tomo 3, Las preguntas para evaluar las competencias más utilizadas en gestión por competencias, 2* ed ed. Buenos Aires: Ediciones Granica.

2. Further reading

- Ivancevich, Human Resource Management, McGraw Hill 2012.
- Becker, B. & Huselid, M. A. (2006). Strategic human resources management: where do we go from here?. Journal of Management, 32(6), 898-925.
- Bowen, D. & Ostroff, C. (2004). Understanding HRM-firm performance linkages: The role of the "strength" of the HRM system. Academy of Management Review, 29(2), 203-221.
- Buller, P. and McEvoy, G. (2012). Strategy, human resource management and performance: Sharpening line of sight. Human Resource Management Review, 22, 43-56.
- Campion, M. A., Guerrero, L. and Posthuma, R. (2011). Reasonable human resource practices for making employee downsizing decisions. Organizational Dynamics, 40, 174-180.
- Gratton, L. and Truss, C. (2003). The three-dimensional people strategy: Putting human resources policies into action. The Academy of Management Executive, 17, 3, 74-86.
- Huselid, M. & Becker, B. E. (2010). Bridging micro and macro domains: Workforce differentiation and strategic human resource management. Journal of Management, 37, 2, 421-428.

COORDINATION CRITERIA

Common evaluation criteria

Joint activities: lectures, seminars, visits ...

Tasks deadlines

SCHEDULE

Period	Assessment activities	Debates	Group presentation	Group work (cooperative)	Lectures
1# Fortnight	0,0	0,0	2,0	1,0	6,0
2# Fortnight	0,0	0,0	1,0	1,0	6,0
3# Fortnight	0,0	0,0	2,0	0,0	6,0



www.uco.es
facebook.com/universidadcordoba
@univcordoba

INFORMATION REGARDING
UNIVERSITY OF CORDOBA DEGREES

uco.es/grados

COURSE DESCRIPTION

Period	Assessment activities	Debates	Group presentation	Group work (cooperative)	Lectures
4# Fortnight	0,0	0,0	1,0	1,0	7,0
5# Fortnight	0,0	0,0	2,0	1,0	6,0
6# Fortnight	2,0	0,0	0,0	1,0	6,0
7# Fortnight	0,0	2,0	0,0	0,0	6,0
Total hours:	2,0	2,0	8,0	5,0	43,0

The methodological strategies and the evaluation system contemplated in this Course Description will be adapted according to the needs presented by students with disabilities and special educational needs in the cases that are required.