

29007 - Organisation Management and Handling Human Resources

Syllabus Information

Academic year: 2024/25

Subject: 29007 - Organisation Management and Handling Human Resources

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 12.0

Year: 2

Semester: Annual

Subject type: Compulsory

Module:

1. General information

This subject provides two basic approaches, which are that of business administration, or management, and that of human resources management, which is usually incorporated in the previous one, and both within the theoretical framework of the economics of organizations, which broadens the perspective of the whole. The result is the treatment of organizations in general and in principle, which will then be public or private, and always from the point of view of economics.

These approaches and goals are aligned with the following Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 Agenda of the United Nations in such a way that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to their achievement: goal 4.7, 8.3, 12.6, 12.7, 16.6 and 16.7.

2. Learning results

1. Understands contemporary organizational theory and its repercussions in different contexts.
2. Knows how to analyze and implement the basic principles and tools of organizational management.
3. Identifies, analyzes and solves the organizational problems raised, making decision.
4. Is able to make a diagnosis and propose solutions to cases taken from real life, which raise organizational and management problems.
5. Knows how to solve problems/exercises in which both structure and human resources management problems are analyzed.

3. Syllabus

PART I. ECONOMICS AND ORGANIZATIONS

Unit 1. Conceptual introduction: Economics, Organization and Business.

Unit 2. Elements of the organizations.

Unit 3. Organizational problems of a primitive economy.

Unit 4. Organizational systems.

PART II. INTRODUCTION TO ORGANIZATIONAL MANAGEMENT

Unit 5. The management system.

Unit 6. Planning.

PART III. AUXILIARY TOOLS

Unit 7. Decision making.

Unit 8. Temporary programming.

PART IV. ORGANIZATION MANAGEMENT

Unit 9. The company in reality: internal analysis.

Unit 10. The environment: external analysis.

Unit 11. The market.

Unit 12. Creation and development of the company.

PART V. KEYS TO GOOD MANAGEMENT

Unit 13. Organization, management and control.

Unit 14. Objectives and scorecard.

Unit 15. Motivation and incentives.

Unit 16. The problem of coordination.

PART VI. EVOLUTION OF MANAGEMENT THEORIES

Unit 17. Schools and theories of organization.

Unit 18. The evolution to quality.

Unit 19. Strategic management of human resources.

PART VII. HUMAN RESOURCE MANAGEMENT

Unit 20. People management.

Unit 21. Job analysis.

Unit 22. Human resources planning.

Unit 23. Recruitment and selection of personnel.

Unit 24. The training process.

Unit 25. Job evaluation.

Unit 26. Performance appraisal.

Unit 27. The Remuneration System.

4. Academic activities

4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

Master class: 80 hours (theoretical-practical sessions in which the contents of the subject will be explained).

Practical exercises: 40 hours (problem solving and case studies, assignments and face-to-face tutorials).

Personal study and preparation of practical assignments: 172 hours.

Assessment tests. 8 hours.

4.2. VIRTUAL ACADEMIC ACTIVITIES

Synchronous and asynchronous activities: 30 hours (theoretical-practical sessions [videoconferences and/or learning pills] at where the contents of the subject will be explained).

Distance learning activities: 30 hours (virtual network work or activities on the Moodle platform or online tutorials).

Personal study and preparation of practical assignments: 232 hours.

Assessment tests. 8 hours.

5. Assessment system

5.1. PRESENCE-BASED MODALITY

5.1.1. CONTINUOUS ON-SITE ASSESSMENT

A. Releasing mid-term exams: 2 mid-term exams will be held, one in the middle of the course and the other at the end, in person (virtual for the students of this modality), which will exempt them from the global exam. If applicable, the corresponding partial will be saved for the second call. The two midterm exams will have a 70% weighting in the final grade.

B. Evaluable internships: throughout the course 15 evaluable internships may be handed in through the ADD, which together will have a 30% of the final grade.

5.1.2. IN-PERSON GLOBAL TEST

Students must pass an overall final written test valued at 10 points, with an approximate 2:1 ratio of theory and practical, respectively, and in which there may be test questions, open questions and numerical or reasoning exercises.

The final grade will be the higher of the overall test considered exclusively or weighted with the practicals.

Assessment criteria: presentation on time, application of theory and knowledge of the subject, structure and coherence of the solution, and quality of written expression.

5.2. VIRTUAL MODE

The evaluation system for the virtual modality is the same as for the face-to-face modality. The main difference lies in the fact that the intermediate continuous assessment tests will necessarily be carried out online, through ADD-Moodle, with the tools, tasks and questionnaires.

6. Sustainable Development Goals

8 - Decent Work and Economic Growth

12 - Responsible Production and Consumption

16 - Peace, Justice and Strong Institutions