

Academic Year: ( 2020 / 2021 )

Review date: 09-07-2020

Department assigned to the subject: Department of Business Administration

Coordinating teacher: ZARRAGA OBERTY, CELIA MARIA

Type: Electives ECTS Credits : 6.0

Year : Semester :

**STUDENTS ARE EXPECTED TO HAVE COMPLETED**

Human Resources

**COMPETENCES AND SKILLS THAT WILL BE ACQUIRED AND LEARNING RESULTS.**

CB1 ¿ The students should demonstrate to possess and understand knowledge in an area of study that starts from the base of the general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study.

CB2 ¿ The students should know how to apply their knowledge to their work or vocation professionally and possess the competences that are usually demonstrated through the elaboration and defense of arguments and resolution of problems within the study area.

CB4 ¿ The students should be able to transmit information, ideas, problems and solutions to a public both specialized and not specialized.

CG2 - The students should be able to formulate, discuss and defend critical reasoning, using precise terminology and specialized resources on business phenomena in the digital age, using the appropriated methodologies of analysis.

CG5 ¿ The students should know how to design, plan and align the technology evolution (information and communication systems and technologies) regarding the company¿s organization and its evolution.

CT1 ¿ The students should be able to work in multidisciplinary and/or international teams, as well as to organize and plan the work taking the right decisions based on the available information, gathering and interpreting relevant data to issue judgments and critical thinking within the area of study.

CT3 ¿ The students should be able to assess the reliability and quality of the information and its sources, as well as to use such information in an ethical manner, avoiding plagiarism, and in accordance with the academic and professional conventions of the study area.

CT4 ¿ The students should acquire basic humanistic knowledge to complete their transversal educational profile.

CE7 ¿ The students should be able to apply the fundamental notions and techniques of human resource management and labor hiring to practice business, both from the point of view of the worker and the employer.

RA1. To acquire advanced knowledge and demonstrate a depth understanding of the theoretical and practical aspects and of the work methodology in the field of business administration and digital technology, reaching the forefront of knowledge.

RA2. To be able to apply their knowledge through arguments or procedures developed and supported by themselves, understanding them and identifying its problem-solving capabilities in complex work environments of the fourth era, making use of creative and innovative ideas, able to create new business opportunities.

RA4. To be able to function in complex situations or that require the development of new solutions in the field of digital business management, both in the academic field and professional one.

RA5. To know how to communicate, in a clear and precise way, knowledge, methodologies, ideas, problems and solutions in the field of business and technology, to all types of audiences (specialized or not).

**DESCRIPTION OF CONTENTS: PROGRAMME**

TOPIC 1. Introduction

1.1. The context of the Digital Era.

1.2. The influence on Human Resource Management: HRIS and e-HRM

1.3. Challenges for Human Resources professionals.

TOPIC 2. Digital Human Resource Management

- 2.1. Introduction to Electronic Human Resource Management (e-HRM)
- 2.2. HR planning: Talent Management
- 2.3. Recruitment and Selection in an Internet Context: e-recruitment
- 2.4. Training and Development: e-learning
- 2.5. Managing Employee Attitudes and Behaviors: Performance Management, Compensation and Benefits Systems

#### TOPIC 3. New challenges in the Digital Era

- 3.1. Digital employees: attitudes, qualifications and expectations.
- 3.2. Social Media and HRM
- 3.3. Virtual Job: Teleworking, Virtual Teams, Virtual Organizations, e-Lancing.
- 3.4. Business Intelligence and People Analytics
- 3.5. e-HRM in Multinational Companies

#### TOPIC 4. Information Systems for Human Resource Management (HRIS)

- 4.1. Design and Development
- 4.2. Implementation and Change Management
- 4.3. Cost-Benefit Analysis

### LEARNING ACTIVITIES AND METHODOLOGY

Learning methodology is based on:

- Master classes based on readings and case studies. This methodology aims at facilitating the acquisition of skills and knowledge as well as to analyze the effects of HR policies and practices.
- Presentation of the results of teamwork activities. The objective of this methodology is to develop the skills and attitudes related with teamwork.

### ASSESSMENT SYSTEM

Students will be evaluated as follows:

Final exam: 60%

Continuous evaluation: 40% (including: class participation, individual assignments and team assignments)

<b>% end-of-term-examination:</b>	60
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	40

### BASIC BIBLIOGRAPHY

- Kavanagh, M.J. & Johnson, R.D. Human resource information systems: Basic, applications, and future directions, Sage Publications, 2017

### ADDITIONAL BIBLIOGRAPHY

- Amelia Manuti & Pasquale Davide de Palma Digital HR: A Critical Management Approach to the Digitalization of Organizations, Palgrave Mcmillan, 2018
- Ben Eubanks Artificial Intelligence for HR: Use AI to support and develop a successful workforce, Kogan Page, 2018
- Holman, D., Wall, T.D., Clegg, C.W., Sparrow, P. & Howard, A. (Eds.) The new workplace: A guide to the human impact of modern working practices, John Wiley & Sons, 2003
- Katrina Collier The Robot-Proof Recruiter: A survival guide for recruitment and sourcing professionals, Kogan Page, 2019
- Mohan Thite e-HRM: Digital Approaches, Directions & Applications, Routledge, 2018