

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
DEPARTMENT „INDUSTRIAL BUSINESS”

ACCEPTED BY:

Rector:

(Prof. Dr. Plamen Iliev)

SYLLABUS

SUBJECT: “HUMAN RESOURCE MANAGEMENT”;

DEGREE PROGRAMME: „Business and Management“; BACHELOR’S DEGREE

YEAR OF STUDY: 3; SEMESTER: 6;

TOTAL STUDENT WORKLOAD: 180 h.; incl. curricular 75 h.

CREDITS: 6

DISTRIBUTION OF WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURSE</i>	WORKLOAD, h.	TEACHING HOURS PER WEEK, h
CURRICULAR:		
incl.		
• LECTURES	45	3
• SEMINARS (lab. exercises)	30	2
EXTRACURRICULAR	105	-

Prepared by:

1.
(Assoc. Prof. Dr. Petya Dankova)

2.
(Assist. Prof. Dr. Vladi Kurshumov)

Head of department:
„Industrial Business” (Assoc. Prof. Dr. Ilian Minkov)

I. ANNOTATION

The aim of the Human Resource Management course is to teach the basic principles of human resource management - how an organization acquires, rewards, motivates, uses, and generally manages its people effectively. In addition to providing a conceptual management framework, the course will introduce the students to practices and techniques for motivating employees, evaluating performance and managing rewards. Teaching methods include lectures combined with discussions, skill development by means of a problem solving approach, as well as by individual or group project arrangement and presentation.

After the completion of the course students will be able to comprehend in depth the theoretical framework and basic principles of HRM; comprehend in depth the functions of HRM (job analysis, planning, recruitment, selection, training, appraisal, compensation); understand the role of HRM strategy within the broader company strategy; describe and identify methods of personnel selection, evaluation systems, compensation systems; develop appropriate methods of human resource management according to the business context.

II. THEMATIC CONTENT

No.	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	LS
Unit 1: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT		4	2	
1.1	Human resource management defined			
1.2	Human resource management system			
1.3	The goals of HRM			
Unit 2: STRATEGIC APPROACH TO HUMAN RESOURCE MANAGEMENT		5	3	
2.1	Strategic HRM			
2.2	HR strategies			
2.3	Developing and implementing HR strategies			
Unit 3: JOB ANALYSIS AND THE TALENT MANAGEMENT PROCESS		5	3	
3.1	The talent management process			
3.2	The basics of job analysis			
3.3	Methods for collecting job analysis information			
3.4	Job descriptions			
3.5	Job specifications			
Unit 4: PERSONNEL PLANNING AND RECRUITING		5	3	
4.1	Workforce planning and forecasting			
4.2	Internal sources of candidates			
4.3	Outside sources of candidates			
4.4	Developing and using application forms			
Unit 5: TESTING AND SELECTION		5	4	
5.1	Types of tests			
5.2	Work samples and simulations			
5.3	Basic types of interviews			
5.4	How to design and conduct an effective interview			

Unit 6: TRAINING AND DEVELOPING EMPLOYEES		5	3	
6.1	Orienting and onboarding new employees			
6.2	Overview of the training process			
6.3	Implementing the training program			
6.4	Implementing management development programs			
6.5	Managing organizational change programs			
Unit 7: PERFORMANCE MANAGEMENT AND APPRAISAL		5	3	
7.1	Basics of performance appraisal			
7.2	Techniques for appraising performance			
7.3	Managing the appraisal interview			
7.4	Performance management			
Unit 8: REWARD SYSTEMS AND MOTIVATION		6	5	
8.1	Definitions and classification			
8.2	Selecting a pay schemes			
8.3	Motivation theory			
8.4	The relationship between motivation, job satisfaction and money			
Unit 9: INTERNATIONAL HUMAN RESOURCE MANAGEMENT		5	4	
9.1	International HRM defined			
9.2	Issues in international HRM			
9.3	HRM & Cultural diversity			
Total		45	30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extracurricular, h.
1.	Midterm control		
1.1.	Case studies	8	40
1.2.	Test	2	30
1.3.			
Total midterm control:			70
2.	Final term control		
2.1.	Examination (test)	1	35
Total final term control:		1	35
Total for all types of control:			105

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. **Dessler G.** (2017) Human Resource Management, 15th ed. Pearson.
2. **Noe R., Hollenbeck J., Gerhart B., Wright P.** (2014) Fundamentals of Human Resource Management, 6th ed. McGrawHill.
3. **Armstrong, M.** (2014) A Handbook of Human Resource Management Practice, 13th ed. KoganPage.

RECOMMENDED (ADDITIONAL) LITERATURE:

1. **Armstrong, M.** (2006) Strategic human resource management: a guide to action. Kogan Page.
2. **Becker, B. and Gerhart, B.** (1996) The impact of human resource management on organizational performance: progress and prospects. // *Academy of Management Journal*. Vol. 39, No. 4, pp. 779–801.
3. **Berger, L. A. and Berger, R.** (2003) The Talent Management Handbook: Creating Organizational Excellence by Identifying, Developing, and Promoting your Best People, McGraw-Hill.
4. **Boudreau, J., and Ramstad, M.** (2007) Beyond HR: The New Science of Human Capital, Harvard Business School Press.
5. **Boxall, P. and Purcell, J.** (2011) Strategy and human resource management. Palgrave Macmillan: Basingstoke.
6. **Bratton, J. and Gold, J.** (2003) Human resource management: Theory and practice. 3rd ed. London: Palgrave Macmillan.
7. **Brewster, C.** (1999) Strategic human resource management: the value of different paradigms. // *Management International Review*. Vol. 39, No. 3, pp. 45–64.
8. **Coyle-Shapiro, J., Hoque, K., Kessler, I., Pepper, A., Richardson, R. and Walker, L.** (2013) Human Resource Management, University of London.
9. **French, W. L.** (1998) Human Resources Management, Houghton Mifflin Co.
10. **Losey, M.** (ed.) (2005) The Future of Human Resource Management: 64 Thought Leaders Explore the Critical HR Issues of Today and Tomorrow, Wiley.
11. **Noe, R., Hollenbeck, J., Gerhart, B. and Wright, P.** (2011) Fundamentals of Human Resource Management, 4th ed. McGraw-Hill/Irwin.
12. The Oxford Handbook of Human Resource Management, Oxford University Press, 2007.
13. **Ulrich, D. and Smallwood, N.** (2003) Why the bottom line isn't! How to build value through people and organization. Hoboken, NJ: John Wiley & Sons.
14. **Ulrich, D.** (2005) The HR Value Proposition, Harvard Business Review Press.