

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF ECONOMICS
DEPARTMENT OF INDUSTRIAL BUSINESS AND LOGISTICS

Adopted by the FC (record №/ date): №9/23.04.20

Adopted by the DC (record №/ date): 7/27.02.2020

ACCEPTED BY:

Dean:

(Assoc. Prof. Dr. Denka Zlateva)

SYLLABUS

SUBJECT: HUMAN RESOURCE MANAGEMENT

DEGREE PROGRAMME: Business and Management; BACHELOR'S DEGREE

YEAR OF STUDY: 3; SEMESTER: 6

TOTAL STUDENT WORKLOAD: 180 hours; incl. curricular 60 hours

CREDITS: 6

DISTRIBUTION OF STUDENT WORKLOAD ACCORDING TO THE CURRICULUM

<i>TYPE OF STUDY HOURS</i>	WORKLOAD, hours	TEACHING HOURS PER WEEK, hours
CURRICULAR: incl. <ul style="list-style-type: none">• LECTURES• SEMINARS / LAB. EXERCISES	30 30	2 2
EXTRACURRICULAR	120	-

Prepared by:

1.
(Assoc. Prof. Dr. Ilian Minkov)

2.
(H. Assist. Prof. Dr. Plamen Pavlov)

Head of department
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(Assoc. Prof. Dr. Yordan Ivanov)

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. по ред	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
Theme 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			
Theme 2: STRATEGIC APPROACH TO HUMAN RESOURCE MANAGEMENT		5	3	
2.1.	Strategic HRM			
2.2.	HR strategies			
2.3.	Developing and implementing HR strategies			
Theme 3: JOB ANALYSIS		5	3	
3.1.	The basics of job analysis			
3.2.	Methods for collecting job analysis information			
3.3.	Job descriptions			
3.4.	Job specifications			
Theme 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			
Theme 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			
Theme 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			
Theme 7: APPRAISAL OF HUMAN RESOURCES		5	3	

7.1.	Basics of performance appraisal			
7.2.	Techniques for appraising performance			
Theme 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			
Theme 9: HUMAN RESOURCES OUTSOURCING		5	4	
9.1.	The content of HR outsourcing			
9.2.	Advantages and disadvantages of outsourcing human resources			
Total:		45	30	

III. FORMS OF CONTROL:

No. by row	TYPE AND FORM OF CONTROL	№	extra-curricular, hours
1.	Midterm control		
1.1.	Case studies	8	40
1.2.	Test	2	30
Total midterm control:		10	70
2.	Final term control		
2.1.	Examination (test)	1	35
Total final term control:		1	35
Total for all types of control:		11	105

IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Dessler, G. (2017) Human Resource Management, 15th ed. Pearson.
2. Steen S., R.Noë, J.Hollenbeck, B.Gerhart and P.Wright, (2009) „Human Resource Management”, McGraw-Hill Companies, Canada.
3. Armstrong, M. (2014) A Handbook of Human Resource Management Practice, 13th ed. Kogan Page.

RECOMMENDED (ADDITIONAL) LITERATURE:

1. Alewell, D., K. Bähring, A. Canis, S. Hauff and Thommes, K., (2007) Outsourcing HR Functions – An Explanatory Approach to Firms’ (Non-Existent) Demand for Personnel Services. Armstrong, M. (2006) Strategic human resource management: a guide to action. Kogan Page.
2. Boudreau, J. and Ramstad, M. (2007) Beyond HR: The New Science of Human Capital, Harvard Business School Press.
3. Bratton. J. and Gold, J. (2003) Human resource management: Theory and practice. 3rd ed. London: Palgrave Macmillan.
4. Coyle-Shapiro, J., Hoque, K., Kessler, I., Pepper, A., Richardson, R. and Walker, L., (2013) Human Resource Management, University of London.
5. French, W. L. (1998) Human Resources Management. Houghton Mifflin Co.

6. Grossman, G. and Helpman, E., (2005) Outsourcing in a Global Economy, The Review of Economic Studies Limited, p.135–159.