

UNIVERSITY OF ECONOMICS - VARNA
FACULTY OF MANAGEMENT
DEPARTMENT OF MANAGEMENT AND ADMINISTRATION

Adopted by the FC (record №/ date):

Adopted by the DC (record №/ date):

ACCEPTED BY:

Dean:

(Prof. Stoyan Marinov, PhD)

SYLLABUS

SUBJECT: HUMAN RESOURCE MANAGEMENT

DEGREE PROGRAMME: International Business; 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.
(Chief Asst. Prof. Petar Petrov, PhD)

**Head of department
of Management and Administration:.....**
(Assoc. Prof. Dobrin Dobrev, PhD)

I. ANNOTATION

The course of Human Resource Management forms a specific knowledge in the field of management. It is designed to familiarize students with the modern HRM methods and tools. In addition to traditional HRM activities (planning, recruitment, selection, development, performance management, health and safety, employee relations), it is designed to introduce the students to contemporary HRM approaches such as using competency models, talent management, building employer brand, application of information technology, etc.

The expected learning outcomes are related to the training of specialists who will master key concepts and specific tools for managing human resources in different organizations (including those with international activity). The aim is to develop knowledge and skills that the students will be able to use to solve specific practical situations related to the effective management of people.

II. THEMATIC CONTENT

№	TITLE OF UNIT AND SUBTOPICS	NUMBER OF HOURS		
		L	S	L.E.
Theme 1. INTRODUCTION TO HUMAN RESOURCE MANAGEMENT		2	2	
1.1.	The essence of human resource management (HRM)			
1.2.	Evolution of HRM			
1.3.	Delivering HRM – systems and roles			
1.4.	Strategic HRM			
Theme 2. COMPETENCY-BASED HRM		2	2	
2.1.	Competency defined			
2.2.	Competency frameworks			
2.3.	Applications of competency-based HRM			
2.4.	Developing a competency framework			
Theme 3. WORK, ORGANIZATION AND JOB DESIGN		2	2	
3.1.	Introduction			
3.2.	Work design			
3.3.	Organization design			
3.4.	Job design			
3.5.	Role development			
Theme 4. WORKFORCE PLANNING		2	2	
4.1.	Workforce planning defined			
4.2.	The link between workforce and business planning			
4.3.	The systematic approach to workforce planning			
4.4.	Stages of workforce planning			
Theme 5. RECRUITMENT AND SELECTION		2	2	
5.1.	The recruitment and selection process			
5.2.	Sources of recruitment			
5.3.	Selection methods			
5.4.	Offering employment and following up			
Theme 6. LEARNING AND DEVELOPMENT		2	2	
6.1.	Strategic learning and development			
6.2.	The process of learning and development			
6.3.	The practice of learning and development			
Theme 7. PERFORMANCE MANAGEMENT		2	2	
7.1.	The basis of performance management			
7.2.	The performance management cycle			

7.3.	The impact of performance management on performance			
7.4.	Tools for performance appraisal			
Theme 8. REWARD MANAGEMENT		2	2	
8.1.	Reward philosophy			
8.2.	Reward strategy			
8.3.	The reward system			
8.4.	The practice of reward management			
Theme 9. EMPLOYEE RELATIONS		2	2	
9.1.	The process of employee relations			
9.2.	Employee relations strategies			
9.3.	Employee relations climate			
9.4.	Managing with unions			
9.5.	Implementing employee relations strategy			
Theme 10. EMPLOYEE WELL-BEING		2	2	
10.1.	The work environment			
10.2.	Work–life balance			
10.3.	Managing stress			
10.4.	Health and safety			
Theme 11. INTERNATIONAL HRM		4	4	
11.1.	The international HRM framework			
11.2.	The practice of international HRM			
11.3.	Managing expatriates			
Theme 12. EMPLOYER BRANDING		2	2	
12.1.	The basis of employer branding			
12.2.	Elements of employer brand			
12.3.	Building employer brand			
Theme 13. TALENT MANAGEMENT		2	2	
13.1.	Definition of talent			
13.2.	Talent as competitive advantage			
13.3.	Talent management and human resource management			
Theme 14. INFORMATION TECHNOLOGIES AND HRM		2	2	
14.1.	Human resource information systems			
14.2.	eHRM			
14.3.	Artificial intelligence and HRM			
14.4.	Talent analytics			
Total:		30	30	-

III. FORMS OF CONTROL:

№	TYPE AND FORM OF CONTROL	Number	extracurricular, hours
1.	Midterm control		
1.1.	Project (on a predefined theme)	1	20
1.2.	PBLs	2	20
1.3.	Case studies	3	30
Total midterm control:		6	70
2.	Final term control		
2.1.	Examination (test and situational task)	1	50
Total final term control:		1	50

	Total for all types of control:	7	120
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IV. LITERATURE

REQUIRED (BASIC) LITERATURE:

1. Armstrong, M., & Taylor, S. (2017). *Armstrong's handbook of human resource management practice*. New York: Kogan Page.

RECOMMENDED (ADDITIONAL)LITERATURE:

1. Bach, S., Edwards, M. (2013). *Managing Human Resources: Human Resource Management in Transition*. John Wiley and Sons.
2. Bratton, J., et. al.(2017). *Human Resource Management*. London: Palgrave Macmillan. LII.
3. Edwards, T., Rees, C. (2017). *International human resource management: Globalization, national systems and multinational companies*.Harlow: Pearson/
4. Foot, M. And Hook, C. (2011). *Introducing Human Resource Management*. 5th edition. Cape Town: Pearson Education.
5. Guest, D., et al. (2012). *HRM and Performance: Achievements and Challenges*. John Wiley and Sons.
6. Kavanagh, M., M. Thite, R. Johnson. (2015). *Human Resource Information Systems: Basics, Applications, and Future Directions*. SAGE Publications.
7. Kinley, N., Ben-Hur, S. (2013). *Talent Intelligence : What You Need to Know to Identify and Measure Talent*. Jossey-Bass.
8. Noe, R. A., Hollenbeck, J. R., Gerhart, B. A., & Wright, P. M. (2014). *Human resource management: Gaining a competitive advantage*. New York, NY: McGraw-Hill Education.
9. Reiche, B.S., Stahl, G., Mendenhall, M., Oddou, G. (eds). (2017). *Readings and cases in International Human Resource Management*. 6th ed. Routledge.
10. V S P RAO. (2010). *Human Resource Management*. New Delhi: V S P RAO.
11. Werner, M., et al. (2011). *Human Resource Development*. South-Western Cengage Learning.
12. Wilton, N. (2010). *An introduction to human resource management*. First. London: Sage Publications.