



A) COURSE

Course Id:	Course
5902	PERSONNEL MANAGEMENT

Class Hours per Week	Lab hours per week	Complementary practices	Credits	Total hour course
3	0	3	6	48

B) GENERAL COURSE INFORMATION:

	EE (IEA)	ME (IM)	MME (IMA)	EME (IME)	MTE (IMT)
Level:	IX	VIII	VII	IX	IX
Course Type (Required/Elective)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Prerequisite Course:	PRINCIPLES OF ADMINISTRATION	315	ECONOMY	360	315
CACEI Classification:	CI	CI	CI	CI	CI

C) COURSE OBJECTIVE

At the end of the course, the student will be capable of:

The graduate careers of Mechanical and Electrical area, expect a theoretical act that allows a correct criterion and apply basic methodologies in managing human resources that will be placed at his disposal, and to obtain a set of concepts and management of related terms that allow specialists in the subject.

D) TOPICS (CONTENTS AND METHODOLOGY)

1. SYSTEMS THEORY		1 Hours
Specific Objective:	To highlight the relationships between the different elements of the organization through a holistic approach.	
	1.1. System concept. 1.2. The organization from the point of view of systems theory: inputs, outputs and systems such as communication with its surroundings and prediction of their behavior. 1.3. Subsystems and suprasistemas concept. 1.4. Conclusions.	
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

2. THE HUMAN RESOURCE MANAGEMENT		3 Hours
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Specific Objective:	Students will understand the importance of human resource management in organizations, located within the management knowledge, know how it has evolved in relation to developments in labor relations and disciplines that have contributed to its development .
	2.1. Concept of human resource. 2.2. The general administration and human resource management. 2.3. Features that distinguish the human resource of other organizational resources. 2.4. Defining HRM. 2.5. Disciplines that have contributed to the development of human resource management. 2.6. History of labor relations in Mexico.
Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Preparation of summary tables . Reading texts.

3. HUMAN BEHAVIOR.		6 Hours
Specific Objective:	Students will understand the dimensions of the individual's personality, why not behave as complex behavior and predict future behavior of individuals.	
	3.1. Stimulus-response model, the individual as being sensitive. 3.2. Personality and behavior. 3.3. Sensory perception. 3.4. The internal conflict. 3.6. Motivation, basic theories of motivation and their implications. 3.7. Frustration.	
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

4. EFFECTIVE LEADERSHIP.		4 Hours
Specific Objective:	Students will understand the importance of the manager as leader of the group he heads, know and understand the most widespread theories that seek to explain the why of successful leaders.	
	4.1. Concepts of authority, responsibility and authority sources. 4.2. Review, analysis and discussion of the implications of the basic theories on leadership. 4.3. Power, its accumulation and exercise and leader effectiveness. 4.4. Activities and leadership roles.	
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

5. EMPLOYEE ATTITUDES AND JOB SATISFACTION.		3 Hours
Specific Objective:	Students will understand the concept of job satisfaction, its impact on employee attitudes toward work-related aspects of the position and its relationship with motivation.	
	5.1. Concept of job satisfaction. 5.2. Theories: the discrepancy; equity and social influence. 5.3. Measurement of attitudes in the post. 5.4. Nature and job satisfaction. 5.5. Consequences of satisfaction and job dissatisfaction.	
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	



6. EFFECTIVE COMMUNICATION		3 Hours
Specific Objective:	Students will understand the need for successful communication for effective leadership, and the importance of information flow within the organization for planning, control, coordination, training, conflict management, decision making and other organizational processes.	
6.1. Nature and objectives of communication interpersonal. 6.2. Communication in one and two-way, verbal and non-verbal. 6.3. Perception and communication. 6.4. Obvious and hidden meaning. 6.5. Status and communication. 6.6. Problems and solutions for communication interpersonal and organizational.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

7. GROUP PROCESSES IN ORGANIZATIONS		4 Hours
Specific Objective:	Students will understand how individual behavior in organizations is deeply influenced by the groups, these processes and their influence on its members, and the impact on the group's performance.	
7.1. The nature of the groups in organizations. 7.2. Formal and informal groups. 7.3. Social importance in groups. 7.4. Consistency and performance of the group and its determinants. 7.5. The behavior of groups. 7.6. Papers, differentiation and conflict. 7.7. Decision-making and leadership of the group.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

8. CONFLICT MANAGEMENT IN ORGANIZATIONS		3 Hours
Specific Objective:	Students will gain an awareness of the existence of conflict in organizations and understand their good and bad consequences and the importance of handling it so that they retain the benefits and minimize the adverse effects.	
8.1. Concept of conflict, its causes and consequences. 8.2. Conflict dynamics and reactions to conflict. 8.3. Third party intervention. 8.4. Managing conflict in organizations.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

9. THE ROLE OF HUMAN RESOURCE MANAGEMENT		1 Hours
Specific Objective:	Students will learn the nature of a human resources department, its functions and sub-functions, the relationship between these and identify those involved in the management of this resource.	
9.1. Characters involved in human resource management. 9.2. Nature and resources department hierarchy human. 9.3. Functions, subfunctions and their interrelationships, the human resources department.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	



Learning Activities	Preparation of summary tables . Reading texts.
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10. JOB ANALYSIS.	3 Hours
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Specific Objective:	Students will understand the importance of profile description and current positions in an organization, as a real basis for human resource management, as well as learn the general methodology of job analysis process and have the skills applying it in a basic way.
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- 10.1. Defining the job analysis process.
- 10.2. Needs satisfying job analysis.
- 10.3. Basics.
- 10.4. Shape proposal description and job profile.
- 10.5. Steps of the overall process of job analysis.
- 10.6. Collection of information.

Readings and other resources	Books, Articles, Further literature, Internet Links.
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Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
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Learning Activities	Preparation of summary tables . Reading texts.
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11. WAGE AND SALARY ADMINISTRATION	3 Hours
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Specific Objective:	Students will understand the importance of fair and equitable remuneration and its components work and learn the most common methods of job evaluation.
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- 11.1. Elements of remuneration for work.
- 11.2. The principle of justice and equity.
- 11.3. Concepts of salary, wages, minimum wage, salary and supplemental compensation.
- 11.4. Defining the process of job evaluation.
- 11.5. Needs satisfying job analysis.
- 11.6. The process of job evaluation.
- 11.7. Methods of job evaluation.

Readings and other resources	Books, Articles, Further literature, Internet Links.
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Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
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Learning Activities	Preparation of summary tables . Reading texts.
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12. PLANNING, RECRUITMENT AND SELECTION OF STAFF.	4 Hours
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Specific Objective:	Students will learn the general processes of recruitment and selection of staff, their importance in having quality human resources in the organization and has the ability to apply them in a basic or participate in them.
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- 12.1. Personnel planning and forecasting.
- 12.2. Planning personnel requirements.
- 12.1. Defining recruitment.
- 12.2. Sources of recruitment.
- 12.3. The call for recruitment and media.
- 12.4. Definition recruiters.
- 12.5. Ethical principles of recruitment.
- 12.6. The general process of recruitment, step by step.

Readings and other resources	Books, Articles, Further literature, Internet Links.
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Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
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Learning Activities	Preparation of summary tables . Reading texts.
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13. INDUCTION.	3 Hours
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Specific Objective:	Students will understand the importance of having in organizations with an induction program that allows rapid and accurate incorporation of the new worker, and compliance with the mandatory provisions related to staffing.
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13.1. Definition of the induction process. 13.2. That satisfies the process requirements of induction. 13.3. Concept of Employment and concept of employment contract (individual). 13.4. Types of relations and types of contracts. 13.5. Basic structure of an individual employment contract. 13.6. The induction program. 13.7. Procedures and records.	
Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Preparation of summary tables . Reading texts.

14. TRAINING AND COACHING.		3 Hours
Specific Objective:	Students will understand the training and training as an investment for the benefit of the individual, the company and the country in general; obtain sufficient basis to enable it to characterize an effective training program.	
14.1. Importance of education and training. 14.2. Basics. 14.3. Review, planning and forecasting of human resources. 14.4. Development of a training program and training. 14.5. Learning principles. 14.5. Training techniques. 14.6. Types of teaching aids.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

15. VALUATION OF PERFORMNANCE.		4 Hours
Specific Objective:	Students will learn the importance of establishing the remuneration component of job performance, their relation to education and training programs and decisions regarding promotions, transfers, demotions and dismissals, and meet the valuation methodologies most widely used performance.	
15.1. Purposes of performance evaluation. 15.2. Requirements performance measures. 15.3. Performance criteria commonly used. 15.4. Limitations and problems of enforcement and dysfunctional consequences. 15.5. The merit rating. 15.6. Relationship decisions regarding the development of training programs and training. 15.7. Relationship decisions regarding promotions, transfers, demotions and dismissals.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Preparation of summary tables . Reading texts.	

E) TEACHING AND LEARNING METHODOLOGIES

Exposure type conference by the teacher, the principal elements of each subject, giving the opportunity for participation and discussion by students, for which the teacher should start asking some kind (s) of students to discuss what studied with respect to a topic.
 There will be group dynamics and be responsible to the students, individually or organized into brigades, bibliographical research or established systems in a company, as appropriate, and exposure in the classroom for analysis and discussion.
 Techniques used in audiovisual and multimedia.

F) EVALUATION CRITERIA:

Evaluation:	Schedule	Suggested Form of Evaluation and weighing	Topics
1er. Evaluation Partial	Session 17	Exam 50% , Homework 30%,Assistance	Unity 1,2,3,4 y 5



		10% Team work 10%	
2º Evaluation Partial	Session 31	Exam 50% , Homework 30%, Assistance 10% Team work 10%	Unity 6,7,8,9 y 10
3er. Evaluation Partial	Session 48	Exam 50% , Homework 30%, Assistance 10% Team work 10%	Unity 11,12,13,14 y 15
Evaluation Final Ordinary		100% Average partial evaluations	
Other Activity:			
Exam Extraordinary	Week 17 of the semester in progress	100% Exam	100% Program
Exam of title	According to schedule school secretary	100% Exam	100% Program
Exam regularization	According to schedule school secretary	100% Exam	100% Program

G) BIBLIOGRAPHY AND ELECTRONIC RESOURCES

- Castillo Ramírez Arturo, apuntes de administración de personal, facultad de ingeniería de la UASLP, 2013, México.
- Loredó Moreleón Luis Armando, apuntes de administración de personal, facultad de ingeniería de la UASLP, 2003, México.
- R. Wayne Mondy. Administración de Recursos Humanos. Décimo primera edición. Editorial Pearson.
- William B. Werther. Administración de Recursos Humanos. 6a edición. Editorial McGrawHill.

Complementary Books

- Alles Martha. Desarrollo del talento humano basado en competencias. Editorial Orgánica.
- Dessler Gary & Varela Ricardo. Administración de Recursos Humanos. 5ª. edición. Editorial Pearson.
- Wexley Kennethn, conducta organizacional y psicología del personal. Compañía editorial Continental, México.
- Dessler, Gary, administración de recursos humanos. 11ª edición, 2009. Prentice-hall, México.
- Casos de Éxito en Liderazgo. Business week. Editorial McGrawHill.

Sitios de internet:

www.cnnexpansion.com
 www.lynda.com

Plataforma moodle

Software:

Microsoft office (word, excel y power point) para la presentación de tareas y trabajos de investigación.
 Prezi.