

SUBJECT TEACHING GUIDE

G900 - Human Resources Management

DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS

Degree in Business Administration and Management Academic year 2022-2023

1. IDENTIFYING DATA					
Degree	DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS			Type and Year	Compulsory. Year 3 Compulsory. Year 2
Faculty	Faculty of Economics and Business Studies				
Discipline	Subject Area: Human Resources Module: Training in Business Organisation				
Course unit title and code	G900 - Human Resources Management				
Number of ECTS credits allocated	6	Term	Semester based (1)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS				
Name of lecturer	MARIA DOLORES ODRIUZOLA ZAMANILLO				
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Other lecturers	ANTONIO MARTIN HERNANDEZ MARIA TERESA INCERA SAN MIGUEL ANA ISABEL ARPIDE MANSILLA				

3.1 LEARNING OUTCOMES

- student will understand the meaning and function of HR departments
- Student will know the most common practices in human resource management.

4. OBJECTIVES

KNOW HOW INVOLVED IN THE DIRECTION OF A COMPANY, THE ROLE OF RESOURCES HUMANS
 Understand and analyze the different practices in Human Resources
 Going into the negotiations: LABOR RELATIONS

6. COURSE ORGANIZATION

CONTENTS

1	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT (The human resources department and the planning of staffing needs)
2	INCORPORATION POLICY (Jobs Analysis; Recruitment and Selection process)
3	MOTIVATION AND TRAINING. (Motivation, satisfaction and work climate. Training programs and knowledge management)
4	Compensation systems and performance assessment
5	WORKING CONDITIONS AND SOCIO LEGAL FRAMEWORK

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Written exam	Written exam	No	Yes	30,00
Teamwork	Work	No	No	15,00
Final exam	Written exam	Yes	Yes	50,00
Continuous Assessment	Others	No	No	5,00
TOTAL				100,00
Observations				
In all the calls the students will be examined in the final examination of all the matter, independently of the qualification that they have obtained in the rest of tests.				
Observations for part-time students				
The evaluation method for part-time students will consist on a exam of unit 1 to 10 in the ordinary call, and in the extraordinary call (if it will be necessary). This exam will represent 100% of the evaluation.				

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC

AYENSA ESPARZA, ÁNGEL MARIA (2020): Operaciones Administrativas de recursos humanos. Ediciones Paraninfo. Madrid.
 LOPEZ BARRA, SOLEDAD. (2015). Operaciones Administrativas de Recursos Humanos. Aravaca (Madrid) : McGraw-Hill/Interamericana de España.
 MARTIN HERNANDEZ, ANTONIO (2011): Dirección de Recursos Humanos. TGD.- Santander
 VALERO MATAS, J., LAMOCA, M., MARTÍN HDEZ., A. (2005): Recursos Humanos. Tecnos.Madrid.
 VALERO MATAS, J. (coord..) (2008): Recursos Humanos. Tecnos. Madrid
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