

## SUBJECT TEACHING GUIDE

### G900 - Human Resources Management

#### DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS

#### Degree in Business Administration and Management First Degree in Business Administration and Management

Academic year 2024-2025

1. IDENTIFYING DATA					
Degree	DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS Degree in Business Administration and Management First Degree in Business Administration and Management			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 ODRIEZOLA ZAMANILLO				
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Other lecturers	ANTONIO MARTIN HERNANDEZ MARIA TERESA INCERA SAN MIGUEL ELISA PILAR BARAIBAR DIEZ				

### 3.1 LEARNING OUTCOMES

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

#### 4. OBJECTIVES

1. Know the role of Human Resource Management in decision making process of the firm.
2. Understand and analyze the different practices in Human Resources
3. Learn how important the labour conditions are for employees and managers, and how to negotiate them.

#### 6. SUBJECT PROGRAM

##### CONTENTS

1	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT (The human resources department and the planning of staffing needs )
2	INCORPORATION POLICY (Jobs Analysis; Recruitment and Seleccion 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 LABOUR LEGAL FRAMEWORK

#### 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Written exam	Written exam	No	Yes	35,00
Teamwork	Work	No	No	15,00
Final exam	Written exam	Yes	Yes	45,00
Continuous Assessment	Others	No	No	5,00
<b>TOTAL</b>				<b>100,00</b>
<b>Observations</b>				
The grade for the subject corresponding to the ordinary call will be: 35% of the partial exam, 45% of the final exam, 15% of the group work, and 5% of the continuous evaluation.				
For non-recoverable evaluation tests, the grade from the ordinary call will be maintained for the extraordinary call.				
In the extraordinary call, the student will obtain his or her grade from a written exam (80% of the grade), and the grade obtained in group work and continuous evaluation (15% and 5% respectively).				
<b>Observations for part-time students</b>				
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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