SUBJECT TEACHING GUIDE

G1206 - Human Resources Management

Double Degree in Business Administration and Management and Labour Relations
Degree in Labour Relations

Academic year 2025-2026

1. IDENTIFYING DATA					
Degree	Double Degree in Business Administration and Management and Labour Relations Degree in Labour Relations			Type and Year	Compulsory. Year 3 Compulsory. Year 3
Faculty	Faculty of Law				
Discipline	Subject Area: Organisation of Business and Work, Administration and Management of Human Resources Module: Disciplinary Training				
Course unit title and code	G1206 - Human Resources Management				
Number of ECTS credits allocated	6	Term		Semester based (2)	
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS
Name of lecturer	ANA ISABEL ARPIDE MANSILLA
E-mail	anaisabel.arpide@unican.es
Office	
Other lecturers	

3.1 LEARNING OUTCOMES

- Students will understand the meaning and function of HR departments in organizations.
  Students will learn about the most common practices and tasks that are carried out in human resources management in the company.

4. OBJECTIVES

- KNOW THE MAIN FUNCTIONS OF HUMAN RESOURCES DEPARTMENT
-UNDERSTAND THE IMPORTANCE OF INDUSTRIAL RELATIONS AND THEIR IMPACT ON BUSINESS PERFORMANCE.
- LEARNING ABOUT INDIVIDUAL AND COLLECTIVE BARGAINING

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 Selecction process)
3	MOTIVATION AND TRAINING. (Motivation, satisfaction and work climate. Training programs and knowledge management).
4	REMUNERATION SYSTEMS
5	WORKING CONDITIONS AND SOCIO LEGAL FRAMEWORK

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Written Exam (lessons 1 to 5)	Written exam	No	Yes	40,00
Written Exam (lessons 6 to 10)	Written exam	Yes	Yes	40,00
Teamwork	Work	No	No	15,00
Continuous assessment	Others	No	No	5,00
TOTAL				100,00

Observations

The exams will account for 80% of the mark (40% of the exam from unit 1 to 5; and 40% of the exam from unit 6 to 10). The subject will be considered passed with a final average mark of 5 or more.

If the student fails the subject in the ordinary call, it will have to be examined in the extraordinary call from unit 1 to 10.

The results obtained with the teamwork and continuous assessment activities for the ordinary call are kept for the extraordinary call. Although, these activities are non-recoverable because they include group work, activities directed in the classroom, or follow-up activities during the teaching of the subject.

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, A.M. (2020) Operaciones Administrativas de recursos humanos. Madrid (España) : Ediciones Paraninfo.
MARTIN HERNANDEZ, ANTONIO (2015): 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