UNIVERSIDAD DE CASTILLA - LA MANCHA
GUÍA DOCENTE

1. General information

Course: HUMAN RESOURCE MANAGEMENT

Type: CORE COURSE

Degree: 325 - UNDERGRADUATE DEGREE IN LABOUR RELATIONS AND HUMAN RESOURCES DEVELOPMENT (AB)

Center: 111 - FACULTY OF INDUSTRIAL RELATIONS AND HUMAN RESOURCES OF ALBACETE

Year: 3

Main language: Spanish

Use of additional languages:

Web site:

Code: 43325

ECTS credits: 6

Academic year: 2023-24

Group(s): 10

Duration: C2

Second language: English

English Friendly: Y

Bilingual: N

Lecturer: PEDRO MANUEL GARCIA VILLAVERDE - Group(s): **10**

Building/Office	Department	Phone number	Email	Office hours
Edificio Jurídico-Empresarial 2.07	ADMINISTRACIÓN DE EMPRESAS	926053565	pedro.gvillaverde@uclm.es	

Lecturer: JUAN CARLOS OLIVER SANCHEZ - Group(s): **10**

Building/Office	Department	Phone number	Email	Office hours
1.04	ADMINISTRACIÓN DE EMPRESAS	8263	juancarlos.oliver@uclm.es	

2. Pre-Requisites

There are no prerequisites. It is advisable to have passed the basic subjects Introduction to Economics and Fundamentals of Management, and the compulsory subjects Industrial Economics and Labor Market, Design and Organizational Behavior and Organization of Work

3. Justification in the curriculum, relation to other subjects and to the profession

This subject is part of the module 6 "Organization of Work, Management and Management of Human Resources", within the subject "Human resources Management".

The subject is taught in the second semester of the third year of the degree in Labor Relations and Human Resource Development. The subject introduces the student to the human resources management, giving the student an overview of the concepts and techniques of basic human resources management so that it contributes to the achievement of the organizational objectives. The subject is structured in eight teaching units. This subject provides basic concepts for understanding the rest of the subjects related to human resources.

4. Degree competences achieved in this course

Course competences

Code	Description
E07	Ability to understand the regulatory framework governing labor relations and Social Security.
E08	Ability to advise and/or manage on employment and recruitment matters based on the knowledge of the regulatory framework for labor relations.
E09	Ability to advise and represent workers and employers in collective bargaining processes and collective labor disputes.
G02	Capacity for legal reasoning and interpretation, understanding the general theory of legal norms.
G03	Advisory and technical representation capacity in the administrative field.
G04	Familiarity with the main aspects of corporate and labor taxation.
G05	Ability to understand and advise on the different forms of legal organization of business activities.
G06	Ability to draft and interpret contracts and to advise on civil liability.

5. Objectives or Learning Outcomes

Course learning outcomes

Description

General understanding of information in a foreign language.

Use of new ICTs in human resourses management procedures.

Autonomous knowledge learning.

Detect problems and make decisions related to the management of human resources.

Exhibition and defense of reports on human resources strategies.

Know and understand in depth the approaches of the behavior of people, the organization and management of work and the direction of human resources.

Development of professional activities in accordance with ethical principles and respect for fundamental rights.

6. Units / Contents

Unit 1: Management and Human Resource Planning

Unit 2: Analysis and design of jobs

Unit 3: Recruitment, selection and socialization of human resources

Unit 4: Training and development of human resources

Unit 5: Knowledge management and competency management

Unit 6: Motivation and leadership

Unit 7: Evaluation and compensation

Unit 8: Human resources projects

7. Activities, Units/Modules and Methodology

Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Class Attendance (practical) [ON-SITE]	Lectures	E07 E09 G06	1.2	30	N	-	
Practicum [ON-SITE]	Case Studies	E07 E09 G02 G06	0.6	15	Y	N	
Group tutoring sessions [ON-SITE]	Guided or supervised work	E07 E09 G02 G03	0.24	6	N	-	
Writing of reports or projects [OFF-SITE]	Problem solving and exercises	E07 E08 E09 G02 G03 G04 G05	2.4	60	Y	N	
Study and Exam Preparation [OFF-SITE]	Self-study	E07 E08 E09 G03 G04 G05 G06	1.44	36	N	-	
Final test [ON-SITE]	Assessment tests	E07 E09 G02	0.12	3	Y	Y	
		Total:	**6**	**150**			
		Total credits of in-class work: 2.16				**Total class time hours: 54**	
		Total credits of out of class work: 3.84				**Total hours of out of class work: 96**	

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System

Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Assessment of problem solving and/or case studies	20.00%	0.00%	Inside the classroom
Assessment of problem solving and/or case studies	20.00%	0.00%	Cases and applications in the Moodle systems
Final test	60.00%	100.00%	
Total:	**100.00%**	**100.00%**	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject , an ordinary and an extraordinary one (evaluating 100% of the competences).

Evaluation criteria for the final exam:

Continuous assessment:

Students must perform individual or group cases in the classroom and solve and present the cases and applications through the Moodle system on the dates established in the platform.

Non-continuous evaluation:

All students may choose to perform the non-continuous assessment by taking a final test for 100% of the grade of the course.

Specifications for the resit/retake exam:

In the case of continuous assessment, students will keep the grades of the realization of individual or group cases in the classroom and the realization of cases and applications raised through the Moodle system.

All students may choose to perform the non-continuous evaluation by taking a final test for 100% of the grade of the course.

Specifications for the second resit / retake exam:

The evaluation system consists of a final exam equivalent to 100% of the final grade.

9. Assignments, course calendar and important dates

Not related to the syllabus/contents	
Hours	**hours**
Class Attendance (practical) [PRESENCIAL][Lectures]	15
Practicum [PRESENCIAL][Case Studies]	60
Group tutoring sessions [PRESENCIAL][Guided or supervised work]	6
Writing of reports or projects [AUTÓNOMA][Problem solving and exercises]	3
Study and Exam Preparation [AUTÓNOMA][Self-study]	30
Final test [PRESENCIAL][Assessment tests]	36
Global activity	
Activities	**hours**
Study and Exam Preparation [AUTÓNOMA][Self-study]	30
Class Attendance (practical) [PRESENCIAL][Lectures]	15
Group tutoring sessions [PRESENCIAL][Guided or supervised work]	6
Practicum [PRESENCIAL][Case Studies]	60
Final test [PRESENCIAL][Assessment tests]	36
Writing of reports or projects [AUTÓNOMA][Problem solving and exercises]	3
	Total horas: 150

10. Bibliography and Sources

Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
Guarnizo, J.V.; Hernández, F.; Jiménez, J.J.; García, P.M.	Dirección de Recursos Humanos	Gráficas Albacete	Albacete	978-84-920589-5-1	1999	Manual
Ariza, J.; Morales, A.C. y Morales, E.	Dirección y administración integrada de personas:	McGraw-Hill Interamericana	Madrid		2004	
Albizu, E y Landeta, J.	Dirección Estratégica de los Recursos Humanos: Teoría y práctica	Pirámide	Madrid	9788436825282	2011	
Bonache, J. y Cabrera, A. (coord.)	Dirección de personas: Evidencias y perspectivas para el siglo XXI	Prentice-Hall	Madrid		2009	
Guarnizo, J.V.	Organización de empresas y dirección de recursos humanos	J.V.G.G.		978-84-616-0423-4	2012	
Gomez-Mejia, L.R., Balkin, D.B. and Cardy, R.L.	Managing Human Resources	Pearson	Exxex (England)		2019	