

**COURSE DATA****Data Subject**

Code	33569
Name	The function of human resources
Cycle	Grade
ECTS Credits	6.0
Academic year	2021 - 2022

Study (s)

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Faculty of Social Sciences	3	First term

Subject-matter

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	13 - Organisation design and human resource management	Obligatory

Coordination

Name	Department
COMECHÉ MARTINEZ, JOSE MANUEL	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

The subject *The Function of Human Resources* belongs to the branch of social sciences and is compulsory. It takes place in the first quarter of the third academic year of the degree in Labour Relations and Human Resources. It is worth 6 ECTS credits, and the total workload is approximately 150 hours (25-30 hours per credit).

The Function of Human Resources aims to take a closer approach on the knowledge of the contents related to the functions of HR and its relation with business strategy (itinerary B of the Human Resources specialization, which takes place in the fourth academic year).

It is a continuation of the subject *Introduction to Business Administration*, focused on the administration subsystem, also covered in the subject *Business Administration and Organizational Structure and Workplace Design*.



However, students will achieve a general knowledge of the functions and policies of HR even if their itinerary choice is not business management.

The following chart represents the subjects of the core subject Business Administration and their position in the degree:

Subject	Year and Semester	Type
<i>Introduction to Business Operation</i>	1 st year (2 nd semester)	Basic
<i>Business Management</i>	2 nd year (1 st semester)	Basic
<i>Organizational Structure and Workplace Design</i>	2 nd year (2 nd semester)	Compulsory
<i>The Function of Human Resources</i>	3 rd year (1 st semester)	Compulsory
<i>Strategic Business Administration</i>	3 rd year (2 nd semester)	Compulsory
<i>Quality Management and Human Resources</i>	4 th year	Optional
<i>Audit on the Function of Human Resources</i>	4 th year	Optional
<i>Policies, Strategies and Human Resources Management</i>	4 th year	Optional
<i>Corporate Social Responsibility</i>	4 th year	Optional



PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

Relationship with other subjects of the same degree

No enrolment restrictions have been specified.

Other types of prerequisites

Completion of previous subjects, especially Introduction to Business Operation and Management and Organization.

OUTCOMES

1309 - Degree in Labour Relations and Human Resources

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.
- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.
- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.
- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.
- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.
- Be able to learn independently and develop initiative and entrepreneurship.
- Be able to organise and plan.
- Be able to manage information and to write and formalise reports and documents.
- Be able to analyse, synthesise and reason critically.
- Be able to solve problems, apply knowledge to practice and develop motivation for quality.
- Be able to communicate orally and in writing.
- Be able to use new information and communication technologies.
- Be able to work in a team.
- Respect and promote the principles of fundamental rights, gender equality, equal opportunities and non-discrimination, democratic values and sustainability.



- Know and apply the principles of the professional code of ethics.
- Understand the fundamentals of business organisation.
- Know and apply human resources management policies and instruments.
- Be able to interrelate the knowledge from the different academic disciplines that analyse the work environment.
- Analyse and evaluate the factors that determine inequalities in the world of work.
- Be able to select and manage social and labour information and documentation.
- Be able to perform analyses and make decisions regarding organisational structure and work organisation.
- Be able to participate in the creation and design of organisational strategies, and to develop the human resources strategy of the organisation.
- Be able to advise and make decisions on human resource management concerning remuneration policy, personnel selection policy and staff design.
- Be able to lead working groups in the area of labour relations and human resources.

LEARNING OUTCOMES

Upon successful completion of the subjects, students must be able to:

- Identify and analyze the relationship between the different functions of human resources.
- Know the different recruitment and training techniques.
- Know the importance of a HR audit.
- Relate the HR and organization strategies.
- Know how the evaluation of jobs and performance contribute to motivation.
- Know the main motivation techniques.
- Describe what the planning of templates consist in.

DESCRIPTION OF CONTENTS

1.



2.

3.

4.

5.

6.

7. THE DIRECTOR AS HUMAN RESOURCES MANAGER**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	8,00	0
Development of group work	10,00	0
Development of individual work	5,00	0
Study and independent work	10,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	15,00	0
Preparing lectures	10,00	0
Preparation of practical classes and problem	10,00	0
Resolution of case studies	10,00	0
Resolution of online questionnaires	2,00	0
TOTAL	150,00	

TEACHING METHODOLOGY



English version is not available

EVALUATION

English version is not available

REFERENCES

Basic

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- Luna-Arocas, R. (2018): "Gestión del Talento". De los recursos humanos a la dirección de personas basada en el talento (DPT).
- Dolan, S.L., Valle Cabrera, R. y López Cabrales, A. (2014). La gestión de las personas y del talento. Ed. McGrawHill-
- Gómez-Mejía, Balkin & Cardy (2011): "Gestión de recursos humanos". Pearson - Prentice Hall.
- Herrera (2010): "Dirección de recursos Humanos. Un enfoque de Administración de empresas". Ediciones Ramón Llull. Valencia.
- Fernández Guerrero (coord) (1998): Organización y Métodos de Trabajo. Civitas. Madrid.

Additional

- Aguirre de Mena, J. M. (2000): Dirección y Gestión de Personal. Pirámide.
- Albizu, E. y Landeta, J. (2001): Dirección Estratégica de los Recursos Humanos: Teoría y Práctica. Pirámide.
- Bonache, J. y Cabrera, A. (dir.) (2002): Dirección estratégica de las personas. Prentice Hall.
- De la calle, C. Y Ortiz M Fundamentos de rrhh pearson prentice 2004
- Dolan, S. Schuler, R. S. y Valle, R. (1999): La Gestión de los Recursos Humanos. McGraw-Hill.
- Fernández Guerrero, R. (Coord.) (1998): Organización y métodos de trabajo. Civitas.
- García-Tenorio, J y Sabater, R. (Coord.) (2004): Fundamentos de dirección y gestión de recursos humanos. Thompson.
- Leal Millán, A. (Coord.) (1999): El factor humano en las relaciones laborales. Pirámide.
- Naumov S.L (2011): Organización Total, McGraw Hill.
- Sastre, M. A. y Aguilar (2003): Dirección de recursos Humanos. Un enfoque estratégico. McGraw-Hill.
- Triadó M.X. y otros (2011): Admon de la empresa teoría y práctica, 1º ed. Universitat de Barcelona, Mc Graw Hill.



ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

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1. CONTENIDOS

Se mantienen los contenidos de la guía docente original y se distribuirán según los diferentes tipos de sesiones (presenciales o por videoconferencia síncrona).

2. VOLUMEN DE TRABAJO Y PLANIFICACIÓN DE LA DOCENCIA

Se mantienen las actividades y volumen de trabajo de la guía docente original. La planificación de sesiones se especificará a principio de curso.

3. METODOLOGIA DOCENTE

Las sesiones de videoconferencia síncrona se destinarán a la docencia teórica y las actividades prácticas se realizarán en las sesiones presenciales, la planificación precisa de ellas se especificará al comienzo del curso. En el caso de confinamiento el seguimiento de las actividades prácticas pasará a ser por videoconferencia síncrona.

PARA TODO EL ESTUDIANTADO

Sólo asignaturas de segundo y tercero:

- Se seguirán clases por videoconferencia síncrona*
- Se realizarán presencialmente las actividades prácticas y tutorías colectivas establecidas en la guía docente.*

Todas las asignaturas:

- Las tutorías individuales serán preferentemente virtuales.*

En caso de que la situación sanitaria imponga que la totalidad de la docencia se desarrolle online, se sustituirán todas las sesiones por subida de materiales en Aula virtual, videoconferencia síncrona o transparencias locutadas. En el caso de las actividades prácticas, se garantizará la interacción con estudiantado mediante videoconferencia o foro o chat en aula virtual. Dado el caso, las adaptaciones correspondientes serán comunicadas a través del aula virtual por el equipo docente de la asignatura...



PARA ESTUDIANTADO VULNERABLE O AFECTADO

Se adaptará la metodología a las siguientes actividades no presenciales (seleccionar):

- Seguir clases por videoconferencia síncrona*
- Trabajos individuales asignados*
- Tutoría por videoconferencia*
- Desarrollo de proyecto individual*

4. EVALUCIÓN

Se mantienen los criterios de la guía docente en cuanto a la ponderación de la evaluación de cada tipo de actividad. En caso de estudiantatdo vulnerable o afectado, la proporción de calificación de las actividades de grupo evaluables se trasladará a actividades individuales.

En caso de que la situación sanitaria imponga que la prueba final se desarrolle online, se propondrá una evaluación por la siguiente modalidad (seleccionar):

- Prueba escrita por tarea síncrona mediante cuestionario por aula virtual.*
- Prueba escrita individual síncrona mediante caso práctico por aula virtual y preguntas de desarrollo por aula virtual.*

5. BIBLIOGRAFIA

Se mantiene la bibliografía existente en la guía. Si la situación sanitaria impone cierre de biblioteas, se facilitará material de apoyo a través del aula virtual.