

## 30124 - Organisation of Human Resources

### Syllabus Information

**Academic Year:** 2019/20

**Subject:** 30124 - Organisation of Human Resources

**Faculty / School:** 175 - Escuela Universitaria Politécnica de La Almunia

**Degree:** 425 - Bachelor's Degree in Industrial Organisational Engineering

**ECTS:** 6.0

**Year:** 3

**Semester:** Second semester

**Subject Type:** Compulsory

**Module:** ---

## 1.General information

### 1.1.Aims of the course

The subject is a complementary knowledge inside of the technical training. The goals are focused in the human management in the companies. Human resources are the key resource, and the main to increase a great differences with the competence in this dynamic and global environment.

### 1.2.Context and importance of this course in the degree

Subject is inside of the Engineer Industrial Management Degree, is obligatory

### 1.3.Recommendations to take this course

## 2.Learning goals

### 2.1.Competences

### 2.2.Learning goals

### 2.3.Importance of learning goals

## 3.Assessment (1st and 2nd call)

### 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

## 4.Methodology, learning tasks, syllabus and resources

### 4.1.Methodological overview

The learning process designed for this subject is based on the following:

The current subject is conceived as a stand-alone combination of contents, yet organized into two fundamental and complementary forms, which are: the theoretical concepts of each teaching unit, the solving of problems or the resolution of questions, at the same time supported by other activities such as public presentations.

### 4.2.Learning tasks

The course includes the following learning tasks:

- **Lectures:** Theoretical activities carried out mainly through exposition by the teacher, where the theoretical supports of the subject are displayed, highlighting the fundamental, structuring them into topics and or sections, interrelating them.
- **Practical Classes:** Carried by teacher and students. Practical problems or cases for demonstrative purposes. This

type of teaching complements the theory shown in the lectures with practical aspects.

- **Individual Tutorials:** Those carried out giving individual, personalized attention with a teacher from the department. Said tutorials may be in person or online.

### 4.3.Syllabus

The course will address the following topics:

- 1. Legal environment. Regulation.
  - Collective Bargaining Agreement
  - Key concepts in personal and administration management
- 2. Human Resources Strategy
  - Human Resources Rol
  - New perspectives in Human Resources
  - Culture and climate in the companies
- 3. Job descriptions and analysis. Job evaluation
- 4. Performance evaluation
- 5. Operative tools in Human Resources Management
  - Retribution, salaries, and compensation.
  - Recruitment
  - Training
  - Talent and knowledge management

### 4.4.Course planning and calendar

The dates of the partial exams, practical works and exercises will be shown on the Moodle platform.

To be considered for continuous evaluation it is needed to assist at least at 80 % of present classes.

The weekly schedule of the subject will be published at <http://www.eupla.unizar.es/asuntos-academicos/calendario-y-horarios>

The dates of the global evaluation test (**official calls**) will be published at <http://www.eupla.unizar.es/asuntos-academicos/examenes>

### 4.5.Bibliography and recommended resources

[http://biblos.unizar.es/br/br\\_citas.php?codigo=30124&year=2019](http://biblos.unizar.es/br/br_citas.php?codigo=30124&year=2019)