

Academic Year/course: 2021/22

30124 - Organisation of Human Resources

Syllabus Information

Academic Year: 2021/22

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

Nothing

2. Learning goals

2.1. Competences

C02 Ability to plan, Budget, organise, manage and monitor tasks, people and resources.

C04 Ability to solve problems and take decisions with initiative, creativity and critical reasoning

C05 Ability to apply information and Communication Technologies within the field of engineering

C06 Ability to communicate knowledge and skills in spanish

C08 Ability to analyse and evaluate the social and ecological impact of technical solutions, behaving ethically, with professional responsibility and social commitment, always striving for quality and continuous improvement

C09 Ability to work in a multidisciplinary group and in a multilingual setting

C011 Ability to continue learning and develop self-learning strategies

C39 Knowledge and ability to manage and leader human resources teams

2.2. Learning goals

The student to pass this subject must demonstrate the following results:

- Know to entrepreneur and leader an enterprise
- Propose ideas and innovative alternatives to improve human resources systems
- Know the bases for organization and manage
- Design, develop and managing quality systems for human resources policy

2.3. Importance of learning goals

The learning outcomes will allow the student to strengthen their soft skills for their future professional performance, so that they are able to manage, organize and lead human resources teams.

Key soft skills improve

1. Customer Orientation (internal)
2. Flexibility
3. Social abilities
4. Analytical thought
5. Initiative
6. Integrity
7. Business global vision

3. Assessment (1st and 2nd call)

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

- * Test final exam (60%). Necessary pass the exam with, almost, a grade of 5
- * Individual and group cases for developing key concepts of human resources. (30%)
- * Active participation (10%)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

If classroom teaching were not possible due to health reasons, it would be carried out online.

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 Role
 - 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://psfunizar10.unizar.es/br13/egAsignaturas.php?codigo=30124>