

## **30146 - Human Resources Management**

### **Syllabus Information**

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**Academic Year:** 2022/23

**Subject:** 30146 - Human Resources Management

**Faculty / School:** 179 - Centro Universitario de la Defensa - Zaragoza

**Degree:** 563 - Bachelor's Degree in Industrial Organisational Engineering

**ECTS:** 6.0

**Year:** 4

**Semester:** First semester

**Subject Type:** Optional

**Module:**

## **1. General information**

### **1.1. Aims of the course**

The subject has the following objectives:

- To initiate and to familiarize students with the understanding of the main aspects of the functioning of organizations as entities formed by people, from an economic and human point of view, and analyze the internal aspect of organizations through the development of conceptual areas of management and human resources management.
- To know a complete glossary of economic terms commonly used in the analysis and discussion of the behavior of organizations and to interpret and develop the internal information flows of organizations, in particular with regard to the management of human resources and their relationship with the environment.
- To use instruments to analyze information and make decisions in accordance with the results of this analysis.

Specialization in Defence: These approaches and objectives are in line with the following Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda (<https://www.un.org/sustainabledevelopment/>), in such a way that the acquisition of the course learning outcomes provides training and competence to contribute to their achievement to some degree: (4) Quality education; (5) Gender equality; (8) Decent work and economic growth; (9) Industry, innovation and infrastructure; and (16) Peace, justice and strong institutions.

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

The subject is part of the fourth year of the Industrial Organization Engineering Degree and its contents are framed within the area of Business Organization. It is taught in the first semester and is considered as optional training, with a teaching load of 6 ECTS credits.

The meaning of the subject in the degree is justified because it is intended to introduce the student in the current organizational context, which requires the future engineer to develop and strengthen their training in the field of human relations and their role in the organization. It

is directed to a large extent to provide a management profile and direction, in order to achieve greater training and skills in this field, both generic and specific. The knowledge of the contribution that represents the most important resource for the organization, human resources, will help the student to develop skills and competences applicable in the future exercise of their professional work.

Specialization in Defence: This course contributes to the training of Army Officers, providing tools for acquisition of knowledge, development of skills and training in values, considered necessary in the future performance of their responsibilities.

### **1.3. Recommendations to take this course**

It is a subject of the specialty, taught in the fourth year, the student must have passed most of the degree to enroll in it and, therefore, have sufficient knowledge to be able to take it successfully.

## **2. Learning goals**

### **2.1. Competences**

- Students know how to apply their knowledge to their work or vocation in a professional manner, and they possess skills that are usually demonstrated through the development and defence of arguments and the resolution of problems within their area of study.
- Students have the ability to gather and interpret relevant data (normally within their area of study) in order to make judgments that include reflection on relevant social, scientific or ethical issues.
- 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.
- Ability to solve problems and take decisions with initiative, creativity and critical reasoning.
- Ability to plan, budget, organise, manage and monitor tasks, people and resources.
- Ability to work in a multidisciplinary group and in a multilingual setting.
- Ability to continue learning and develop self-learning strategies.

### **2.2. Learning goals**

- Sufficient knowledge of the business concept, institutional and judicial framework of a business. Business management and organization.
- Applied knowledge of business organizations.
- Knowledge and capacities to direct and manage quality systems in businesses and institutions.
- Knowledge of the fundamental theories of leadership and tools applicable to management positions.
- Familiarity with the basic elements of resource management.

### **2.3. Importance of learning goals**

Current economic context requires organizations flexibility for a continuous adaptation to change and new demands that are created. In this sense, the managers of the organizations must bet on the people who work in them, as an intangible resource that can provide efficient results. In the development of his future profession, the graduate must apply the knowledge acquired to achieve the best results of the people in his organization and for this he must apply the policies of planning, selection, dismissal, training, and performance evaluation, learned in this subject.

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

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

The students must demonstrate that they have achieved the expected learning results, through the following evaluation activities.

#### **FIRST CALL**

##### *Continuous assessment*

The students will be able to pass the total of the subject by the continuous assessment procedure. To do this, they must demonstrate that they have achieved the expected learning outcomes by passing the assessment instruments indicated below, which will be carried out throughout the semester:

1. Class activity, with a weight in the final grade of 70%. These activities will be carried out in teams. Specifically, the activities will consist of discussion or debate on current issues, commentary on academic papers, carrying out practical cases and solving exercises. The specific weight of each of them on the final grade will be adapted to the specific circumstances of the programming.
2. Brief individual written test. Its weight in the final grade is 30%. This test consists of open questions on theoretical issues, where the student's ability to define essential concepts of Human Resources Management will be assessed.

In the final mark of the continuous assessment (100%) all the assessment instruments carried out throughout the course and its weight will be taken into account. To pass the subject, the student's final grade must be equal to or greater than 5.

##### *Final Exam*

The students who do not pass the subject by continuous assessment or who would like to improve their grades, will have the right to take the Final Exam set in the academic calendar, prevailing, in any case, the best of both grades. This global assessment will be equivalent to the continuous assessment test described and will have the 100% weight in the final grade. This Final Exam will include theoretical questions, which will assess the knowledge of basic concepts and practical issues, which will analyze the student's ability to relate the theoretical knowledge learned with hypothetical real-world situations. To pass the subject, the student's final grade must be equal to or greater than 5.

#### **SECOND CALL**

##### *Final Exam*

The students who do not pass the subject in the first call may take the Final Exam set in the academic calendar for the second call. This Final Exam will include theoretical questions, which will assess the knowledge of basic concepts and practical issues, which will analyze the student's ability to relate the theoretical knowledge learned with hypothetical real-world situations. To pass the subject, the student's final grade must be equal to or greater than 5.

#### **ASSESSMENT CRITERIA**

In any case, both in the team activities and in the individual ones, the degree of success with which the questions posed, the absence of formal errors and clarity, and the logical order in

the presentation of results will be assessed.

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

### 4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. It is based on active methodologies that favour the development of critical thinking. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions, autonomous work and assessment tasks. Students are expected to participate actively in the class throughout the semester.

Further information regarding the course will be provided on the first day of class.

The learning process that has been designed for this subject is based on:

- Theoretical development of the subject by the teacher in lectures. It will seek the maximum participation of the student.
- Learning activities, execution of small papers, resolution of problems and realization of practical cases, that will promote the practical application of the contents.

The approach, methodology and assessment of this course is prepared to be equivalent in any teaching scenario. It will be adjusted to the socio-sanitary conditions of each moment, as well as to the indications given by the competent authorities.

### 4.2. Learning tasks

The course includes the following learning tasks:

**Face-to-face** tasks:

- Type 1: Theory session
- Type 2: Problem solving, cases, practices and questionnaires
- Type 3: Tutorials and/or reinforcement classes
- EV: Theoretical-practical tests and final exam

The **non-face-to-face** activities will be the following:

- Type 1: Study and review of the recommended bibliography
- Type 2: Resolution of problems, cases and working papers
- EV: Specific preparation of different evaluation tests and final exam

### 4.3. Syllabus

The course will address the following learning tasks:

- **Section I. Intra organizational behaviour and its management implications**
  - **Topic 1.** Human resources management
  - **Topic 2.** Human resources planning
- **Section II. Functions of human resources management**
  - **Topic 3.** Analysis, description and valuation of jobs
  - **Topic 4.** The function of employment. Additive processes
  - **Topic 5.** The function of employment. Subtractive processes
  - **Topic 6:** Evaluation and management of job performance
  - **Topic 7:** Professional development: training and career

### 4.4. Course planning and calendar

Calendar of face-to-face sessions and the presentation of working papers will be announced

by the teacher. The announcement will be made by the teacher in class and through the Moodle platform.

#### **4.5. Bibliography and recommended resources**

<http://psfunizar10.unizar.es/br13/egAsignaturas.php?codigo=30146>