



Universidad
Politécnica
de Cartagena



Centro
Universitario
de la Defensa

LABOUR AND HUMAN RESOURCES MANAGEMENT

Syllabus

Industrial Organization Engineering Degree

Academic year 2012-2013

1. Course details/Description

Name	Labour and Human Resources Management		
Course field	Labour and Human Resources Management		
Code	511103002		
Degree Course	Grado en Ingeniería de Organización Industrial		
Programme	2009 (Decreto 269/2009 de 31 de julio)		
Faculty	Centro Universitario de la Defensa en la Academia General del Aire		
Type	Compulsory		
Duration	Four-month course	Year	3
Language	Spanish/English		
ECTS	4.5	Hours / ECTS	25
		Total workload (hours)	112.5
Lectures Timetable	Mondays from 16:00 to 18:00 Thursdays from 18:00 to 19:00		Room Building 3
Classes/Practical's/Seminars timetable		Building	

2. Teaching Staff

Head of the course	Carmen de Nieves Nieto		
Department	Departamento de Integración		
Area of expertise	Business Management		
Office location	Secretaría de Centro		
Phone	968189961	Fax	968189970
E-mail	Carmen.denieves@upct.es		
URL / WEB	Aula Virtual UPCT		
Office hours (for supervisions)	Tuesdays from 13: 00 to 15:00		
Office hours location (for supervisions)			

Lecturer 1	Francisco Campuzano Bolarín		
Department	UPCT- Economía de la empresa		
Area of expertise	Business Management		
Office location			
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URL / WEB	Aula Virtual		
Office hours (for supervisions)	Mondays Thursdays		
Location (for supervisions)			

3. Course outline

3.1. Presentation

The subject provides an insight into the importance of Labour and Human Resources Management in today's organizations to achieve their objectives.

This is due to the increasing interest in the development of labour as productive and organizational form and the importance of studying the requirements, skills and the results of work in companies, which are at the epicentre of human resources management. To complete the subject, an approach to the study in itself is reviewed.

This is a quarterly compulsory subject and whose contents are briefly presented in the previous subject: Economics and Management (second year).

3.2. Year and duration within the degree programme

The subject "Labour and Human Resources Management" is studied in the third year, quarterly – four month course- belonging to the Common Module Materials: Industrial Organization.

3.3. Description of the course

Through this course, students will be introduced in the world of work organization and human resources, and will be provided with its importance for a correct organization.

The course is structured into two main parts: the first part is focused on the organizational work, which deepens the study and work measurement, and the second part is based on human resources management: explaining and developing activities that entail: strategic planning of human resources, job analysis and assessment, recruitment, orientation, training, performance evaluation and

compensation, etc.

This subject is considered appropriate for the student's profile, because in the future they will act adequately in organizations or units, not only from the manager perspective, but also from the employee's.

3.4. Related courses. Prerequisites and recommendations

This subject had a brief introduction into Human Resources Management in the subject "Economics and Business Management" in the second year. At the same time, some concepts related to work management can be discussed in the subject Organization Psychology.

There are no prerequisites for this course.

3.5. Special measures

Special measures allowing simultaneous studies of the subject with military training activities and aeronautics. Specifically, working groups, cooperative learning with their limited availability. will be formed, fostering learning track by scheduling tutoring and group planning and delivery of activities through the Virtual Classroom.

4. Competences

4.1. Specific competences of the course

Value the importance of an adequate work organization in an organization to achieve aims and objectives. Timing measurements and analysis processes. Analyze the interests of human resources management in organizations. Know the different tools used in the management Human Resources.

4.2. Generic and transversal competences

INSTRUMENTAL COMPETENCES

- T1.1 Analytical and summary skills
- T1.2 Organizational and planning skills
- T1.3 Oral and written communication skills in their mother tongue
- T1.4 Oral and written comprehension skills in a foreign language
- T1.5 Basic computer skills
- T1.6 Information management ability
- T1.7 Problem solving skills
- T1.8 Decision making ability

PERSONAL COMPETENCES

- T2.1 Critical and self-critical ability
- T2.2 Teamwork
- T2.3 Interpersonal skills
- T2.4 Ability to work in an interdisciplinary team
- T2.5 Ability to communicate with experts in other fields

- T2.6 Ability to deal with diversity and multiculturalism
- T2.8 Ethical commitment

SYSTEMIC COMPETENCES

- T3.1 Ability to apply theory to practice
- T3.2 Learning ability
- T3.3 Ability to adapt to new situations
- T3.4 Creativity
- T3.5 Leadership
- T3.6 Knowledge about other cultures and customs
- T3.7 Ability to work autonomously
- T3.8 Initiative and entrepreneurship
- T3.9 Quality concern
- T3.10 Motivation for success

4.3. General aims/ Degree specific competences

SPECIFIC COMPETENCES OF THE FIELD

- E1.1 Knowledge in subjects such as mathematics, physics, chemistry, business organization, technical drawing and computerizing, which enable the students to learn new methods and theories

PROFESSIONAL COMPETENCES

- E2.4 Leadership, organization and planning in business other institutions and organizations

OTHER COMPETENCES

4.4. Learning objectives

- Remember the historical and conceptual vision of Labour Study
- Understand and develop methodologies and activities related to labour study
- Analyze labour characteristics within the context of productivity.
- Understand the relationship between organization, labour study and productivity.
- Know the Labour Study Techniques.
- Determine the influence of the human factor in the application of labour Study
- Know Study Methods and Time
- Apply Tools to Study Methods
- Apply Tools to Study Time
- Understand the importance of an adequate Human Resources Management
- Learn techniques of analysis and job assessment.
- Learn the importance and the stages of recruitment
- Know about remuneration and its importance.

5. Contents

5.1. Contents according to the Degree programme

The contents of the course have been grouped into the following parts:

PART 1. Introduction to Labour Study

In this block, the students will acquire the basic knowledge of Labour Study in organizations.

PART 2. Labour Study and Engineering Methods

In this thematic, the students will acquire the skills to be able to analyze and improve the organizational productivity throughout study methods tools.

PART 3. Work Measurement Systems

These thematic studies the different methods of performing work sampling and time study.

PART 4. Human Resources Management

This thematic unit will address the objectives and process of human resources management: planning, analysis and assessment of jobs, recruitment, orientation and training, and performance evaluation, compensation, etc.

5.2. Lectures programme

UNIT 1. INTRODUCTION TO LABOUR STUDY

UNIT 2. LABOUR STUDY AND ENGINEERING METHODS

UNIT 3. WORK MEASUREMENTS SYSTEMS

UNIT 4. HUMAN RESOURCES MANAGEMENT

5.3. Classes/Seminars/practical's/tutorials programme

Practical cases / exercises / works will be developed at the end of each chapter in order to familiarize the students with the practical application with the subject and real life. The learning objectives are:

- Encourage not only the critical but also the self-critical position.
- Teamwork.
- Encourage the implementation of theoretical knowledge.
- Apply the theoretical knowledge.
- Prepare reports, detailing practical objectives, analyzing and justifying the reached results and conclusions.
- Train the students to handle specifications, regulations and mandatory standards.
- Encourage to public presentations and works.

6. Teaching methodology

6.1. Learning activities			
Activity	Lecturer role	Student role	ECTS
Lectures	Explanation of the subject and following of students' acquisition and application	<u>Attendance</u> : attendance to classes and participation	0,9
		<u>Non-attendance</u> : Study of the subject.	1,15
Problem and Cases Classes	Solving problems and analysis of case studies led by the Professor.	<u>Attendance</u> : Active participation. Exercises and question approaching.	0,9
		<u>Non-attendance</u> : Study of the subject. Solving problems and analysis of case studies led by Professor.	1
Supervisions and group tutorials	Supervisions and Tutorials (individual or group) in order to track individual and / or group learning. Solving problems in groups and learning motivation.	Tutorials in groups (10 students) problem solving. Individual tutorials to solve theory or practice queries.	0,3
		<u>Non Attendance</u> : queries by e-mail.	0,15
Course assessment	Solving written test/ exams sessions -- partial and final--	<u>Attendance</u> : Questionnaires, written exam	0,1
TOTAL			4,5

7. Assessment

7.1. Assessment system			
Methods	Criteria	Weighting	Generic competences
Individual written exam (85% final qualification)	Theoretical part Theoretical knowledge will be evaluated	50 % exam	T1.2, T1.3, T1.6, T1.7, T1.8, T3.1, T3.2, T3.3, T3.4
	Problems and Practical Cases: Between 1 and 3 problems or practical cases with a medium or long extension. The capacity of applying the knowledge to practical will be evaluated.	50 % exam	T1.1, T1.2, T1.3, T1.6, T1.7, T1.8, T3.1, T3.2, T3.3, T3.4, T3.9
Homework, Class participation, presentations. (15% final qualification)	Evaluates class participation, contribution to topics discussion, teamwork, work exposure, innovation, and critical evaluation.	15 % final qualification.	T1.1, T1.2, T1.3, T1.6, T1.7, T1.8, T2.1, T2.2, T2.3, T3.1, T3.2, T3.4, T3.5, T3.7, T3.8, T3.9, T3.10.

7.2. Learning process monitoring

Students' competences acquisition will be carried out through questions raised by students, supervisions, group presentations assessment, portfolio tasks assessment and exams.

8. Results, learning activities and assessment

8.1. Learning objectives/learning activities/results assessment

Learning objectives (4.4)	Lectures	Classes	Practicals	Tutorials	Continuous assessment	Assessment	Research project	Problems	Teamwork	Practicals reports	Oral presentations
- Remember the historical and conceptual vision of Labour Study	■										
Understand and develop methodologies and activities related to labour study - Analyze labour characteristics within the context of productivity. - Understand the relationship between organization, labour study and productivity.	■	■	■					■	■		■
Know the Labour Study Techniques. - Determine the influence of the human factor in the application of Labour Study - Know Study Methods and Times - Apply Tools to Study Methods - Apply Tools to Study Times	■	■	■					■	■		■
- Understand the importance of an adequate Human Resource Management - Learn techniques of analysis and job assessment. - Learn the importance and the stages of recruitment - Know about remuneration and its importance	■	■	■					■	■		■

9. ECTS Allocation

COURSE		ATTENDANCE		CONVENTIONAL ATTENDANCE		NON-CONVENTIONAL ATTENDANCE		NON-ATTENDANCE	
CREDITS	TOTAL HOURS	AC	AH	CAC	CAH	NCAC	NCAH	NAC	NAH
4,5	112,5	2,52	63	1,8	45	0,72	18	1,98	49,5

CREDITS ALLOCATION ORIENTATION		
	6 ECTS	
TOTAL HOURS	150	
	10	
	4	
	3 $3 \leq x \leq 4$	Habr� que sumar, en cada caso, las horas sobrantes de las pr�cticas de laboratorio
	1	Estimaci�n orientativa de 4 pr�cticas de laboratorio en sesiones de 2 horas (8 horas). El resto de horas (15-8=7) pasan a horas de teor�a y problemas
	12	
	8	Una distribuci�n orientativa ser�a realizar 4 sesiones de tutor�as planificadas a grupos de unos 10 alumnos.
	4	

AC: ATTENDANCE CREDITS

CAC: CONVENTIONAL ATTENDANCE CREDITS

NCAC: NON-CONVENTIONAL ATTENDANCE CREDITS

NAC: NON-ATTENDANCE CREDITS

AH: ATTENDANCE HOURS

CAH: CONVENTIONAL ATTENDANCE HOURS

NCAH: NON-CONVENTIONAL ATTENDANCE HOURS

NAH: NON-ATTENDANCE HOURS

10. SCHEDULE

Week	Units or activities	ATTENDANCE ACTIVITIES											NON-ATTENDANCE ACTIVITIES			TOTAL HOURS				
		Conventional					Non-conventional						Self-study	Individual papers	Group papers		Continuous assessment			
		Lectures	Classes	Practicals (laboratory classes)			Teamwork	Tutorials	Seminars	Visits								Assessment		
1	U1	1														0,5				1,5
2	U1	3					1									2		1		7
3	U2	2	1													2,5	2			6,5
4	U2	1	2													2,5				7,5
5	U2	2	1													2,5				5,5
6	U2	1	2				1									2,5				6,5
7	U2	2	1													2		2		7
8	U3	1	2													2,5	1			6,5
9	U3		2													2,5		1		5,5
10	U3	1	2													2,5	2			7,5
11	U3	1,5	1,5							2						2,5				7,5
12	U3	1	2													2		2		7
13	U4	2	1				1									2,5	1			7,5
14	U4	1	2													2,5				5,5
15	U4	2								2						2,5				6,5
16	U4	1	2				1									2,5		1		7,5
Exams																2,5				2,5
Other								7,5												7,5
Total hours																36,5	6	7		112,5

U=Unit

11. REFERENCES

Specific References

Dessler, G. (2011): "Human Resource Management" 12th Edition. Prentice Hall. Boston.

Dolan, S. (2007): "La gestión de los Recursos Humanos" 3ª Edición. Mc Graw Hill. Madrid.

OIT, 1996 "Introducción al Estudio del Trabajo". Oficina Internacional del Trabajo. Cuarta Edición Revisada 1996. ISBN: 92-2-307108-9

Organización de la producción I : diseño de sistemas productivos (Companys Pascual, Ramón)

Ingeniería industrial: métodos, tiempos y movimientos (Niebel, Benjamin W.)

General

Noe, Raymond A. (2010): Human resource management gaining a competitive advantage. Mc Graw Hill. New York.

Olivella Nadal, J. (2009): Organización de recursos humanos para la producción de alto rendimiento. Editorial Universitaria Ramón Areces. Madrid.

Hodson W.: "Maynard. Manual del Ingeniero Industrial". Ed. Mc Graw Hill.1996