



Universidad  
Politécnica  
de Cartagena



Centro  
Universitario  
de la Defensa

**General Air Force Academy**

**Course unit description:**  
**LABOUR AND HUMAN RESOURCES**  
**MANAGEMENT**

**Degree/s: Industrial Organization Engineering Degree**  
**Course: 2017-2018**

## 1. Subject data

Name		Labour and Human Resources Management					
Subject area		Labour and Human Resources Management					
Module		Compulsory subjects					
Code		511103002					
Degree programme		Industrial Organization Engineering Degree					
Curriculum		2009 (Decreto 269/2009 de 31 de julio)					
Centre		University Centre of Defence at the Spanish Air Force Academy					
Type		Compulsory					
Length of subject		Four-month course	Semester		2nd	Course	3º
Language		Spanish					
ECTS	4.5	Hours / ECTS	25	Total workload (hours)		112,5	

## 2. Lecturer data

<b>Lecturer in charge</b>	PhD. LORENA PARA GONZÁLEZ		
<b>Department</b>	Economics and Juridical Sciences Department		
<b>Knowledge area</b>	Business Management		
<b>Office location</b>	Room No. 33		
<b>Telephone</b>	968 189939	<b>Fax</b>	No
<b>email</b>	Lorena.para@ud.upct.es		
<b>URL / WEB</b>	Virtual Classroom UPCT		
<b>Office hours</b>	Available at Virtual Classroom UPCT		
<b>Location</b>	Room No. 35		

<b>Qualification/Degree</b>	PhD by the UPCT.
<b>Academic rank at UPCT</b>	Full-time Senior Lecturer and Researcher at the University Centre of Defence at the Spanish Air Force Academy.
<b>Year of admission in UPCT</b>	2013
<b>Number of five-year periods (<i>quinquenios</i>) if applicable</b>	Not applicable.
<b>Research lines (if applicable)</b>	Human Resources Management, Quality Management, Innovation, Organizational Apprenticeship, Marketing, Economics.
<b>Number of six-year periods (<i>sexenios</i>) if applicable</b>	Not applicable.
<b>Professional experience (if applicable)</b>	6 years at Navantia shipyards.
<b>Other topics of interest</b>	Not applicable.

### 3. Subject description

#### 3.1. General description

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 epicenter 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. How the subject contributes to a professional career

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, training, compensation, expatriation, 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 employees.

#### 3.3. Relationship with other subjects in the programme

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 requirements for this course.

#### 3.4. Incompatibilities defined in the programme

There is not any incompatibility.

#### 3.5. Recommendations to do the subject

There are no recommendations for this course.

#### 3.6. Special provisions

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 and learning outcomes

### 4.1. Basic curricular competences related to the subject

KC1. Students must know and understand an area of study that has its basis in secondary education, for which advanced textbooks are used. In addition, students must also be acquainted with avant-garde knowledge of their area of study.

### 4.2. General curricular competences related to the subject

GC1. Ability to organize and manage companies and institutions, evaluating issues related to organizational behavior and resource management.

### 4.3. Specific curricular competences related to the subject

SC20. Select and implement study methods for working, planning and managing production and projects.

SC25. Describe processes in human resource management.

### 4.4. Transversal curricular competences related to the subject

CCC2. Teamwork

### 4.5. Subject learning outcomes

1. Remember the historical and conceptual vision of Labour Study.
2. Understand and develop methodologies and activities related to Labour Study.
3. Analyze labour characteristics within the context of productivity.
4. Understand the relationship between organization, Labour Study and productivity.
5. Know the Labour Study Techniques.
6. Determine the influence of the human factor in the application of Labour Study.
7. Get to know Study Methods and Time.
8. Apply Tools to Study Methods.
9. Apply Tools to Study Time.
10. Understand the importance of an adequate Human Resources Management.
11. Learn techniques of analysis and job assessment.
12. Learn the importance and the stages of recruitment.
13. Understand the different types of training that exist.
14. Know the stages to elaborate remuneration in different cases.
15. Analyze different topics of actuality related to Human Resource Management, such as expatriation, work and life reconciliation, etc.

## 5. Contents

### 5.1. Curricular contents related to the subject

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

**PART 1. Labour Study and Engineering Methods**

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

**PART 2. Methods study.**

These thematic studies the different methods to carry out Methods tools.

**PART 3. Work Measurement Systems.**

These thematic studies the different methods to carry out 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, training, compensation, expatriation, work and life reconciliation, etc.

### 5.2. Theory syllabus (teaching modules and units)

#### **UNIT 1. LABOUR STUDY AND ENGINEERING METHODS.**

Unit 1. Introduction to Labour Study.

#### **UNIT 2. WORK MEASUREMENTS SYSTEMS.**

Unit 2. Methods study.

#### **UNIT 3. WORK MEASUREMENTS SYSTEMS.**

Unit 3. Time study.

#### **UNIT 4. HUMAN RESOURCES MANAGEMENT.**

Unit 4. Human Resource Management (Analysis and Description of Jobs, personnel selection, training, remuneration, expatriation, work and life reconciliation, dismissals).

### 5.3. Practice syllabus (name and description of every practical)

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.

- ✓ Practical cases about Introduction to Labour Work.
- ✓ News analysis regarding Introduction to Labour Work.
- ✓ Methods Study Flowcharts.
- ✓ Methods Study problems.
- ✓ Time Study problems.
- ✓ Jobs analysis exercise.
- ✓ Personnel selection exercise.
- ✓ Personnel training exercise.
- ✓ Remuneration problems.
- ✓ News analysis related to expatriation, dismissals, etc.

## Risk prevention

Promoting the continuous improvement of working and study conditions of the entire university community is one of the basic principles and goals of the Universidad Politécnica de Cartagena.

Such commitment to prevention and the responsibilities arising from it concern all realms of the university: governing bodies, management team, teaching and research staff, administrative and service staff and students.

The UPCT Service of Occupational Hazards (*Servicio de Prevención de Riesgos Laborales de la UPCT*) has published a "Risk Prevention Manual for new students" (*Manual de acogida al estudiante en materia de prevención de riesgos*), which may be downloaded from the e-learning platform ("Aula Virtual"), with instructions and recommendations on how to act properly, from the point of view of prevention (safety, ergonomics, etc.), when developing any type of activity at the University. You will also find recommendations on how to proceed in an emergency or if an incident occurs.

Particularly when carrying out training practices in laboratories, workshops or field work, you must follow all your teacher's instructions, because he/she is the person responsible for your safety and health during practice performance. Feel free to ask any questions you may have and do not put your safety or that of your classmates at risk.

### 5.4. Theory syllabus in English (teaching modules and units)

#### **UNIT 1. LABOUR STUDY AND ENGINEERING METHODS.**

Unit 1. Introduction to Labour Study.

#### **UNIT 2. METHODS STUDY.**

Unit 2. Methods study.

#### **UNIT 3. WORK MEASUREMENTS SYSTEMS.**

Unit 3. Time study.

#### **UNIT 3. HUMAN RESOURCES MANAGEMENT.**

Unit 4. Human Resource Management (Analysis and Description of Jobs, personnel selection, training, remuneration, expatriation, work and life reconciliation, dismissals).

### 5.5. Detailed description of learning goals for every teaching module

1. Remember the historical and conceptual vision of Labour Study.
2. Understand and develop methodologies and activities related to Labour Study.
3. Analyze labour characteristics within the context of productivity.
4. Understand the relationship between organization, Labour Study and productivity.
5. Know the Labour Study Techniques.
6. Determine the influence of the human factor in the application of Labour Study.
7. Get to know Study Methods and Time.
8. Apply Tools to Study Methods.
9. Apply Tools to Study Time.
10. Understand the importance of an adequate Human Resources Management.
11. Learn techniques of analysis and job assessment.
12. Learn the importance and the stages of recruitment.
13. Understand the different types of training that exist.
14. Know the stages to solve different cases of remuneration.
15. Analyze different topics of actuality related to Human Resource Management, such as expatriation, work and life reconciliation, etc.

## 6. Teaching method

6.1. Teaching method			
Teaching activity	Teaching techniques	Student workload	Hours
<b>Lectures</b>	Explanation of the subject and following of students' acquisition and application.	<u>In-class</u> : attendance to classes and participation	<b>22,5</b>
		<u>Self-study</u> : Study of the subject.	<b>28,75</b>
<b>Problem and Cases lessons</b>	Solving problems and analysis of case studies led by the Professor.	<u>In-class</u> : Active participation. Exercises and question approaching.	<b>22,5</b>
		<u>Self-study</u> : Study of the subject. Solving problems and analysis of case studies led by Professor.	<b>25</b>
<b>Supervisions and group tutorials</b>	Supervisions and Tutorials (individual or group) in order to track individual and / or group learning. Solving problems in groups and learning motivation.	<u>In-class</u> : Tutorials in groups problem solving. Individual tutorials to solve theory or practice queries.	<b>5</b>
		<u>Self-study</u> : queries by e-mail, etc.	<b>3,75</b>
<b>Course assessment</b>	Solving written test/ exams sessions -- partial and final--	<u>In-class</u> : written exams.	<b>5</b>
<b>Total</b>			<b>112,5</b>



## 6.2. Learning outcomes (4.5) / teaching activities (6.1)

Learning outcomes (4.5)															
Teaching activities (6.1)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Practical cases about Introduction to Labour Work.	X	X	X	X											
News analysis regarding Introduction to Labour Work.	X	X	X	X	X										
Methods Study Flowcharts.						X	X								
Methods Study problems.								X							
Time Study problems.									X						
Jobs analysis exercises.										X	X				
Personnel selection exercises.										X		X			
Job interview exercises.										X		X			
Personnel training exercises.										X			X		
Remuneration problems.										X				X	
Current data analysis related to expatriation, dismissals, etc.										X					X

## 7. Assessment method

### 7.1 Assessment method

Assesment activity	Type		Assessment methods and criteria	Percentage (%)	Assessed learning outcomes (4.5)
	Summative	Formative			
<b>*Individual written exam (80% final qualification)**</b>	X	X	<b>Theoretical part</b> Theoretical knowledge will be evaluated	50% exam	T1.2, T1.3, T1.6, T1.7, T3.1, T3.2, T3.3, T3.4
			<b>Problems and Practical Cases:</b> Between 2 and 4 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, T3.1, T3.2, T3.3, T3.4, T3.9
<b>Homework, Class participation, presentations, exercises (20% final qualification) (1)</b>	X		Evaluates class participation, contribution to topics discussion, teamwork, exercises, innovation, and critical evaluation.	20% final qualification.	T1.1, T1.2, T1.3, T1.6, T1.7, T2.1, T2.2, T2.3, T3.1, T3.2, T3.4, T3.5, T3.7.
<p>*The characteristics of the individual written exam will be detailed in the official call of the subject.</p> <p>** In order to pass the subject, students must obtain at least a 40% of the final note of it, with the goal of being able to sum the note regarding exercises, participation and expositions. On the other side, in the summative exams that will be carried out, the students must overcome the 50% of the exam, with the aim of eliminating the subject.</p> <p>(1) They must accomplish the quality criteria previously established.</p>					

As set forth in article 5.4 of the *Reglamento de las pruebas de evaluación de los títulos oficiales de grado y de máster con atribuciones profesionales (UPCT)*, students in the special circumstances listed in the article 5.4 are entitled to a comprehensive assessment test, upon justified request which must be granted by the Department. This does not exempt them from carrying out compulsory tasks included in the teacher's guide of the subject (official syllabus).

### 7.2. Control and monitoring methods (optional)

Students' competences acquisition will be carried out through questions raised by students, supervisions, portfolio tasks assessment, participation in the discussion of news of interest analyzed in lessons, exams.

## 8. Bibliography and resources

### 8.1. Basic bibliography

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

Companys Pascual, R.(1993): Organización de la producción I : diseño de sistemas productivos

Niebel, B. W.(1996): Ingeniería industrial: métodos, tiempos y movimientos.)

### 8.2. Supplementary bibliography

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. (1996): "Maynard. Manual del Ingeniero Industrial". Ed. Mc Graw Hill.

### 8.3. On-line resources and others

Subject notes available at the Virtual Classroom UPCT of the subject.