

Human Resource: Economic and Legal Aspects

Code: 101745
ECTS Credits: 6

Degree	Type	Year	Semester
2501233 Aeronautical Management	FB	2	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: No

Prerequisites

The subject requires a basic knowledge of what a company and the behaviors of people are. Some referents can be found in the subjects of the first year: Business Law, Psychology of Organizations and Labor and Introduction to Economics. For a better use, labor experience is important.

Objectives and Contextualisation

Human resources are a fundamental element of organizations. This is even more important in the economies of our closest environment, increasingly oriented to services, such as the airport sector.

The subject aims to offer a vision of human resources in which the main strategic aspects are considered to allow an understanding of the processes that are carried out in this area of the companies.

The objectives are:

1. Understand the concept of strategic management of human resources.
2. Understand the responsibilities of the managers regarding the management of people within the framework of a company.

3. To achieve an integrated understanding of the different alternatives in the human resources policies and criteria to take into account for their application.

Competences

- Communication.
- Diagnose the sales, finance and human resources situations in businesses and organisations.
- Participate in human resources management, correctly applying the different concepts involved: psychology applied to organisations, internal and external communication and economic and legal factors.
- Personal work habits.
- Thinking skills.
- Work in teams.

Learning Outcomes

1. Accept and respect the role of the various team members and the different levels of dependence within the team.
2. Communicate knowledge and findings efficiently, both orally and in writing, both in professional situations and with a non-expert audience.
3. Describe the legal framework of human resources management in businesses.
4. Develop critical thought and reasoning.
5. Develop independent learning strategies.
6. Develop scientific thinking skills.
7. Identify the key elements in defining the human resources policy of the business.
8. Identify, manage and resolve conflicts.
9. Institute the business's human resources policies.
10. Make decisions.
11. Manage time and available resources. Work in an organised manner.
12. Relate the activities on the role of managers in human resources management.
13. Work cooperatively.
14. Work independently.
15. Working in complex or uncertain environments and with limited resources.

Content

1. The person. Strategic Management of Human Resources.
2. Planning, design, analysis and assessment of the workplace
3. Processes for the incorporation of people (recruitment, selection, recruitment and socialization)
4. Training and development
5. Evaluation of performance
6. Compensation and remuneration policies
7. Labor relations and sources of labor law
8. Unlinking of the company and processes of adjustment of templates

Methodology

1. Theoretical classes. Its objective is to offer a vision of the management of human resources in which the main strategic aspects are considered and deepen in the understanding of the different processes that are carried out. All the theory is explained by means of real experiences.
2. Exercises and practices in class. The purpose is to develop the necessary skills to apply the concepts acquired in specific situations. These activities will be done in groups of 2 to 6 people.
3. Submission of definitions of some concepts or comments via email or virtual campus. The purpose is to go into some questions to discuss later in class, or look for concepts that will be tested.
4. Practical work. The purpose is to analyze a specific HR policy in its application in a real company, to compare the concepts studied in class and its current application. This activity will be done in groups of 4-6 random people. Groups made by the teacher, to also assume the learning to work with people with whom they usually do not work.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Problem solving and case analysis	15	0.6	9, 5, 4, 11, 7, 12, 14
Theory	40	1.6	7, 12
Type: Supervised			
Tutorials and presentation of obligatory works	15	0.6	1, 2, 6, 11, 8, 10, 13, 15
Type: Autonomous			
Study and Classwork preparation	70	2.8	3, 6, 5, 4, 11, 7, 14

Assessment

The evaluation process will be continued based on a set of activities programmed and defined throughout the semester. The acquisition of knowledge, and the level of achievement of analysis capacities, decision making as well as the ability to communicate them to third parties will be assessed.

The evaluation is divided into 4 parts, with a weight of 25% of the final mark each part.

1. Continuous assessment: class practices, exercises sent and participation in seminars: 25% of the final mark
2. Final work in random groups: 25% of the final mark (minimum mark 2,5).
3. Partial exam topics 1 to 4: 25% of the final grade. It is liberatory if the grade is greater than 5.
4. Partial exam topics 5 to 8: 25% of the final mark (only the average will be made with the rest if the grade is greater than 4).

In the event that you do not pass the partial exam (subjects 1 through 4), the student will be able to recover these subjects, in conjunction with the second partial, where the minimum mark for doing will be 4. It will be taken the note of recovery, although this is lower).

If the student submits to a partial exam and / or to the final work, they will not be able to access a final mark of "Not Proficient", going on to suspend the subject if they do not exceed it according to the criteria indicated above.

The suspended students will be able to access a reassessment test that will be carried out within 15 days approximately after the completion of the ordinary evaluation systems, which will consist of an oral test on the subject matter suspended.

Without prejudice to other disciplinary measures that are deemed appropriate, and in accordance with the current academic regulations, the irregularities committed by the student that can lead to a variation of the qualification of an act of self-evaluation. Therefore, copying or letting copy any assessable activity will involve suspending it with a zero, and if it is necessary to pass it to pass it, the whole business will be suspended. Qualified assessment activities will not be recovered in this way and by this procedure, and therefore the subject will be suspended directly without opportunity to study it in the same academic year.

The dates of continuous evaluation of the partial examinations and delivery and presentation of the final work will be published on the virtual campus and may be subject to possible changes of programming for reasons of adaptation to possible incidents. The virtual campus will always be informed about these changes as they are understood to be the usual platform for exchanging information between teachers and students.

Spelling mismatches will score negatively in the whole evaluation, both of the practices, exercises, work and examinations. A student who performs an unacceptable number of spelling mistakes may suspend the subject for this reason.

The format of the work, when becoming inaltarian groups, implies a learning of team work different from when the groups are chosen by the students themselves. This transversal competence is valued by an individual assessment that students must send by e-mail explaining the developmentofthe work and how they have overcome the difficulties. This opinion may change the work note individually in a marged '1 point above or below the group note.

The criteria for the awarding of Honor Matricules is the obtaining of a final grade greater than 9, taking into account the development of the subject during the course and the regularity in the evaluation of the whole subject. For the award of an Honor Matrícula the professor will be premature the excellent acquisition of intellectual and emotional competitions of the exercise of the direction and management of Human Resources.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Exercises and practices in class	15%	3	0.12	1, 2, 3, 6, 5, 4, 11, 7, 10, 12, 13, 14, 15
Practical work and presentation	25%	3	0.12	1, 2, 9, 4, 11, 7, 8, 13, 14
Sending concepts and reflections through the virtual campus	10%	2	0.08	2, 5, 4
Written tests on acquired knowledge	50%	2	0.08	2, 3, 5, 4, 11, 7, 12, 14

Bibliography

DE LA CALLE DURAN, M^a C; ORTIZ DE URBINA CRIADO, M. "Fundamentos de Recursos Humanos". Pearson-Prentice Hall, 2004

DOLAN, S; SCHULER, R; VALLE, R: La gestión de los Recursos Humanos. Mc. Graw Hill, Madrid, 2007

Other books and articles that will be discussed in class.

Software

The "Virtual Campus" and "Teams" platforms will be used to present the agenda presentations, as well as to deliver practices and exercises. However, some topics or sessions may be given via videos with access from the Teams platform.