



## COURSE DATA

### DATA SUBJECT

**Code:** 33558

**Name:** Instruments and information techniques, organisation of study and documentation

**Cycle:** Undergraduate Studies

**ECTS Credits:** 6

**Academic year:** 2025-26

### STUDY (S)

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Facultat de Ciències Socials	1	First quarter

### SUBJECT-MATTER

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	Information, study and documentation instruments and techniques	BASIC

### COORDINATION

REDONDO CANO ANA MARIA

## SUMMARY

The subject *Information Tools and Techniques, Organization of Study and Documentation* represents 6 ECTS credits. It is a basic formation (FB) subject within the degree in Labour Relations and Human Resources.

The subject will take place in the first quarter of the first academic year. It will introduce students to the degree of Labour Relations and will enable them to cope with the university world as well as to acquire transversal competences.

## PREVIOUS KNOWLEDGE

### RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

### OTHER REQUIREMENTS

Relationship with other subjects of the same degree



No enrolment restrictions have been specified.

Other type of prerequisites

Basic requisites to access degree studies.

## COMPETENCES / LEARNING OUTCOMES

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Act with autonomy in learning, making informed decisions in different contexts, issuing judgements based on experimentation and analysis, and transferring knowledge to new situations.

Analyse, synthesise and reason critically.

Be familiar with the sources of information and socio-economic indicators of the labour market.

Collaborate effectively in work teams, assuming responsibilities and leadership roles and contributing to collective improvement and development.

Develop organisational and planning actions.

Know and apply the principles of the professional code of ethics.

Know how to communicate effectively, both orally and in writing, adapting to the characteristics of the situation and the audience.

Know instruments and applications for accessing information and documentation for the preparation of academic and professional work.

Know the profiles and professional competencies of graduates in labour relations and human resources, and their professional ethics.

Learn independently and develop initiative and entrepreneurial spirit.

Locate, identify, analyse and interpret socio-economic data and indicators relating to the labour market.

Manage information, draft and formalise reports and writings.

Respect and promote fundamental rights, equality between men and women, equal opportunities and non-discrimination, democratic values and sustainability.

Solve problems, apply knowledge to practice and develop motivation for quality.

Use information and communication technologies.

## DESCRIPTION OF CONTENTS

1.



2.

3.

4.

5.

6.

## WORKLOAD

### PRESENCIAL ACTIVITIES

Activity	Hours
Theoretical and practical classes	60,00
<b>Total hours</b>	<b>60,00</b>

### NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	15,00
Individual or group project	35,00
Independent study and work	16,00
Preparation of lessons	10,00
Preparation for assessment activities	6,00
Resolution of case studies	8,00
<b>Total hours</b>	<b>90,00</b>

## TEACHING METHODOLOGY

The teaching methodology for this subject combines different elements:

1. Theoretical presentation in class through lectures.



2. Activities, practice and/or individual or group work related to the functioning of Aula Virtual; problem solving, case study, seminars, visits to institutions. These activities will take place in class, in the IT classroom or elsewhere and they can consist in the application of various techniques, oral presentations or debates.
3. Group integration tutoring.
4. Activities to enable students to use and become familiar with the services available on campus (library and visits to on-campus services).
5. Autonomous work: exercises, assignments and/or individual or group projects with tutoring support.
6. Independent study by the student and elaboration of written and/or oral tests.
7. Evaluation (tests and individual or group presentation).

The use of Aula Virtual will be regular throughout the course, being therefore essential that students become familiar with its use; it will be used for uploading assignments and reports, the student file, and also for sharing news.

## EVALUATION

Individual work and teamwork by students throughout the course will be assessed, both in terms of the acquisition of specific and generic competencies, and in relation to the knowledge of the subject. The evaluation system for this course is divided into two parts: a) a continuous assessment system and b) an individual final exam to be held on the date set by the Faculty of Social Sciences during the official exam period.

The weighting assigned to each part is 70% for continuous assessment and 30% for the final exam. The continuous assessment aims to progressively evaluate the student's learning process, and therefore includes the completion of individual and/or group activities. In particular, the following should be highlighted: involvement and active participation in classes, completion of quizzes, activities related to teamwork, use of databases from various disciplines (economics, law, business management); activities related to "the preparation of an academic paper" (bibliographic research, citation system, preparation and presentation of the paper), attendance at seminars and workshops, some of which will be held on Fridays.

### 1st Exam Period

In order to pass the course, it is essential to complete the academic paper following the professor's guidelines. If someone does not submit it, they will not pass the course. If a student cannot attend class for a justified reason, they must contact the course professor before the end of the first month of class. If an unexpected event occurs, the student should contact their professor as soon as possible.

To be able to add the continuous assessment grade to the exam grade, the exam must be passed, that is, at least a 1.5 out of 3 must be achieved on the exam. Additionally, a score of at least 4 out of 10 in the continuous assessment of practical activities (2.8 points out of 7) will be required.

### 2nd Exam Period



If the course is not passed in the first exam period, students may take the second exam period. In the second exam period, the recoverable part of the continuous assessment corresponds to the activities related to the use of databases from different disciplines (law, economics, business management) (25%). In this situation, the professor will establish a work plan to allow for the recovery. This work plan will serve to assess the practical activities determined as recoverable by the course professor, in case the student did not pass them in the first exam period (if they did pass, the grade may be maintained for the second exam period). The professor may request the student to present these activities.

Therefore, any student who needs to recover the recoverable part of the continuous assessment should contact the professor at the beginning of the second semester to design the mentioned work plan. If the student does not submit the tasks assigned by the professor within the recovery work plan by the stipulated deadline, it will be considered that they have forfeited the opportunity for recovery.

The following list provides a schematic overview of the evaluation system:

### **Continuous Assessment (70%)**

- Participation and attendance (10%)
- Databases (25%). The only recoverable part of the continuous assessment, with the possibility of an oral/written presentation in the 2nd exam period.
- Academic Paper (25%). It must be completed to take the exam.
- Seminars and workshops (10%)

### **Written Exam (30%)**

*It should be noted that copying another student's work or plagiarizing sources will result in automatic failure of the course.*

## **REFERENCES**

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