VNIVERSITAT Ð VALÈNCIA

COURSE DATA

Data Subject	
Code	33558
Name	Instruments and information techniques, organisation of study and documentation
Cycle	Grade
ECTS Credits	6.0
Academic year	2022 - 2023

Study (s)			
Degree	**Center**	**Acad. year**	**Period**
1309 - Degree in Labour Relations and Human Resources	Faculty of Social Sciences	1	First term

Subject-matter		
Degree	**Subject-matter**	**Character**
1309 - Degree in Labour Relations and Human Resources	7 - Information, study and documentation instruments and techniques	Basic Training

Coordination	
Name	**Department**
REDONDO CANO, ANA MARIA	105 - Business Administration 'Juan José Renau Piqueras'

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.

OUTCOMES

1309 - Degree in Labour Relations and Human Resources

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.

- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.

- Be able to learn independently and develop initiative and entrepreneurship.

- Be able to organise and plan.

- Be able to manage information and to write and formalise reports and documents.

- Be able to analyse, synthesise and reason critically.

- Be able to solve problems, apply knowledge to practice and develop motivation for quality.

- Be able to communicate orally and in writing.

- Be able to use new information and communication technologies.

- Be able to work in a team.

- Respect and promote the principles of fundamental rights, gender equality, equal opportunities and non-discrimination, democratic values and sustainability.

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

- Be able to interrelate the knowledge from the different academic disciplines that analyse the work environment.

- Be able to select and manage social and labour information and documentation.

- Be able to locate, identify and interpret socio-economic data and indicators relating to the labour market.

LEARNING OUTCOMES

Upon successful completion of the subject, the student will have the following competences:

- Knowledge of Labour Relations studies and of its new degree.

- Knowledge of the academic and organizational structure of the Universitat de València and the Social Sciences Faculty.

- Knowledge of the information and documentation tools and applications.

- Ability to use the IT applications of the Aula Virtual, applied to the formative programme.

- Ability to use basic software.

- Knowledge of study and personal work techniques.

- Knowledge of the characteristics of professional profiles, career options and professional ethics for Labour Relations graduates.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	15,00	0
Development of group work	15,00	0
Development of individual work	20,00	0
Study and independent work	10,00	0
Readings supplementary material	6,00	0
Preparation of evaluation activities	4,00	0
Preparing lectures	2,00	0
Preparation of practical classes and problem	8,00	0
Resolution of case studies	8,00	0

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Resolution of online questionnaires	2,00	0
TOTAL	**150,00**	

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 and group work regarding acquisition of specific and general competences, and subject knowledge, will be evaluated throughout the course. Active participation and the student's engagement in the process of teaching-learning will also be taken into account, as well as abilities and attitude shown during the development of activities.

For assessment, the following will be taken into account:

1. Written tests (objective or semi-objective tests, problem solving, short-answer questions, essays, case solving or similar).
2. Oral tests (interviews, debates or class presentations).
3. Application of observation scales and attitude register during activities and assignments, related to competences.
4. Use of participation tools.

The following aspects will be specifically considered for evaluation:

Attendance, work, engagement and active participation of the student in class: 30%

Knowledge of the Universidad de Valencia and the study of Labour Relations: 10%

Good use of IT tools and resources used in class: 10%

Acquisition of IT competences: 25%

Total: 10

If a student does not attend class, he/she will have to prepare the material individually and will have to upload them on time on Aula Virtual and will not be able to opt to the maximum grade.

If a student fails the first examination session or does not show up, he/she will be able to take the resit. To this end, he/she will have to carry out the assignments proposed by the teacher.

Copying another pupil's work will automatically lead to failure.

REFERENCES

Basic

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