

DEGREE IN LABOUR RELATIONS AND HUMAN RESOURCES¹ - SYLLABUS

MODULE 1: BASIC LEGAL ELEMENTS FOR LABOUR RELATIONS (18 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 1st term	Foundations of Private Law	6	Four month period	Basic	The legal regulation. Subjects of law. Fundamental rights and civil liberties. The law of contracts and duties. Tort law.
1st year 2nd term	Foundations of Public Law	6	Four month period	Basic	Constitutional principles, State and Public Administration organization. The legal administrative system. General administrative procedure.
1st year 2nd term	Business Law	6	Four month period	Basic	The concept of business law. The entrepreneur status. Sole proprietorship. Corporate entities. Securities. Commercial contracts. Bankruptcy Law.

¹ Reviewed departments of all the courses (November 2010).

MODULE 2: HISTORY AND THEORY OF LABOUR RELATIONS (12 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 1st term	History of Labour Relations	6	Four month period	Basic	Social, politic and economic foundations of the contemporary world. History of socio-economic actors in labour markets. Liberal capitalist system and its alternatives. The role of institutions in configuring the labour relations. Development of forms of work. Historic evolution of social politics in the national and international scope.
1st year 2nd term	Theory of Labour Relations	6	Four month period	Basic	Principles underlying the Labour Law. The role of the norm in a configuration of labour relation systems and different systems of social welfare. The leading role of trade-union organisations in the configuration of the Labour Law.

MODULE 3: INTRODUCTION TO ECONOMICS (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 1 st term	Introduction to Economics	6	Four month period	Basic	Economics as the social science: objects, methods and analytical approaches. The action of economic actors in the market. Markets analysis. The labour market. Analysis of macroeconomic relations. Economic growth, income, employment and inflation. External sector and economic globalization.

MODULE 4: BUSINESS ADMINISTRATION (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 1st term	Business administration	6	Four month period	Basic	Business subsystems. Approaches of the theory of organization. The management process: planning, organization, management, control. Company, environment, social and ethical responsibility. Organizational design: models of organizational structuring, organization charts and manuals.

MODULE 5: SOCIOLOGY AND TECHNIQUES OF SOCIAL RESEARCH (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 1st term	Sociology and techniques of social research	6	Four months period	Basic	Analysis of the main concepts and generalizations about the human society and its processes. The history of sociological theory and approaches of different schools. Analysis of transformations and development of contemporary societies. Designs of social research. Main sources of quantitative and qualitative data for sociological research. Quantitative and qualitative data production techniques. Analysis and interpretation of quantitative and qualitative data.

MODULE 6: STATISTICS (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 2nd term	Statistics	6	Four month period	Basic	Statistical sources and socio-occupational indicators. Knowledge of socio-occupational databases. Descriptive statistics. Techniques of univariate and multivariate data statistical analysis. Socio-occupational data modelling.

MODULE 7: WORK AND ORGANIZATIONAL PSYCHOLOGY (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
1st year 2nd term	Work and Organizational Psychology	6	Four month period	Basic	Introduction to Work and Organizational Psychology. Organizational culture and climate. Strategies for organizational change and development. Psychosocial processes at work and in the organizations.

MODULE 8: LEGAL FRAMEWORK OF LABOUR RELATIONS AND SOCIAL SECURITY (42 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
2nd year 1st term	Introduction to Labour Law	6	Four month period	Compulsory	Origin, development, concept and sources of Labour Law. Application and interpretation of labour norms. Subjects of labour relations. The entrepreneur. The employed person. Relations

					excluded from the labour regulation. Common and specific labour relations.
2nd year 1st term	Social Security Law	6	Four month period	Compulsory	Historical development. Constitutional framework of Social Security system. Social Security structure. Framework acts. Management, financing, contribution and collection. General system. Special arrangements. Welfare.
2nd year 2nd term	Employment Contract law	6	Four month period	Compulsory	Constitution of the labour relation. Contractual arrangements. Rights and obligations of the employers and employees in the employment contract. The salary. The labour supply. Difficulties of the labour relation. Expiry of the labour relation. Legal and administrative protection.
2nd year 2nd term	Social Security Benefits	6	Four month period	Compulsory	Social Security protection. Regulations of general application. Contributory level. Protection for pregnant women. Incapacity for work. Retirement. Death and survival. Unemployment. Non-contributory level. Legal and administrative protection.
3rd year 1st term	Trade Union Rights	6	Four month period	Compulsory	Collective autonomy: background and concept. Sources of trade union rights. Collective subjects. Trade union liberty at an individual and collective level. Employees' representatives in the company and Public Administration: bodies, election and functions. Trade union representation in the company. Employees' representation in a transnational company. Business associations. Trade union liberty protection.
3rd year 2nd term	Rights to Negotiation and Conflict	6	Four month period	Compulsory	Collective and individual autonomy. Right to labour collective negotiation. Collective agreement. Collective negotiation in the Civil Service. European collective instruments. Collective conflict. The right to strike. The entrepreneur and the collective conflict. Self-regulation and out-of-court settlement of the conflict. Legal and administrative protection.

3rd year 2nd term	Labour Procedural Law	6	Four month period	Compulsory	Jurisdiction and competence of the social order. Ordinary labour procedure: procedural principles, parties and subject of procedure. The structure of labour process: preparatory acts, demand, conciliation and judgement, proof and ruling. Regular and extraordinary appeals. Enforcement
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MODULE 9: WORK ORGANIZATION AND HUMAN RESOURCES MANAGEMENT (24 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
2nd year 1st term	Organization and Methods of Work	6	Four month period	Compulsory	Production and productivity. Models of work organization. Labour flexibility and work time organization. Study of work. Study and improvement of work methods. Study of work time and production incentives.
2nd year 2nd term	Organizational Behaviour	6	Four month period	Compulsory	The individual and the organization. Group dynamics. Effective communication tools. Theories and processes of motivation. Leadership styles. Organizational change.
3rd year 1st term	Human Resources Management I	6	Four month period	Compulsory	The function of human resources. Strategic management of human resources. Staff planning. Job analysis and valuation. Staff recruitment and selection. New staff reception.
3rd year 2nd term	Human Resources Management II	6	Four month period	Compulsory	Training and career paths. Knowledge and competence management. Performance assessment. Salaries, benefits and non-cash compensation. Services for employees.

MODULE 10: SOCIOLOGY OF WORK AND ORGANIZATIONS (6 CREDITS)

YEAR / FOUR	SUBJECT NAME	NUMBER OF	DURATION	CHARACTER	DESCRIPTOR
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MONTH TERM		CREDITS			
2nd year 1st term	Sociology of Work and Organizations	6	Four months period	Compulsory	The concept of work. Modern age and industrial society: the model of paid employment. Social relations of work. Social identity of work. Social division of work. Technical division of work. Sexual division of work: productive and reproductive work. International division of work: globalization and new forms of work division. Labour and employment market. Company transformations: production reorganization and flexibility. Transformations of labour relations and labour management.

MODULE 11: CONFLICT MANAGEMENT (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
2nd year 2nd term	Conflict Management	6	Four months period	Compulsory	Nature and characteristics of conflict. Typologies of conflicts. Conflict management. Nature and characteristics of negotiation. Negotiation process and styles. Nature and characteristics of mediation. Mediation process and styles.

MODULE 12: LABOUR ECONOMICS (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
2nd year	Labour Economics	6	Four months period	Compulsory	Labour market performance. Salaries

1st term					determination and structure. Economic effects of discrimination at work and wage policy. Work, employment and unemployment: concepts and indicators. Microeconomic, macroeconomic and structural elements of unemployment.
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MODULE 13: LABOUR RELATIONS SYSTEMS (6 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
2nd year 2nd term	Labour Relations Systems	6	Four months period	Compulsory	Spanish labour relations systems: context, structure and actors. Process of Europeanization of labour relations. Comparative models and systems of labour relations. The state as an actor of labour relations. Business and trade union organisations in Spain and Europe: structure, objectives and strategies. Collective negotiation in Spain and in the comparative view. Industrial conflict in Spain and Europe. Welfare states in the comparative perspective. Welfare state characteristics in Spain.

MODULE 14: SOCIO-OCCUPATIONAL POLICIES (12 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
3rd year 1st term	Socio-Occupational Policies	6	Four months period	Compulsory	Market, institutions and state. Public policies: general characteristics of socio-occupational policies. Formulation and development of socio-occupational

					policies. Economic study of the intervention of public sector in the labour market: minimum wage, collective negotiation, unemployed benefits, pensions, vocational training policy, immigration policy, population policies and family policies.
3rd year 2nd term	Job and Equality Organization at Work	6	Four months period	Compulsory	Regulatory framework for socio-occupational policies. Gender and labour market. Active and passive employment policies. Employment policies for vulnerable groups. Promotion policies for the cooperative/non-profit sector and self-employment.

MODULE 15: HEALTH AND OCCUPATIONAL RISK PREVENTION (12 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
3rd year 1st term	Occupational Risk Prevention	6	Four months period	Compulsory	Legal status of Occupational Risk Prevention. Basic concepts of occupational health. Professional risks, typology and health threats. Prevention techniques. Legal framework of occupational risk prevention. Corporate bonds and responsibilities in relation to risk prevention.
3rd year 2nd term	Management and Participation in the Occupational Risk Prevention in the Company	6	Four month period	Compulsory	Company prevention services: concept and modalities. Preventive counselling. Participation of employees and their representatives in the prevention. Models, competences, guarantees. Risk prevention in the Public Administration. Specific risks prevention. Technical legislation on risk prevention.

MODULE 16: OPTIONAL SUBJECTS (42 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
3rd year 2nd term	Optional subject 1	6	Four month period	Optional	See pages 11 till 15
4th year 1st term	Optional subject 2	6	Four month period	Optional	See pages 11 till 15
4th year 1st term	Optional subject 3	6	Four month period	Optional	See pages 11 till 15
4th year 1st term	Optional subject 4	6	Four month period	Optional	See pages 11 till 15
4th year 1st term	Optional subject 5	6	Four month period	Optional	See pages 11 till 15
4th year 2nd term	Optional subject 6	6	Four month period	Optional	See pages 11 till 15
4th year 2nd term	Optional subject 7	6	Four month period	Optional	See pages 11 till 15

MODULE 17: FINAL PROJECT AND INTERNSHIPS (24 CREDITS)

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR
	Final Project	12	Four month period	Compulsory	
	External Internships	12	Four month period	Compulsory	

OPTIONAL SUBJECTS

The student shall study seven optional subjects chosen from the list of fourteen.

YEAR / FOUR MONTH TERM	SUBJECT NAME	NUMBER OF CREDITS	DURATION	CHARACTER	DESCRIPTOR

3rd year - 2nd term / 4th year – 1st or 2nd term	Employment Contract and Fundamental Rights	6	Four month period	Optional	Legal status of Fundamental Rights in relation with paid employment. Specific and non-specific employment rights. Antidiscrimination legislation in the labour and social security relation.
3rd year – 2nd term / 4th year – 1st or 2nd term	Social Law of the European Union	6	Four month period	Optional	Community legislation on Labour Law and social security. Freedom of movement for workers. Anti-discrimination legislation. Special reference to gender based discrimination.
3rd year- 2nd term / 4th year – 1st or 2nd term	Complementary Social Welfare	6	Four month period	Optional	Legal status of the internal social assistance benefits of Social Security system, pension plans and funds. Mutual funds. Group insurances.
3rd year- 2nd term / 4th year – 1st or 2nd term	Forms of Unpaid Labour	6	Four month period	Optional	Legal status of self-employment and of work in social economy enterprises and partnerships.
3rd year- 2nd term / 4th year – 1st or 2nd term	Human Resources Audit	6	Four month period	Optional	Information systems for human resources management. The function of human resources control. Methods and instruments for the assessment and audit. Human resources audit. Audit of social climate and absenteeism. Report of social audit.
3rd year– 2nd term / 4th year – 1 st or 2nd term	Payroll Management	6	Four month period	Optional	Design and structure of the payroll. Basic salary. Salary incentives policies. Establishment of social benefits for workers. Strategic aspects of compensation.
3rd year – 2nd term / 4th year – 1st or 2nd term	Gender and Work	6	Four month period	Optional	Historical roots of gender discrimination at work. Microeconomic and macroeconomic aspects of the sexual division of labour. Conciliation, co-responsibility, vertical and horizontal discrimination. Public policies and gender impact in historical and comparative perspective.
3rd year - 2nd term / 4th year – 1st or 2nd term	Sociological Analysis of Work in the Post-Industrial	6	Four month period	Optional	Major processes of contemporary social change and its effects on the organizations and

	Society				work: postmodernity and postmaterialism. Globalization. Information, knowledge and risk society. Change of the Fordist model of social regulation to Post-Fordist. Changes of the consumption society. Inequalities, vulnerability and social fragmentation.
3rd year - 2nd term / 4th year – 1st or 2nd term	Status of foreign worker in Spain	6	Four month period	Optional	Conditions for entry to and stay in Spain. Work permit in Spain. Self-employment and paid employment. Legal status of a foreign worker in Spain: preferential schemes, common and special regimes. Socio-occupational rights of a foreign worker in Spain.
3rd year – 2nd term / 4th year – 1st and 2nd term	Company Tax Regime	6	Four month period	Optional	Basic knowledge of the Tax Law. Overview of the tax system: state, autonomous, and local taxes. Income tax, with a special reference to the work-related income. Corporation tax. VAT. Other taxes: inheritance tax, document duty and municipal imposition.
3rd year - 2nd term / 4th year – 1st or 2nd term	Special Work Processes	6	Four month period	Optional	Ordinary work processes with specialities: dismissal procedures; procedures of termination of a work contract for objective reasons and others, sanction challenge procedures; and ex officio procedure. Special work processes. Procedures on: Social Security, collective disputes, collective agreements challenge; trade unions statuses challenge; protection of the fundamental right to trade union freedom; salary claims processed by the State. Summary procedures: procedure on vacations; electoral system (challenge of the arbitrators' decision and of the of the delegates election records registry refusal); on geographical mobility and substantial modifications of work conditions and job classification.
3rd year – 2nd term / 4th year – 1st or 2nd term	Administrative management of work	6	Four month period	Optional	Administrative procedures on labour: administrative sanctions, grants, administrative responsibility, claim prior to recourse to the labour law.

3rd year – 2nd term / 4th year – 1st or 2nd term	Public employment	6	Four month period	Optional	Administration staff types. Rights, duties and code of conduct of public employees. Acquisition and loss of the service relation. Professional activity, administrative situations and disciplinary proceedings of the public employees.
3rd year – 2nd term / 4th year – 1st or 2nd term	Accounting	6	Four month period	Optional	Accounting information, regulatory framework and scope of application. Identification of the annual accounts elements. Technique of operations record. Analysis and justification of accounting process. Determination of performance records of the organisations. Analysis and interpretation of the annual accounts. Legal and formal aspects of accounting information.