



COURSE: Human, financial resources and equipment management		TYPE: Compulsory	ECTS: 6
DEGREE: Bachelor in Library and Information Science (Blended option)		YEAR: 4 <sup>th</sup>	TERM: 1 <sup>st</sup>

WEEK	CONTENT DESCRIPTION	WEEKLY PROGRAMMING FOR STUDENT		
		DESCRIPTION	CLASS HOURS [16:00-17:00h]	HOMEWORK HOURS (Max. 10h week)
1	<ul style="list-style-type: none"> <li>• Introduction to the course</li> <li>• Presentation of final practical group work</li> </ul> <p><b>Teaching Unit 1:</b> Introduction. Organizational resources and their management. — Organizational resources management and Professional skills</p>	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Creating workgroups</li> </ul>	---	9h
2	<p><b>Teaching Unit 1:</b> Introduction. Organizational resources and their management. — Organizational resources — Presentation of Practice UD1</p>	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> </ul>	1h 18 september (friday)	9h
3	<p><b>Teaching Unit 2:</b> HR management — The role of HR management. — Organizational culture and HR Management Styles</p>	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> </ul>	---	9h
4	<p><b>Teaching Unit 2:</b> HR management — New trends: Skills Management — HR Planning and Development</p>	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> <li>• Delivery of <b>practical exercise TU1</b></li> </ul>	1h 2 october (friday)	9h
5	<p><b>Teaching Unit 2:</b> HR management — HR Recruitment and Selection, Career Planning and ascription to workplace</p>	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> </ul>	---	9h

6	<b>Teaching Unit 2: HR management</b> — Training in the workplace — Evaluation of job performance	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> </ul>	1h 16 october (friday)	9h
7	<b>Teaching Unit 2: HR management</b> — Workplace and workplace environment — Presentation of Practice UD2	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> </ul>	---	9h
8	<b>Teaching Unit 3: Economic and financial resources management</b> — Concepts involved — Internal and External Accounting	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> </ul>	1h 30 october (friday)	9h
9	<b>Teaching Unit 3: Economic and financial resources management</b> — Budget	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> <li>• Delivery of <b>practical exercise TU2</b></li> <li>• <b>Test on theoretical aspects TU1 &amp; TU2</b></li> </ul>	---	9h
10	<b>Teaching Unit 3: Economic and financial resources management</b> — Budget — Costs in libraries and information centers	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> </ul>	1h 13 november (friday)	9h
11	<b>Teaching Unit 3: Economic and financial resources management</b> — Costs in libraries and information centers — Financial Statements — Presentation of Practice TU3	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> </ul>		9h
12	<b>Teaching Unit 4: Equipment management</b> — Library building	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> </ul>	1h 27 november (friday)	9h
13	<b>Teaching Unit 4: Equipment management</b> — Equipment and Safety (días lectivos: 3, 4 y 5 diciembre) — Presentation of Practice TU4	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> <li>• Delivery of <b>practical exercise TU3</b></li> </ul>	---	9h

14	<b>Teaching Unit 4:</b> Equipment management — Equipment and Safety	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts</li> <li>• Making practical activities</li> <li>•</li> </ul>	1h 11 december (friday)	9h
15 (14-18 dec)	Mentoring activities Delivery of practical exercises	<ul style="list-style-type: none"> <li>• Reading and study of teaching materials</li> <li>• Exposure of doubts/ Mentoring activities</li> <li>• Delivery of <b>practical exercise TU4</b></li> <li>• <b>Test on theoretical aspects TU3 &amp; TU4</b></li> </ul>	1h	4h
21-dec 2018 a 06 january 2019	Classless Christmas holidays			
07 a 22 jan. 2019	Delivery of final practical group work Assessments	<ul style="list-style-type: none"> <li>• Delivery of <b>final practical group work</b></li> <li>• Preparation for assessment</li> <li>• <b>Final EXAM:</b> <ul style="list-style-type: none"> <li>❖ <b>Option 1: 15-15 january 2019</b></li> <li>❖ <b>Option 2: 22-23 january 2019</b></li> </ul> </li> </ul>	3h	9
<b>SUBTOTAL (Hours)</b>			<b>11</b>	<b>139</b>
<b>TOTAL (Hours)</b>			<b>150</b>	
<b>EXTRAORDINARY CALL</b>		<ul style="list-style-type: none"> <li>• <b>Extraordinary EXAM</b></li> <li>❖ <b>24-25 june 2019</b></li> </ul>		