COURSE DATA

Data Subject

Code	33553
Name	Business management
Cycle	Grade
ECTS Credits	6.0
Academic year	2023 - 2024

Study (s)

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Faculty of Social Sciences	2	First term

Subject-matter

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	3 - Business	Basic Training

Coordination

Name	Department
CANTARERO SANZ, SANTIAGO	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

Business Management is a Basic Formation subject that takes place in the first semester of the second academic year of the degree in Labour Relations and Human Resources. It belongs to the area of Business Organization and it is worth 6 ECTS credits (a workload of approximately 150 hours).

In order to fulfil the requirements of the degree studies, the subject intends to provide students with the basic knowledge that will enable them to analyze the managing function and the decision-making process in organizations as well as the necessary skills to succeed in subjects of higher academic years (especially those included in the Human Resources Itinerary).

This subject aims at analyzing and understanding business reality by considering the company as a specific organization and studying it from a strategic perspective. In the first place we will carry out a wide and deep study of the managing function through the introduction of the fundamental concepts of management and the through the approach on the decision-making process in complex organizations (which will be studied in depth in *Strategic Business Management*, a third year subject).

VNIVERSITAT (Ð VALÈNCIA

The strategic process in business management implies the need of considering a series of internal and external conditions in order to increase effectiveness in the achievement of objectives. It is therefore necessary to introduce the main elements, such as culture, ethics and knowledge, in the organizations. Other element such as corporate social responsibility and total quality will be studied in depth in later courses.

In any case this subject guarantees a basic formation regarding the process of decision-making in organizations.

The following table shows the subject of the Business Management area and when they take place:

Subject	Year (semester)	Type
Introduction to Business Operation	1st year (2nd semester)	Basic
Business Management	2nd year (1st semester)	Basic
Organizational Structure and Workplace Design	2nd year (2nd semester)	Compulsory
The Function of Human Resources	3rd year (1st semester)	Compulsory
Strategic Business Management	3rd year (2nd semester)	Compulsory
Audit of the Function of Human Resources	4th year	Optional
Quality of Management and Human Resources	4th year	Optional
Policies, Strategies and Human Resources Management	4th year	Optional
Corporate Social Responsibility and HR	4th year	Optional

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

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

Other requirements

Business Management is closely linked to Introduction to Business Operation. Their contents are complementary and together they provide an overall vision of current economical organizations. They also provide the general theoretical framework for the presentation of new theories (paradigms) and practical exercises. They provide the basis for the rest of the subjects of the degree.

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.

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

- Understand the fundamentals of business organisation.

- Know and understand the social processes that structure work and production relations.

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

- Analyse and evaluate the factors that determine inequalities in the world of work.

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

- Be able to participate in the creation and design of organisational strategies, and to develop the human resources strategy of the organisation.

- Know and apply the general principles of taxation and accounting to the business field.

- Know and apply the basic regulatory framework of private contracting and company law to the business field.

LEARNING OUTCOMES

The aim of the subject is to introduce students into the study of Business Management by balancing introductory and specific aspects and to prepare them for their professional career by providing them with a theoretical and practical formation.

Upon successful completion of the subject, students must be able to:

a. Specific learning results:

- Describe the role of the management function and the concepts related to it.

- Name the different stages of the decision-making process in a complete and comprehensive way.

- Identify the conditioning factors in the company that require the development of specific management competences.

- Apply the different problem-solving methods and place the causes and effects within the framework of strategic management.

- Gather relevant information to solve theoretical and/or practical problems and follow a logical method to analyze the information.

- Define the elements that enable a strategic management of human resources.

- Accept the new theoretical and practical aspects of business management as part of a historical process and differentiate its different stages.

- Gather the key concepts that allow the study of business management and be able to define, classify and relate them through a multidisciplinary perspective.

b. Common learning results:

- Capacity of analysis and synthesis for problem-solving and decision-making.

- Initiative and critique; creativity.

- Capacity for research and use of information.

- Capacity to discuss and express oneself in a coherent and intelligible way.

- Encourage the need for research in order to update knowledge.

- Encourage group work through diverse methods of collective interaction.

DESCRIPTION OF CONTENTS

1. Business management

Business property, management and administration. The entrepreneur from a management perspective. Management and leadership. Management functions. Business administration.

2. Business decisions.

Decision-making as the essence of management. Concept of decision. Types of decision. Approaches on decision-making. The decision-making process. Directive Information System (SID in Spanish).

3.

4.

5.

6.

7.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	5,00	0
Development of group work	10,00	0
Development of individual work	5,00	0
Study and independent work	15,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	20,00	0
Preparing lectures	10,00	0
Resolution of case studies	15,00	0
TOTAL	**150,00**	

TEACHING METHODOLOGY

The teaching-learning process will combine lectures (to provide students with complex concepts and a general vision of the contents) and the engagement of the students in the lessons. This method encourages the interaction between teacher and students and among students and enables the development of the skills previously mentioned.

- Lectures. Teachers will present the basic concepts of the contents. Materials and diagrams will be available on Aula Virtual. The lessons are aimed at active student participation. This will be attained through handing out of diagrams to give students a better understanding and to help them elaborate their own study materials.

- Practical lessons. Their main aim is to apply the concepts learnt to real or fictitious cases; prove the students' capacity to work in groups and their communication skills. Groups will be formed to carry out activities and the puzzle method will also be use due to its efficiency, since it encourages cooperative learning. The presentation of practical cases will be through real or fictitious cases; scientific articles; specific videos; seminars and other active methodologies.

- Tutorials: the contents of the tutorials will focus on study and discussion questions on which students will have to reflect both individually and in group. The aim of the tutorials is to strengthen the comprehension of the concepts covered in class.

EVALUATION

The assessment method will include and combine all of the contents of the subject. It will be summative (testing of the level of formation acquired) and formative (feedback of the teaching-learning method). The summative function enables the assignation of a final grade. The following elements will be considered:

- Block A: 50% of the final grade will derive from written partial and final tests. Their function is to evaluate the level of knowledge and can therefore combine objective questions (test-type questions) with essay-type questions. In any case the questions can be based on both theoretical and practical concepts. Students must obtain a minimum of 5 points to include it in the continuous assessment.

- Block B (continuous assessment): 50% of the final grade will be based on class activities. It consists of 2 parts. The first part (B1) accounts for 15% of the final grade and is based on attendance and active participation; the second part (B2) accounts for 35% of the final grade and it evaluates the following aspects: activities carried out during the theoretical lessons: analysis and discussion of texts and videos and attendance at seminars or workshops.

This part of the continuous assessment is formative. Therefore the teacher will inform students periodically about the assessment and results of the activities submitted.

The final grade will be obtained through the combination of the grades of both blocks.

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Additional

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