

**COURSE DATA****Data Subject**

<b>Code</b>	35935
<b>Name</b>	University integration
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2020 - 2021

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1315 - Degree in Finance and Accounting	Faculty of Economics	1	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1315 - Degree in Finance and Accounting	7 - Communication	Basic Training

**Coordination**

<b>Name</b>	<b>Department</b>
SANCHEZ DIAZ, JOSE MARIA	113 - Financial and Actuarial Economics

**SUMMARY**

UNIVERSITY INTEGRATION is a 6 ECTS credit subject and is linked to Communication as part of the basis training in the Degree in Finance and Accounting (although it is also taught with similar names in the rest of the degrees offered by the Faculty of Economics). Due to its nature, it is located in the first term of the first year.

The formative importance of the subject in the curriculum is due to the need for university guidance of the first year student, both in terms of the structure of the institution (University of València), the center (Economics Faculty) and of the Degree of Finance and Accounting, as well as in the different competences (instrumental, information and professional) associated with this degree. Although it has no direct link with any other subject, its usefulness is evident in the rest of the degree.

The interest of the subject for the professional future also deserves to be highlighted: preparation of reports, public presentations, team work...



The objective of the subject is to facilitate the students transition to the university enviroment, from an integral approach that takes into account not only th competences related to the specific degree, but also those related to knowledge of the instituion and its function in the society.

Therefore, the student, at the end of the subject has to:

- Know the academic structure and services of the Universitat de València.
- Know the studies of Finance and Accounting in the Universitat de València.
- Have the necessary knowledge to locate, avaluate, use and communicates the information of any area of the specialisation in Finance and Accounting, at a basic level.
- Know the basic information sources of the Universitat de Valpencia.
- Know and use the basic computer programs for Finance and Accounting studies.
- Know and be able to apply study and individual work techniques.
- Know the profiles and professional skills of Finance and Accounting graduates.
- Introduce to students the values of respect for human rights and democratic principles as well as the promotion of the culture of peace.

Since the subject is introductory, among its objectives it is intended that students begin to reflect on the need to have ethical criteria in their profession, together with the question of the sence of enterprise andof its social responsibility, with respect to society. For this reason, in part of the materials contributed to the development of the activities we consider includend content related to ethics and ethical values that re intended to be inculcated such as: honesty, integrity, responsability, respect, transparency, sustainability...

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

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

### Other requirements

Dado el carácter introductorio de la asignatura, no se requieren conocimientos previos.

## OUTCOMES

### 1315 - Degree in Finance and Accounting



- Conocer y comprender las herramientas matemáticas básicas para la descripción, análisis y toma de decisiones financieras y empresariales.
- Conocer y comprender las herramientas estadísticas básicas para la presentación y descripción de resultados financieros y empresariales.
- Conocimiento de la estructura académica y servicios de la Universitat de València.
- Conocimiento de los instrumentos de acceso a la información en la Universitat de València.
- Uso de los programas Informáticos básicos.
- Conocimientos del servicio bibliográfico de la Universitat de València y del uso de las bases de datos.
- Conocimiento de las técnicas de estudio y trabajo personal.
- Conocimiento de los perfiles y competencias profesionales de los graduados en Finanzas y Contabilidad.

## LEARNING OUTCOMES

At the end of the course the student must obtain the following learning results:

- Ability to prepare and defend an economic report.
- Knowledge of different sources of business information and ability to identify relevant information and apply it correctly.
- Management of the university environment.
- Ability to address other subjects of degree with guarantees.
- Ability to identify the ethical dimension in the entire management decision.
- Ability to promote attitudes, behaviors and ethical habits in their environment and in professional environments.
- Ability to make decisions applying ethical standards of conduct.

## DESCRIPTION OF CONTENTS

### 1. Basic Mathematics

#### 1.1 Sets

##### 1.1.1 Definition and forms of expression

##### 1.1.2 Notable sets and operators

#### 1.2 Algebraic expressions

##### 1.2.1 Definition and types

##### 1.2.2 Operations

#### 1.3 Equations and inequations of one variable

##### 1.3.1 Equations: polynomial, rational, irrational, logarithmic and exponential



- 1.3.2 Inequations
- 1.4 Equation systems
- 1.5 Functions of one variable
  - 1.5.1 Domain and graphic representation
  - 1.5.2 Derivatives
  - 1.5.3 Integrals

## **2. The Universitat de València and the studies of Finance and Accounting**

- 2.1 The studies of Finance and Accounting at the University of Valencia and the Faculty of Economics
- 2.2 Academic structure and services of the Universitat de Valencia
  - 2.2.1 Structure of the Universitat of Valencia
    - Teaching Organization: Campus, Faculties, Departments
    - Students Participation: Association of representatives (ADR), Senate (Claustro), Central Board of Management (Junta de Facultad), Departments Boards
    - Committees of representation, decision and control at the University, Senate. Board of management. Chancellor. Governing body
    - Committees of representation, decision and control at the Faculty of Economic. Dean. Governing body
  - 2.2.2. Resources and services of the Universitat of Valencia

## **3. Instrumental competencies of the students in Finance and Accounting (FyC)**

- 3.1. Study and personal work techniques
- 3.2. Team work and temporary planning
- 3.3. Written communication and oral communication
- 3.4. Computer applications for students in FyC
- 3.5. The development of an academic work

## **4. Informational competencies of the students in FyC**

- 4.1. Location of the materials and information resources necessary for students in FyC
  - Library versus Google. The library: spaces, resources and services
  - The Catalog: Contents and basic search strategies
- 4.2. Information competences for preparation of an academic work:
  - Location of information: books, magazine articles, press news, statistical data. Main databases, main search engines. Evaluate the quality of the information found. How to avoid plagiarism

**5. Profiles and professional competencies of the graduates FyC**

- 5.1. Concept of profile and professional competence
- 5.2. Professional profiles of the graduates in FyC: Knowledge, abilities and functions
- 5.3. The labour insertion of the graduates in FyC

**6. Human competences of graduates in Finance and Accounting**

- 6.1. Ethics, moral habits and good practices in business management.
- 6.2. Standards and ethical criteria for business decision making.
- 6.3. Competences for the design of Corporate Social Responsibility Policies

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Computer classroom practice	45,00	100
Theory classes	15,00	100
Attendance at events and external activities	10,00	0
Development of group work	30,00	0
Development of individual work	10,00	0
Study and independent work	5,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	10,00	0
Preparation of practical classes and problem	10,00	0
Resolution of case studies	2,00	0
Resolution of online questionnaires	3,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY**

The methodologies to be used in the classroom will be different depending on the competences intended to work with, having a direct relationship between the methodology, the activity to be carried out and the competences we want students to acquire for each of the sessions. In general, we will work with:

- Presentation in the classroom of the essential theoretical contents using the participatory master lesson method.





- Practical classes (in the classroom, computer room, etc...) related to problem solving, case studies, etc... applying techniques, oral presentations, debates, etc...

- Established activities for students to know and use Campus services (library, student service, sports campus, etc...)

- Autonomus work based on carrying out exercises and/or projects individually and/or as a team, with tutorial support when it was necessary.

- Independent study and completion of written and/or oral tests, etc...

The teacher will make available to the students a series of materials through the Virtual Classroom.

## EVALUATION

1st call:

- Individual note 40%, linked to assistance. It will be obtained from exercises performed and/or presented in class. Likewise active participation in the sessions will be valued.
- Group grade 30%. It will consist of one or several works that the teacher will request. In some degrees one of the group works will be linked to the work to be done in another subject.
- Examination grade (synthesis test) 30%. It will be necessary to pass the exam.

2nd Call

- Individual grade: It can be recovered by submitting papers and/or presenting for an exam.
- Group grade: not recoverable because it consists of group activities done throughout the classes. The first call grade stays the same.
- Examination grade: students will take a new exam.

All students that have failed the subject have the obligation to take the exam in this second call.

For both calls:

The final grade is obtained from the weighted average of the grades of each part of the evaluation, as long as the part corresponding to the written test or examination officially called by the Faculty of Economics has been passed. In the case the written test or exam is not passed, the final grade will be the weighted sum of the test score and the continuous evaluation. It can not exceed a maximum of 4.5.

## REFERENCES



### Basic

- Normativa universitària de influència en la vida del estudiant (http://sestud.uv.es/niveles.asp?nivel=19)
- Presentació institucional Universitat de València (http://www.uv.es/corporate/institucional/presentacions/actual/valencia/universitat%20valencia.pdf)
- Guia del estudiant de la Facultat d'Economia (http://www.uv.es/economia/guia/)
- Cotillas Alandí, C.: Planifica tu estudio en la Universidad, Servei de Formació Permanent, Universitat de València
- Materiales de apoyo para la formación en el nivel básico de las competencias informacionales (http://www.uv.es/bibsoc/GM/competencias/ci-gradados.html)

### Additional

- Materiales proporcionados por los profesores a través del Aula Virtual
- Universitat de València. Recull de dades estadístiques.
- Mario de Miguel Díaz (coord.) (2006): Metodologías de enseñanza y aprendizaje para el desarrollo de competencias: orientaciones para el profesorado universitario ante el espacio europeo de educación superior. Ed. Alianza, Madrid.
- Ballenato, G. (2005). Técnicas de estudio: el aprendizaje activo y positivo. Pirámide.
- Presentación de la Facultat d'Economia (http://www.uv.es/economia)
- Pàgina web OPAL (http://www.fguv.org/opal/)
- Pàgina web Antena Universitària (http://www.antenauniversitaria.com/index.asp)

## ADDENDUM COVID-19

**This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council**

### 1. CONTENT

All content initially programmed in the teaching guide is maintained.

### 2. WORKLOAD AND TEMPORARY PLANNING OF TEACHING

The number of hours of the teaching guide is maintained. However, given the agreement to impart teaching in the hybrid model of semi-presence (Virtual assistance in the theoretical and physical classes in the practical classes), the hours corresponding to the theory classes, and those of practices that are developed in the same time, become non-in-person (Virtual Assistance). However, if sanitary conditions are necessary, the hours for the classes of practices would be non-face-to-face.



### 3. TEACHING METHODOLOGY

Following the indications for the development of teaching the 2020-2021 academic year, approved by the Consell de Govern of the University of Valencia on July 1, 2020, the teaching of the first semester will be hybrid.

- The theoretical classes shall be taught, preferably, by synchronous videoconference, the day and the time of the face-to-face class. Students will connect to the sessions scheduled to participate and participate in the development of the theoretical classes. These sessions may be replaced by asynchronous sessions if deemed appropriate.
- Practical classes will be face-to-face in the classrooms and times assigned to this purpose. If, by the sanitary conditions, the development of the subject is totally non-in-person, they will be carried out using the same methodologies as the theoretical classes.
- All teachers should benefit from the virtual tutoring program during the first semester and enhance the tutorial attention in a non-in-person manner. Everything about virtual tutoring is regulated in ACGUV 200/2011.

### 4. EVALUATION

- The weight of the continuous evaluation is not changed.
- The weight of the final exam does not change. The evaluation test shall be face-to-face. If by the sanitary conditions the examination was non-in-person, it may be carried out with a theoretical-practical test through the virtual classroom and/or by oral questions via videoconference.
- If the student has any problems of attendance or computer resources (both in the continuous evaluation and in the final test) arising from the situation of semi-presence, he must present his situation to the teacher well in advance to take appropriate action.

### 5. BIBLIOGRAPHY

The recommended bibliography is maintained in the teaching guide