

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

<b>Code</b>	36101
<b>Name</b>	Tools and techniques for learning
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2022 - 2023

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. Period</b>
1316 - Degree in Economics	Faculty of Economics	1 First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1316 - Degree in Economics	1 - Communication	Basic Training

**Coordination**

<b>Name</b>	<b>Department</b>
ZAMORANO BENLLOCH, VICENTE	10 - Economic Analysis

**SUMMARY**

The aim of the subject LEARNING TOOLS AND TECHNIQUES is to facilitate the transition of the student to the university environment using an integral approach that takes into account not only the competences related to the specific degree but also those related to appreciation of the Institution and its function in society. It is taught in the first year and first term.

By the end of the subject, the student should:

- Be familiar with the academic structure and services of the University of Valencia.
- Be familiar with the study programme for Economics at the University of Valencia.
- Know the basic information resources available at the University of Valencia.
- Know and be able to use the basic computer programs for Economic studies.
- Know and apply study and work techniques, both individually and as a team.
- Develop the capacity for the preparation and defence of reports that contribute to the decision making of public and private agents.
- Develop the capacity for evaluation and critical analysis of economic events as well as the behaviour of economic agents, both public and private.
- Develop the analytical capacity to reflect and think about economic problems.



- Learn to detect individual and social inequalities in order to design, implement and evaluate the relevant policies that facilitate the elimination of said discrimination, both in the public and private sectors.
- Assimilate the values of respect for human rights related to the environment and democratic principles as well as the promotion of the culture of peace.
- Be familiar with the profiles and professional competences of graduates in Economics.

Since the subject is introductory, one of its objectives is that students begin to reflect on the need to have ethical criteria in their profession, together with the question of the essence of the company and the social responsibility that it has to society. For this reason, part of the subject uses materials to develop activities to inculcate ethics and ethical values, such as: honesty, integrity, responsibility, respect, transparency, sustainability etc..

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

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

### Other requirements

No enrollment restrictions have been specified with other subjects of the curriculum.

## OUTCOMES

### 1316 - Degree in Economics

- Show critical thinking skills.
- Show ethical commitment and social responsibility at work, respect the environment and human rights and promote equality between men and women and the culture of peace.
- Be able to collect and analyse information.
- Have oral and written communication skills in the native language.
- Be able to use ICTs.

## LEARNING OUTCOMES

As a result of completing this subject, students are expected to achieve the following learning outcomes:

- Knowledge of the study programme of Economics at the University of Valencia
- Knowledge of the academic structure and services of the University of Valencia
- Knowledge of the instruments of access to information at the University of Valencia
- Use of basic computer programs
- Knowledge of the bibliographic service of the University of Valencia and the use of databases
- Knowledge of the techniques of written and oral expression
- Knowledge of techniques for studying and working autonomously
- Knowledge of techniques for preparation of an academic paper



- Knowledge of the profiles and professional competences of graduates in Economics
- Be respectful of human rights and act in accordance with the democratic principles of equality between men and women; of solidarity, of protection of the environment, of universal accessibility and design for all, of fostering a culture of peace and respect towards public property.
- Be able to identify the ethical dimension in any managerial decision.
- Be able to promote attitudes, behaviours and ethical habits in their environment and professional environments.
- Be able to make decisions by applying ethical standards of conduct.

## DESCRIPTION OF CONTENTS

### 1. The University of Valencia and the study programme for Economics

1.1. The study programme for Economics at the University of Valencia

1.2. The academic structure and services of the University of Valencia

1.2.1. Structure of the University of Valencia.

Organization of teaching: Campus, Faculties, Departments

Student participation: ADR, Cloister, Faculty Board, Council, Departments

Bodies of representation, decision and control in the University. Teaching body. Government council. Rector. Government team.

Bodies of representation, decision and control in the Faculty of Economics. The Dean. The decanal team.

1.2.2. Resources and services of the University of Valencia.

### 2. Instrumental competences of Economics students.

2.1. Study and personal work techniques.

2.2. Teamwork and time management.

2.3. Written communication and oral communication.

2.4. Computer applications for Economics students.

2.5. The elaboration of an academic paper.

### 3. Information competences of Economics students

3.1. Location of the materials and information resources necessary for Economics students:

Library versus Google. The Library: spaces, resources and services.

The Catalogue: contents and basic search strategies.

3.2. Informational competences for the preparation of an academic paper:

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.

**4. Human competencies of Economics students**

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

**5. Profiles and professional competences of graduates in Economics.**

- 5.1. Concept of profile and professional competence.
- 5.2. Professional profiles of graduates in Economics: knowledge, skills and functions.
- 5.3. Incorporation into the job market for graduates in Economics.

**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 online questionnaires	3,00	0
<b>TOTAL</b>	<b>148,00</b>	

**TEACHING METHODOLOGY**

The methodologies to be used in the classroom will vary depending on the competences to be covered, as this is directly related to the activity to be carried out and the skills that students wish to acquire from each of the sessions. In general, work will be done in the classroom through master classes with participatory techniques to present the essential theoretical contents; resolution of exercises, practical work, case studies, oral presentations, debates, individual or team work, use of computer applications, talks, visits, etc. Together with this, autonomous work under guidance and independent study by the student will be encouraged.

The tutor will provide a series of materials available to the students through the virtual classroom.



## EVALUATION

### 1st Assessment:

- **Individual mark 40%:** linked to attendance. The mark will be based on exercises carried out and /or presented in class. Likewise, active participation in the sessions will be valued.
- **Group mark 30%:** consists of one or more tasks set by the tutor. In some coursework, one of the group work tasks will be linked to work to be done in another subject.
- **30% exam mark.** Students must pass the exam to pass the subject

### 2nd Assessment:

- **Individual mark:** This can be achieved by submitting papers and /or sitting an exam.
- **Group mark:** the same mark is given as for the first assessment.
- **Examination mark:** all students who have failed the 1st assessment have the obligation to take, and pass, this exam to pass the subject.

### For both assessments:

The final mark is obtained from the weighted average of the marks of each part of the evaluation, provided that the part corresponding to the written test or exam officially called by the Faculty of Economics has been passed. In the event that the written test or exam is not passed, the final grade will be the weighted sum of the test score and of continuous assessment, not exceeding a maximum of 4.5.

## REFERENCES

### Basic

- Normativa universitaria de influencia en la vida del estudiante (<http://sestud.uv.es/niveles.asp?nivel=19>)
- Presentación institucional Universitat de Valencia (<http://www.uv.es/corporate/institucional/presentacions/actual/valencia/universitat%20valencia.pdf>)
- Guía del estudiante de la Facultat d'Economia (<http://www.uv.es/economia/guia/>)
- Cotillas Alandí, C.: Planifica tu estudio en la Universidad, Servei de Formació Permanent
- Materiales para el desarrollo de competencias informacionales (<http://www.uv.es/bibsoc/GM/data/>)

### Additional

- 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 dEconomia (<http://www.uv.es/economia>)
- Página web OPAL (<http://www.fguv.org/opal/>)
- Página web Antena Universitaria (<http://www.antenauniversitaria.com/index.asp>)
- Materiales proporcionados por los profesores a través del Aula Virtual
- GUILLÉN PARRA, M. (2005): Ética en las organizaciones: Construyendo confianza. Prentice Hall.
- GUILLÉN PARRA, M. (2021): Motivación en las organizaciones y sentido del trabajo.
- Guillén, M. (2005)Ética en las organizaciones: Construyendo confianza. Prentice Hall.