

**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>	2023 - 2024

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>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 course TOOLS AND TECHNIQUES FOR LEARNING (ITA) aims to facilitate the transition to higher education from an integrated approach that takes into account (1) competences related to their degree, Degree in Economics (GECO); and (2) general issues on the organisation, regulation and structure of the studies, of the centre where they are taught, Facultat d'Economia, and of the University of Valencia as a whole. Given its markedly introductory nature, it also incorporates a humanistic dimension to Economics studies.

The subject is a basic training course and is taught in the first semester of the first year of the Degree in Economics (GECO).



## 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 enrolment restrictions with other subjects in the curriculum have been specified.

## 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 learning this subject, students are expected to achieve the following:

- Know the academic structure and services of the Universitat de València.
- Know the Economics studies at the Universitat de València.
- Know the profiles and competences of graduates in Economics.
- Know the main tools for accessing information.
- Know the basic computer programmes for Economics studies.
- Knowledge of the main databases (SABI, ORBIS, INE...).
- To develop study and work techniques at individual and group/team level.
- Develop the ability to solve practical cases.
- Develop the ability to prepare reports and academic papers.

## 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.

University: Senate. Governing Council. Rector and Governing Team.

Organization: Campus, Faculties, Departments.

Faculty of Economics: Dean and Dean's team.



Student participation: Senate, Faculty Board...

1.2.2. Resources and services of the University of Valencia.

## 2. Instrumental skills of Economics students

- 2.1. Study and individual/collective work techniques.
- 2.2. Elaboration of an academic work.
- 2.3. Basic computer programs (EXCEL...).

## 3. Information skills of Economics students

- 3.1. Resources (book, academic article, press, databases...)
- 3.2. Searching for information: Library vs. Google.
- 3.3. Referencing and plagiarism.

## 4. Human competences of students in Economics

- 4.1. Economics and ethics.
- 4.2. Corporate Social Responsibility (CSR).

## 5. Profiles and professional competences of Economics graduates

- 5.1. Concept of professional profile and competence.
- 5.2. Professional profiles of Economics graduates: knowledge, skills and functions.

## 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 teaching methodology will be adapted according to the competencies to be worked on in class. Thus, this course will combine lectures and practical classes in order to achieve the stipulated learning objectives. In this sense, special attention will be paid both to the resolution of individual exercises and practical cases and to teamwork. One of the challenges of this subject will be to integrate digital tools in the study and in the elaboration of reports or projects, as well as to promote autonomous learning.

A series of materials will be made available to students through the Virtual Classroom.

## EVALUATION

### 1st call:

**Individual qualification (40%)** Exercises and practical cases carried out in class and/or presented in class. Active participation in the sessions will be valued.

**Group qualification (30%)** Consisting of class work and/or presentation of this work in class.

**Exam grade (30%)** Resolution of a practical case. It is necessary to pass the exam in order to pass the course.

### 2nd call:

**Individual qualification (40%)** It can be recovered with exercises and practical cases.

**Group qualification (30%)** The same grade as in the 1st round is maintained.

**Exam grade (30%)** Resolution of a practical case. It is necessary to pass the exam in order to pass the course.

For both calls: The final grade is obtained from the weighted average of the grades of each part of the evaluation, provided that the student has passed the exam officially announced by the Faculty of Economics. If the written test or the exam is not passed, the final grade will be the weighted sum of the grades of the written test or the exam and the continuous assessment, without exceeding a maximum of 4.5.

## REFERENCES

### Basic

- Cortina, A. (2008). Ética Aplicada y democracia radical. Madrid: Tecnos.
- Facultat d'Economia (2023). Normativa y reglamento de la Facultat d'Economia.
- Guía Normas APA (7ª Edición).
- Universitat de València (2023). Normativas de la Universitat de València.



### Additional

- Banco de España Estadísticas: <https://www.bde.es/wbe/es/estadisticas/>
- Guillén, M. (2005). Ética en las organizaciones: Construyendo confianza. Prentice
- Instituto Nacional de Estadística (INE): <https://www.ine.es>
- ORBIS database
- Sistema de Análisis de Balances Ibéricos (SABI)
- Universitat de València. Recull de dades estadístiques.