

## SUBJECT TEACHING GUIDE

G403 - Fundamentals of Business Administration

Degree in Labour Relations

Academic year 2021-2022

1. IDENTIFYING DATA					
Degree	Degree in Labour Relations			Type and Year	Core. Year 1
Faculty	Faculty of Law				
Discipline	Subject Area: Organisation of Business and Work, Administration and Management of Human Resources Basic Training Module				
Course unit title and code	G403 - Fundamentals of Business Administration				
Number of ECTS credits allocated	6	Term	Semester based (2)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS				
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Other lecturers					

### 3.1 LEARNING OUTCOMES

- To know the different functional areas and to acquire the knowledge which is necessary to work in all of them.
- To achieve a general understanding of the problems involved in the management of a company

#### 4. OBJECTIVES

To understand the nature and functions of companies as a way to organize the economic activity

To describe the functional areas and its training requirements

To acquire the general knowledge that leads to the interpretation (with a high degree of aggregation) of the information generated by a company

#### 6. COURSE ORGANIZATION

##### CONTENTS

1	<p><b>LESSON 1: ECONOMIC NATURE OF BUSINESSES</b></p> <p>1.1.- The organization of economic activity: organizations and markets</p> <p>1.2.- Different approaches to a company</p> <p>1.3.- The company as a system</p> <p>1.4.- The company and the team production</p> <p>1.5.- Costs of organizing the economic activity</p>
2	<p><b>LESSON 2: THE OBJECTIVES OF THE COMPANY</b></p> <p>2.1 The classical conception of the objectives of the company</p> <p>2.2.- Management and objectives</p> <p>2.3.- Objectives in the organization theory</p> <p>2.4.- Value creation</p> <p>2.5.- Sustainability</p>
3	<p><b>LESSON 3: BUSINESS AND THE ENVIRONMENT</b></p> <p>3.1.- The business environment: Historical perspective</p> <p>3.2.- Relationship between the company and the environment</p> <p>3.3.- The integration of the company in the environment</p> <p>3.4.- Social responsibility</p>
4	<p><b>LESSON 4: THE ENTREPRENEUR. ANALISYS OF MANAGERIAL ISSUES</b></p> <p>4.1.- Historical development of the entrepreneur</p> <p>4.2.- The role of the entrepreneur in today's economy</p> <p>4.3.- The role of managers: Separation of ownership and control</p> <p>4.4.- Influence of regulation: legal entities</p>
5	<p><b>LESSON 5: BUSINESS DEVELOPMENT</b></p> <p>5.1.- Development of the company</p> <p>5.2.- Diversification</p> <p>5.3.- Vertical integration</p> <p>5.4.- Business cooperation</p> <p>5.5.- Globalization</p>
6	<p><b>LESSON 6: INDICATORS OF THE ECONOMIC ACTIVITY OF THE COMPANY</b></p> <p>6.1.- Company information: Balance sheet, income statement and annual reports</p> <p>6.2.- Eeconomic and financial activity</p> <p>6.3.- Indicators: ratios, types and interpretation</p> <p>6.4.- Diagnosis of the situation of a company</p>

## 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Exam lessons 1 and 2	Written exam	No	Yes	15,00
Exam lessons 3 and 4	Written exam	No	Yes	15,00
Exam lesson 5	Written exam	No	Yes	5,00
Monitoring	Others	No	No	20,00
Analysis of a company (group work)	Work	No	No	10,00
Theoretical exam	Written exam	No	Yes	0,00
Practice exam	Written exam	Yes	Yes	35,00
<b>TOTAL</b>				<b>100,00</b>

### Observations

Continuous evaluation requires a complex system with the following tests:

#### 1. Continuous evaluation

- Theoretical Tests: 3 individual tests (open questions and test questions) and the group work.
- Monitoring during the course.

Continuous evaluation is considered overcome when the student obtains an average mark higher than 5 (weighted average). If the mark is higher than 4, students can compensate it with the final practice exam (Mark 4 on the continuous evaluation need a mark higher than 6.85 in the final practice exam).

Continuous evaluation cannot be overcome partially.

#### 2. Final evaluation consisting of:

- Theoretical exam consisting of a test on themes 1 to 5. The mark of this exam weighted 35%, corresponding to recoverable issues of the continuous evaluation (15% lessons 1 and 2, 15% lessons 3 and 4 and 5% lesson 5).
- Final practical exam for all students (35%).

The final mark will be:

- Ordinary call: weighted average between the continuous evaluation or final theoretical test with group work and class participation (35% theoretical exams, 10% work group and 20% class participation) and 35% mark of the final practical exam.
- Extraordinary call. Students have to take a theoretical test (35%) and a practical exam (35%) completing the mark with monitoring 20% (non-recoverable) and group work 10% (non-recoverable).

### Observations for part-time students

Those part-time students, waiving continuous evaluation, will have (both ordinary and extraordinary call) a theoretical test (65%) and a practical exam (35%).

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS

### BASIC

CUERVO, A. (director) (2008): "Introducción a la Administración de Empresas". 6ª ed. Civitas, Navarra.