

SUBJECT TEACHING GUIDE

G403 - Fundamentals of Business Administration

Degree in Labour Relations First Degree in Labour Relations

Academic year 2022-2023

1. IDENTIFYING DATA					
Degree	Degree in Labour Relations First Degree in Labour Relations			Type and Year	Core. Year 1 Compulsorv. 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				
Name of lecturer	ELISA PILAR BARAIBAR DIEZ				
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Other lecturers	JOSE MARIA DIAZ RUBIN				

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	LESSON 1: ECONOMIC NATURE OF BUSINESSES 1.1.- The organization of economic activity: organizations and markets 1.2.- Different approaches to a company 1.3.- The company and the team production 1.4.- Costs of organizing the economic activity
2	LESSON 2: THE OBJECTIVES OF THE COMPANY 2.1 The classical conception of the objectives of the company 2.2.- Management and objectives 2.3.- Objectives in the organization theory 2.4.- Sustainable value creation
3	LESSON 3: BUSINESS AND THE ENVIRONMENT 3.1.- The business environment: Historical perspective 3.2.- Relationship between the company and the environment 3.3.- The integration of the company in the environment 3.4.- Social responsibility
4	LESSON 4: THE ENTREPRENEUR. ANALISYS OF MANAGERIAL ISSUES 4.1.- Historical development of the entrepreneur 4.2.- The role of the entrepreneur in today's economy 4.3.- The role of managers: Separation of ownership and control 4.4.- Influence of regulation: legal entities
5	LESSON 5: BUSINESS DEVELOPMENT 5.1.- Concept 5.2.- Growth planning 5.3.- Internationalization
6	LESSON 6: INDICATORS OF THE ECONOMIC ACTIVITY OF THE COMPANY 6.1.- Information as a source for decision marking 6.2.- Company information: Balance sheet, income statement and annual reports 6.3.- Indicators: ratios, types and interpretation 6.4.- Diagnosis of the situation of a company

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
Practice exam	Written exam	Yes	Yes	35,00
TOTAL				100,00
Observations				
<p>Ordinary call: Final marks in the ordinary call will be the weighted average of the following tests: exam of lessons 1 and 2 (15%), exam of lessons 3 and 4 (15%), exam of lesson 5 (5%), monitoring (20%), group work (10%), practical exam (35%, minimum mark of 4). The course is passed when the student obtains an average equal to or higher than 5 (having obtained a minimum mark of 4 in the practical exam).</p> <p>Extraordinary call: Final marks in the extraordinary call will be the weighted average of the following tests: recovery exam of lessons 1 to 5 (35%), monitoring mark previously obtained (20%), group work mark previously obtained (10%), practical exam (35%, minimum marks of 4). The course is passed when the student obtains an average equal to or higher than 5 (having obtained a minimum mark of 4 in the practical exam). ** The re-take exam must necessarily include lessons 1 to 5, regardless of the lessons that have not been passed during the course **.</p> <p>These exams will be held in person or, if health circumstances require it, in a non face-to-face way. Important: The marks of the continuous evaluation exams and the practical exam of the ordinary exam will not be kept for the extraordinary exam.</p>				
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.