

## SUBJECT TEACHING GUIDE

### G403 - Fundamentals of Business Administration

#### Degree in Labour Relations

Academic year 2023-2024

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				
Name of lecturer	ELISA PILAR BARAIBAR DIEZ				
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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	<b>LESSON 1: ECONOMIC NATURE OF BUSINESSES</b> 1.1.- The organization of economic activity: organizations and markets 1.2.- Different approaches to a company 1.3.- Costs of organizing the economic activity
2	<b>LESSON 2: THE OBJECTIVES OF THE COMPANY</b> 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	<b>LESSON 3: BUSINESS AND THE ENVIRONMENT</b> 3.1.- The business environment: Historical perspective 3.2.- The integration of the company in the environment 3.3.- Social responsibility and SDGs
4	<b>LESSON 4: THE ENTREPRENEUR. ANALISYS OF MANAGERIAL ISSUES</b> 4.1.- Historical development of the entrepreneur 4.2.- The role of managers: Separation of ownership and control 4.3.- The role of the entrepreneur in today's economy 4.4.- Influence of regulation: legal entities
5	<b>LESSON 5: BUSINESS DEVELOPMENT</b> 5.1.- Concept and growth planning 5.2.- Internationalization
6	<b>LESSON 6: INDICATORS OF THE ECONOMIC ACTIVITY OF THE COMPANY</b> 6.1.- Information as a source for decision making 6.2.- Indicators: ratios, types and interpretation 6.3.- 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
<b>TOTAL</b>				<b>100,00</b>
<b>Observations</b>				
<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>				
<b>Observations for part-time students</b>				
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.