



## 1. General information

**Course:** FUNDAMENTALS OF MANAGEMENT**Code:** 43308**Type:** BASIC**ECTS credits:** 6**Degree:** 325 - UNDERGRADUATE DEGREE IN LABOUR RELATIONS AND HUMAN RESOURCES DEVELOPMENT (AB)**Academic year:** 2022-23**Center:** 111 - FACULTY OF INDUSTRIAL RELATIONS AND HUMAN RESOURCES OF ALBACETE**Group(s):** 10**Year:** 1**Duration:** C2**Main language:** Spanish**Second language:** English**Use of additional languages:****English Friendly:** Y**Web site:****Bilingual:** N**Lecturer:** JUAN CARLOS OLIVER SANCHEZ - Group(s): 10

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**Lecturer:** GLORIA PARRA REQUENA - Group(s): 10

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## 2. Pre-Requisites

Not established

## 3. Justification in the curriculum, relation to other subjects and to the profession

Not established

## 4. Degree competences achieved in this course

## Course competences

Code	Description
E06	Ability to carry out different professional activities in accordance with ethical standards and principles of respect for fundamental rights.
G01	Ability to understand the structure and functioning of the product and labor markets.
G04	Familiarity with the main aspects of corporate and labor taxation.
G05	Ability to understand and advise on the different forms of legal organization of business activities.

## 5. Objectives or Learning Outcomes

## Course learning outcomes

## Description

Seeking, analyzing and summarizing information that allows to build arguments and make judgments in the field of business management.

General understanding of information in a foreign language.

Use of ICTs in business management procedures.

Knowledge of the theories and fundamentals of business organization and business management from structural and behavioral perspectives to ensure their effective and efficient functioning, paying special attention to the human aspects of organizations.

## 6. Units / Contents

Unit 1:

Unit 2:

Unit 3:

Unit 4:

Unit 5:

Unit 6:

Unit 7:

Unit 8:

Unit 9:

Unit 10:

Unit 11:

## 7. Activities, Units/Modules and Methodology

Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Class Attendance (theory) [ON-							

[SITE]	Lectures	E06 G05	1.2	30	N	-	
Class Attendance (practical) [ON-SITE]	Problem solving and exercises	E06 G01 G05	0.6	15	Y	N	
Individual tutoring sessions [ON-SITE]	Guided or supervised work	E06	0.2	5	N	-	
Writing of reports or projects [OFF-SITE]	Self-study	E06 G01 G04 G05	1.44	36	Y	N	
Study and Exam Preparation [OFF-SITE]	Self-study	E06 G01 G04 G05	2.4	60	N	-	
Final test [ON-SITE]	Assessment tests	E06 G01 G04 G05	0.16	4	Y	Y	
Total:			6	150			
Total credits of in-class work: 2.16			Total class time hours: 54				
Total credits of out of class work: 3.84			Total hours of out of class work: 96				

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System			
Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Assessment of problem solving and/or case studies	20.00%	0.00%	
Self Evaluation and Co-evaluation	20.00%	0.00%	
Final test	60.00%	100.00%	
<b>Total:</b>	<b>100.00%</b>	<b>100.00%</b>	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
<b>Hours</b>	<b>hours</b>
Class Attendance (theory) [PRESENCIAL][Lectures]	30
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	15
Individual tutoring sessions [PRESENCIAL][Guided or supervised work]	5
Writing of reports or projects [AUTÓNOMA][Self-study]	36
Study and Exam Preparation [AUTÓNOMA][Self-study]	60
Final test [PRESENCIAL][Assessment tests]	4
<b>Global activity</b>	
<b>Activities</b>	<b>hours</b>
Class Attendance (theory) [PRESENCIAL][Lectures]	30
Class Attendance (practical) [PRESENCIAL][Problem solving and exercises]	15
Individual tutoring sessions [PRESENCIAL][Guided or supervised work]	5
Writing of reports or projects [AUTÓNOMA][Self-study]	36
Study and Exam Preparation [AUTÓNOMA][Self-study]	60
Final test [PRESENCIAL][Assessment tests]	4
<b>Total horas: 150</b>	

10. Bibliography and Sources						
Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
Iborra Juan, María	Fundamentos de dirección de empresas : conceptos y habilidad					
Bueno Campos, Eduardo	Curso básico de economía de la empresa : un enfoque de organ					
	Manual de administración de empresas			84-470-1119-4		
Guarnizo García, José Víctor	Fundamentos de administración y dirección de empresa			84-604-9204-4		