



# UNIVERSIDAD DE CASTILLA - LA MANCHA

## GUÍA DOCENTE

### 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: 2023-24

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 |                            |              |                           |              |
|---|----------------------------|--------------|---------------------------|--------------|
| Building/Office                                     | Department                 | Phone number | Email                     | Office hours |
| 1.04  | ADMINISTRACIÓN DE EMPRESAS | 8263         | juancarlos.oliver@uclm.es |              |
| Lecturer: GLORIA PARRA REQUENA - Group(s): 10       |                            |              |                           |              |
| Building/Office                                     | Department                 | Phone number | Email                     | Office hours |
| Edificio Jurídico-Empresarial 1.04                  | ADMINISTRACIÓN DE EMPRESAS | 926053159    | gloria.parra@uclm.es      |              |

### 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

General understanding of information in a foreign language.

Use of ICTs in business management procedures.

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

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 |
| <b>Total:</b>                                   |                               |                 | <b>6</b>                                    | <b>150</b> |   |   |
| <b>Total credits of in-class work: 2.16</b>     |                               |                 | <b>Total class time hours: 54</b>           |            |   |   |
| <b>Total credits of out of class work: 3.84</b> |                               |                 | <b>Total hours of out of class work: 96</b> |            |   |   |

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                                     |       |
| Hours  | hours |
| 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     |
| Global activity  |       |
| Activities   | hours |
| 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<br>Manual de administración de empresas |                  |      | 84-470-1119-4 |      |             |
| Guarnizo García, José Víctor | Fundamentos de administración y dirección de empresa   |                  |      | 84-604-9204-4 |      |             |