

**COURSE DATA****DATA SUBJECT**

Code: 33552
Name: Introduction to business workings
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Facultat de Ciències Socials	1	Second quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	Business	BASIC

COORDINATION

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SUMMARY

The subject *Introduction to Business Operation* is a Basic Formation (BF) subject and takes place in the second quarter of the first academic year of the Labour Relations and Human Resources degree. It is worth 6 ECTS credits (each ECTS credit is equivalent to 25-30 hours of class, therefore the total volume of work for this subject is approximately 150 hours). The contents and division of the subject by hours is mentioned in this prospectus.

Introduction to Business Operation is an introductory subject to the basic concepts of business administration and it enables students to understand the structure and operation of businesses and organisations.

This subject is essential for the successful completion of basic and mandatory subjects related to the field of business administration and the Human Resource specialisation itinerary (itinerary B).

Introduction to Business Operation enables students to approach the administrative sub-system in depth, since it is an object of study within the subject *Business Management*, which takes place in the first semester of the second academic year of the degree in Labour Relations and Human Resources. The main aspects of organisational design, which are included in the subject *Organizational Structure and Workplace*



Design, which takes place in the second semester of the second academic year, will also be looked into. In any case, if the itinerary choice (fourth year) is not aimed at business administration; students are guaranteed basic knowledge on the structure and operation of business.

The following table shows the subjects of the business administration area and their sequencing in the degree.

Subject	Year and semester	Type
<i>Introduction to Business Operation</i>	1st year (2nd semester)	Basic
<i>Business Administration</i>	2nd year (1st semester)	Basic
<i>Organizational Structure and Workplace Design</i>	2nd year (2nd semester)	Compulsory
<i>The role of Human Resources</i>	3rd year (1st semester)	Compulsory
<i>Strategic Business Administration</i>	3rd year (2nd semester)	Compulsory



<i>Auditing of the Human Resources Function</i>	4th year	Optional
<i>Quality Management and Human Resources</i>	4th year	Optional
<i>Policies, Strategies and Human Resources Management</i>	4th year	Optional
<i>Corporate Social Responsibility in the field of Human Resources</i>	4th year	Optional

PREVIOUS KNOWLEDGE**RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS**COMPETENCES / LEARNING OUTCOMES**

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Act with autonomy in learning, making informed decisions in different contexts, issuing judgements based on experimentation and analysis, and transferring knowledge to new situations.

Analyse, synthesise and reason critically.

Apply social research techniques to the labour field.

Collaborate effectively in work teams, assuming responsibilities and leadership roles and contributing to collective improvement and development.



Contribute to the design, development and implementation of solutions that respond to social demands, taking into account the Sustainable Development Goals as a reference.

Demonstrate critical and self-critical thinking in the field of the degree programme, considering aspects such as professional ethics, moral values and the social implications of the different activities carried out.

Develop organisational and planning actions.

Know and apply the principles of the professional code of ethics.

Know and understand, within the field of the degree programme, gender inequalities in society; integrate different needs and preferences based on sex and gender into the design of solutions and problem solving.

Know how to communicate effectively, both orally and in writing, adapting to the characteristics of the situation and the audience.

Know the basic principles of management functions and decision-making processes.

Learn independently and develop initiative and entrepreneurial spirit.

Manage information, draft and formalise reports and writings.

Propose creative and innovative solutions to complex situations or problems within the field of knowledge, to respond to diverse professional and social needs.

Respect and promote fundamental rights, equality between men and women, equal opportunities and non-discrimination, democratic values and sustainability.

Select and manage social and labour information and documentation.

Solve problems, apply knowledge to practice and develop motivation for quality.

Understand the fundamentals of business organisation.

Use information and communication technologies.

DESCRIPTION OF CONTENTS

1.

2.



3.

4.

5.

6.

7. The commercialization sub-system

8.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theoretical and practical classes	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	7,00
Individual or group project	5,00
Independent study and work	30,00
Preparation of lessons	30,00
Preparation for assessment activities	18,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY



Different teaching methods will be used in the teaching-learning process of Introduction to business operation. The participatory master class will be used to present to the student the most complex concepts and give him an overview of the subject. In any case, teaching methods will be used to seek the involvement of the student in his/her teaching-learning process. The choice of these methods are justified because they favor teacher-student interaction and student-student interaction and more importantly, they enable the development of the social skills and skills that have been collected in the previous heading.

With all this, the set of teaching methods, distinguishing between theoretical and practical classes, is as follows:

- **Theoretical Classes:** the master lesson will be used, in essence, to present the contents of the subject specified in the following section of this guide. To this end, each session will be initiated with an outline of the contents to be addressed, and will be finalized by highlighting the most relevant aspects contemplated. This will facilitate the development of the class and make the student clear about the most relevant aspects to consider. The schemes, in power-point, will be available well in advance on the Virtual Classroom platform. With the aim of overcoming the possible deficiencies of this traditional method-master lesson-, we propose that in the development of the classes students participate in a more active way, so we will make use of the participatory master lesson, since it allows to carry out a critical dialogue, modifying the rhythm of the class and dynamiting it. In particular this teaching method – participatory master lesson – we will point out that for each session students will have to do a previous work that will materialize in answering a series of questions related to the subject matter to be addressed. This previous work, carried out by the student will allow to start each of the theoretical-practical sessions with an issue to be resolved that will encourage the participation of the students and then present the basic concepts that will be addressed in each of the topics. The topic will be ending with a brief summary highlighting the objectives to be met after the study of this topic. The topic will be ending with a brief summary highlighting the objectives to be met after the study of this topic. Considering that the student of this group will have a more active role in his teaching-learning process and that we must facilitate autonomy in such a process, for each subject the student will be provided with a guide scheme that will allow him, through the consultation of the bibliography, the construction of his own study materials. In addition to the face-to-face sessions, asynchronous sessions can be scheduled using online training applications that will allow students to prepare certain contents in a pleasant and flexible way and to present, later, in the face-to-face sessions their doubts and conclusions.
- **Practical classes:** the main purpose of these is to be able to apply, to a real or fictional case, the concepts that are addressed in the theoretical classes; and on the other hand, to highlight the ability to work as a group and interpersonal communication skills. For the development of practical classes, group work will be used for the resolution of practices. The SABI , Alimarket and Factiva databases that have already been worked on in the subject of Instruments i t'cniques d'informació, organització de l'estudi i documentació (1st course, 1st quarter) will be used in a special way. In addition to the case work, readings will also be analized and discussed in class. Video will also be used for the presentation of some specific practices.

EVALUATION

Subject evaluation system



The evaluation and learning control will be carried out on all the contents included in the subject. The evaluation must fulfill a summative function - accreditation of the level of education obtained - and a formative function - feedback mechanism that improves the teaching-learning process. The summative function will be fulfilled with the final evaluation that allows assigning a note in minutes; On the other hand, the training function will be carried out through continuous evaluation - as we will explain

In this way, the evaluation of the subject "Introduction to the firm" will be carried out by combining different instruments for collecting information that aim to obtain information on student learning. The breakdown of the student's evaluation is detailed below.

- **PART A:** 60% of the final grade will be derived from the completion of a written test that will be carried out at the end of the second semester. The written test will be consistent with the active methodology put into practice throughout the course. The written test will include both test and essay questions, which may refer to a business case.
- **PART B (CONTINUOUS ASSESSMENT):** 40% of the final grade is derived from continuous assessment. This evaluation is based on:

- a) The active attendance and class participation, in debates, problem solving and other contributions.
- b) The delivery of works; at least one individual and one in team.
- c) The quality and clarity of the oral presentations of some of the work carried out..
- d) Carrying out exercises and intermediate controls (in class or on-line) related to the content of the subject, whose correction or revision will be developed for the whole class.
- e) The different activities carried out in the theoretical sessions and the active participation in the organized seminars are also considered in the evaluation.

This part of the continuous evaluation (40%) is, in nature, formative, since it allows a feedback process for both the teacher and the student.

The **final grade is obtained from the weighted sum of the grades for each part of the evaluation** (part A and par B), **as long as, the official exam**, (convened on an official date by the Faculty of Social Sciences) **has been passed**. In a schematic way, the evaluation of learning is collectedas follow.

Continuous assessment	40%
Assistance and active participation	10%
Individual and group work and exercises and intermediate controls (ex. test)	30%
Written exam:	60%



It will be necessary to overcome it to take into account continuous evaluation.	
Total	100%

This structure will be maintained on first and second call. Given that some of the continuous assessment activities, related to debates, oral presentations and exercises that require face-to-face interaction using participatory methodologies, cannot be assessed by means of an objective punctual test, in the second exams only 50% of continuous evaluation can be recovered.

If the final mark in the first call is a fail, the mark of the written exam will not be kept for the second call, even if this exam has been passed, and the fail will result in a bad mark in the continuous assessment part.

The use of Artificial Intelligence, and any other similar tools, will be allowed for both classroom and independent work, as long as the student includes a statement of responsible use in these tasks, indicating, in each case, the source and the parts of the work affected.

In accordance with Article 28 of the Language Use Regulations of the University of Valencia (ACGUV 167/2014, of September 30, modified by ACGUV 146/2023), the exam and exercise instructions will be presented in the language in which the course has been officially offered.

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