

**COURSE DATA****DATA SUBJECT****Code:** 33553**Name:** Business management**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	2	First quarter

SUBJECT-MATTER

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

COORDINATION

CANTARERO SANZ SANTIAGO

SUMMARY

Business Management is a Basic Formation subject that takes place in the first semester of the second academic year of the degree in Labour Relations and Human Resources. It belongs to the area of Business Organization and it is worth 6 ECTS credits (a workload of approximately 150 hours).

In order to fulfil the requirements of the degree studies, the subject intends to provide students with the basic knowledge that will enable them to analyze the managing function and the decision-making process in organizations as well as the necessary skills to succeed in subjects of higher academic years (especially those included in the Human Resources Itinerary).

This subject aims at analyzing and understanding business reality by considering the company as a specific organization and studying it from a strategic perspective. In the first place we will carry out a wide and deep study of the managing function through the introduction of the fundamental concepts of management and the through the approach on the decision-making process in complex organizations (which will be studied in depth in *Strategic Business Management*, a third year subject).

The strategic process in business management implies the need of considering a series of internal and external conditions in order to increase effectiveness in the achievement of objectives. It is therefore



necessary to introduce the main elements, such as culture, ethics and knowledge, in the organizations. Other element such as corporate social responsibility and total quality will be studied in depth in later courses.

In any case this subject guarantees a basic formation regarding the process of decision-making in organizations.

The following table shows the subject of the Business Management area and when they take place:

Subject	Year (semester)	Type
<i>Introduction to Business Operation</i>	1 st year (2 nd semester)	Basic
<i>Business Management</i>	2 nd year (1 st semester)	Basic
<i>Organizational Structure and Workplace Design</i>	2 nd year (2 nd semester)	Compulsory
<i>The Function of Human Resources</i>	3 rd year (1 st semester)	Compulsory
<i>Strategic Business Management</i>	3 rd year (2 nd semester)	Compulsory
<i>Audit of the Function of Human Resources</i>	4 th year	Optional
<i>Quality of Management and Human Resources</i>	4 th year	Optional



<i>Policies, Strategies and Human Resources Management</i>	4 th year	Optional
<i>Corporate Social Responsibility and HR</i>	4 th year	Optional

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

Business Management is closely linked to Introduction to Business Operation. Their contents are complementary and together they provide an overall vision of current economical organizations. They also provide the general theoretical framework for the presentation of new theories (paradigms) and practical exercises. They provide the basis for the rest of the subjects of the degree.

COMPETENCES / LEARNING OUTCOMES

1309 - Degree in Labour Relations and Human Resources

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. Business management

Business property, management and administration. The entrepreneur from a management perspective. Management and leadership. Management functions. Business administration.

2. Business decisions.

Decision-making as the essence of management. Concept of decision. Types of decision. Approaches on decision-making. The decision-making process. Directive Information System (SID in Spanish).



3.

4.

5.

6.

7.

WORKLOAD

PRESENCIAL ACTIVITIES

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

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	5,00
Individual or group project	15,00
Independent study and work	25,00
Preparation of lessons	10,00
Preparation for assessment activities	20,00
Resolution of case studies	15,00
Total hours	90,00

TEACHING METHODOLOGY

The teaching-learning process will combine lectures (to provide students with complex concepts and a general vision of the contents) and the engagement of the students in the lessons. This method encourages the interaction between teacher and students and among students and enables the development of the skills previously mentioned.



- Lectures. Teachers will present the basic concepts of the contents. Materials and diagrams will be available on Aula Virtual. The lessons are aimed at active student participation. This will be attained through handing out of diagrams to give students a better understanding and to help them elaborate their own study materials.
- Practical lessons. Their main aim is to apply the concepts learnt to real or fictitious cases; prove the students' capacity to work in groups and their communication skills. Groups will be formed to carry out activities and the puzzle method will also be used due to its efficiency, since it encourages cooperative learning. The presentation of practical cases will be through real or fictitious cases; scientific articles; specific videos; seminars and other active methodologies.
- Tutorials: the contents of the tutorials will focus on study and discussion questions on which students will have to reflect both individually and in group. The aim of the tutorials is to strengthen the comprehension of the concepts covered in class.

EVALUATION

The assessment method will include and combine all of the contents of the subject. It will be summative (testing of the level of formation acquired) and formative (feedback of the teaching-learning method). The summative function enables the assignation of a final grade. The following elements will be considered:

- Block A: 50% of the final grade will derive from written partial and final tests. Their function is to evaluate the level of knowledge and can therefore combine objective questions (test-type questions) with essay-type questions. In any case the questions can be based on both theoretical and practical concepts. Students must obtain a minimum of 5 points to include it in the continuous assessment.
- Block B (continuous assessment): 50% of the final grade will be based on class activities. It consists of 2 parts. The first part (B1) accounts for 15% of the final grade and is based on attendance and active participation; the second part (B2) accounts for 35% of the final grade and it evaluates the following aspects: activities carried out during the theoretical lessons: analysis and discussion of texts and videos and attendance at seminars or workshops.

This part of the continuous assessment is formative. Therefore the teacher will inform students periodically about the assessment and results of the activities submitted.

The final grade will be obtained through the combination of the grades of both blocks.

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Course Guide
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