

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

Code: 36101
Name: Tools and techniques for learning
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1316 - Degree in Economics	Facultat d'Economia	1	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1316 - Degree in Economics	Communication	BASIC

COORDINATION

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SUMMARY

Learning Instruments and Techniques (ITA) is a basic training subject that is taught in the first semester of the first year of the Degree in Economics (GECO). This is a course whose fundamental objective is to facilitate the transition of new students to higher education at the University of Valencia and, in particular, to Economics studies. In this subject, the competencies related to the degree will be addressed and general information about the organization, regulations and structure of the studies at the Faculty of Economics and the University of Valencia will be provided.

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

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

OTHER REQUIREMENTS

No enrolment restrictions with other subjects in the curriculum have been specified.

COMPETENCES / LEARNING OUTCOMES



Be able to collect and analyse information.

Be able to use ICTs.

Have oral and written communication skills in the native language.

Show critical thinking skills.

Show ethical commitment and social responsibility at work, respect the environment and human rights and promote equality between men and women and the culture of peace.

DESCRIPTION OF CONTENTS

1. The University of Valencia and the study programme for Economics

1.1. The University of Valencia and the Faculty of Economics.

1.1.1 Academic structure.

1.1.2 Resources and services.

1.2. The Economics studies at the University of Valencia.

1.3. Professional profiles and competencies of graduates in Economics.

2. Information skills

2.1. Information search.

2.1.1 Bibliographic resources.

2.1.2 Databases.

2.2. References and plagiarism.

3. Instrumental skills

3.1. Study and individual/group work techniques.

3.2. Academic paper writing.

3.3. Basic software programs

3.3.1 Basic Excel for economics

3.3.2 Basic R for economics

4. Human competences

4.1. Economics and ethics.

4.2. Corporate Social Responsibility (CSR).

**WORKLOAD****PRESENCIAL ACTIVITIES**

Activity	Hours
Theory	15,00
Computer classroom practice	45,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	0,00
Independent study and work	55,00
Preparation of lessons	15,00
Preparation for assessment activities	20,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

The teaching methodology will combine theoretical and practical classes with the aim of achieving the learning objectives. In this regard, special attention will be paid to both information and tools to promote autonomous learning.

A series of materials will be made available to students through the Virtual Classroom.

EVALUATION

The subject will be assessed through a **final exam (30%)** and exercises/quizzes that will be part of **continuous assessment (70%)**. The final grade will be the weighted average of both assessments. To pass the subject, the minimum overall grade required will be 5 out of 10.

The **final exam** will consist of solving a practical case, and passing it will be necessary to pass the course.

Continuous assessment will be divided into a **theoretical part (20% of the final grade)** and a **practical part (50% of the final grade)**. This means that students will be assessed in both theoretical and practical classes. By its nature, continuous assessment activities are **non-recoverable**, and their grade will carry over to the second sitting.

REFERENCES



- Banco de España Estadísticas: <https://www.bde.es/wbe/es/estadisticas/>
- Cortina, A. (2008). *Ética Aplicada y democracia radical*. Madrid: Tecnos.
- Facultat d'Economia (2021). Normativa y reglamento de la Facultat d'Economia.
- Guía Normas APA (7ª Edición).
- Golemund, G., Wickham, H. (2019): R para Ciencia de Datos. <https://es.r4ds.hadley.nz/>
- Universitat de València (2023). Normativas de la Universitat de València.
- Casas, P. (2019): Data Science Live Book. <https://livebook.datascienceheroes.com/>
- Coll, V. y Pérez P.J. (2017): Curso de introducción a R. https://www.uv.es/pjperez/curso_R/index.html
- Guillén, M. (2005). *Ética en las organizaciones: Construyendo confianza*. Prentice
- Instituto Nacional de Estadística (INE): <https://www.ine.es>