



Information about the subject

Degree: Official Master's Degree in Administrative Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 1710003 **Name:** Labour and Civil Management

Credits: 12,00 **ECTS Year:** 1 **Semester:** 1

Module: LABOR AND CIVIL AREA

Subject Matter: LABOR AND CIVIL MANAGEMENT **Type:** Compulsory

Field of knowledge: Social and Legal Sciences

Department:

Type of learning: Classroom-based learning / Online

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

LABOR AND CIVIL AREA

Subject Matter	ECTS	Subject	ECTS	Year/semester
LABOR AND CIVIL MANAGEMENT	12,00	Labour and Civil Management	12,00	1/1

Recommended knowledge

1. Obtain all the necessary knowledge to be able to give advice in any of the fields of work of companies and private individuals, classification in the different systems, company-employee relations, company obligations, rights of the employees, settlements to the Social Security, resources, actions to the Labour Inspection, preparation of salary receipts, etc.

2. The aim of this module is to make students aware of the importance of civil law as a necessary and essential instrument for the correct performance of the professional activity of any administrative manager due to its supplementary source nature.

3. The aim of this module is to provide an in-depth study of the regulations and civil procedures applicable to administrative management in the classroom, previously acquired by the students during their university training in the degree or university studies with the purpose of acquiring the ability to apply this theoretical knowledge to the professional's own activity.



Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Mastering the company's relations with its workers.
- R2 The ability to carry out the recruitment of workers.
- R3 Perfect knowledge of both the worker's and the employer's position in the face of different types of dismissals.
- R4 Perfect knowledge of both the worker's and the employer's position in situations of business crisis.
- R5 Knowledge of the law on foreigners from the civil point of view and its connections with the employment contract.
- R6 Knowledge of union rights.
- R7 The ability to apply the current legislation to the various modifications that occur throughout the duration of the employment contract.
- R8 The student becomes acquainted with the legal-labor issues that arise on a daily basis in companies and with workers.
- R9 Attending the Labor Inspection and being able to prepare the existing resources for the Labor Administration.
- R10 Becoming knowledgeable of the general Social Security regulations and enforcing compliance with the obligations of employers and employees, the various schemes, registrations and payments, as well as the special schemes, occupational disability and its modalities, retirement, unemployment and non-contributory benefits.
- R11 Understanding the different existing registration systems.
- R12 The ability to write documents and complete forms in the registry.
- R13 The student is able to handle the civil registry and the different acts: births, marriages and deaths.
- R14 Knowledge of the different types of testaments and the acts surrounding the testament.



- R15 The ability to make a lease contract and modify and terminate it.
- R16 Knowing the mortgage contract and its registration.
- R17 Knowledge of horizontal property laws.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
B6	Having and understanding knowledge that provides a basis or opportunity to be original in the development and/or application of ideas, often in a research context.				X
B7	Being able to apply acquired knowledge and problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study.			X	
B8	The ability to integrate knowledge and deal with the complexity of making critical judgements on the basis of information which, being incomplete or limited, includes reflections on the responsibilities and ethics linked to the application of their knowledge and judgements.			X	
B9	The ability to communicate their findings and the ultimate knowledge and reasons behind them to specialized and non-specialized audiences in a clear and unambiguous manner.		X		
B10	The learning skills that enable them to continue studying in a largely self-directed or autonomous manner.				X
GENERAL		Weighting			
		1	2	3	4
G1	Being able to apply acquired knowledge and problem-solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study.			X	
G2	The ability to integrate knowledge and deal with the complexity of making critical judgements on the basis of information which, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgements.				X



G3	The ability to communicate their findings and the ultimate knowledge and reasons behind them to specialized and non-specialized audiences in a clear and unambiguous manner.				X
G4	The learning skills that enable them to continue studying in a largely self-directed or autonomous manner.		X		
G5	Promoting, requesting and carrying out all kinds of procedures that do not require the application of the legal technique reserved for lawyers, relating to those matters that, in the interest of natural or legal persons, and at their request, are followed before any body of the Public Administration, informing their clients of the state and vicissitudes of the procedure by which they are carried out.				X
G6	Promoting, requesting and carrying out all kinds of procedures that do not require the application of the legal technique reserved for lawyers, relating to those matters that, in the interest of natural or legal persons, and at their request, are followed before any body of the Public Administration, informing their clients of the state and vicissitudes of the procedure by which they are carried out.		X		
G7	Knowledge of the regulations of the Colegio Oficial de Gestores Administrativos de Valencia (Official Institute of Administrative Management of Valencia).				X

SPECIFIC		Weighting			
		1	2	3	4
E1	Applying the necessary knowledge to act effectively before the Public Administration at any level of the Public Administration .				X
E6	Using the notions and functioning of the financial market according to the advisory needs of potential clients.			X	
E8	Controlling the Spanish regulations for non-residents, residence and work visas with the Civil Registry and all the procedures that are carried out there.		X		
E9	Relating the taxable events, taxable base, tax rates with special reference to the tax on property transfers and documented legal acts, inheritance and gift tax and vehicle transfers.			X	
E10	Using the necessary knowledge to advise clients on leasing matters.				X



E12	Planning the constitution of a commercial company, knowing the rights and obligations of the board of directors, the partners and the social creditors, as well as knowing the tax obligations and those related to the Treasury Department.				X
E17	Using the Workers' Statute, as well as the rights and obligations of the employer and the worker, and the relationships between them according to the different types of employment contract as well as in trade union representation and collective bargaining.				X
E18	Determining the general welfare legislation, employers' and employees' obligations, the various schemes, registrations and settlements, as well as the special schemes, incapacity for work and its modalities, retirement, unemployment and non-contributory benefits.			X	
E19	Using the Code of Ethics for professional practice with regard to the different actions before the Administration, with colleagues and with clients.				X
E20	Producing neighborhood associations with special relation to the regulation of horizontal property, cultural associations, NGOs and those of any other nature.			X	
E21	Applying consumer protection legislation in the various areas where users and consumers may have their rights compromised.				X



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
	40,00%	Objective tests and final in-person exam.
	40,00%	Completion of theoretical and practical activities.
	20,00%	Class attendance and participation.

Observations

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
	10,00%	Attendance and participation in synchronous communication activities, which will account for 10% of the total final mark.
	20,00%	Completion of deliverable activities, which will account for 20% of the total final mark.
	35,00%	Periodic evaluations by means of multiple-choice questionnaires that will account for 35% of the total final mark.
	35,00%	Final evaluation with essay questions and case studies that will account for 35% of the total final mark.

Observations



MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Presentation of contents by the professor, analysis of competencies, explanation and demonstration of capacities, skills and knowledge in the classroom (in-person).
- M2 Student's study: Individual reading preparation, case studies, jurisprudence. Composition of writings and papers to be presented or delivered in classes or tutorials (in-person modality).
- M10 Specific instructions about group and individual assignments for each topic (in-person modality).
- M11 Group work sessions supervised by the teacher. Study of legal cases, both real and fictitious, diagnostic tests, problems, field study, computer room, visits, data search, libraries, network, Internet, etc. Significant construction of knowledge through student interaction and activity. Critical analysis on values and social commitment (in-person modality).
- M12 Application of interdisciplinary knowledge (in-person modality).
- M13 Supervised monographic sessions with shared participation (in-person modality).
- M14 Personalized attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the objective of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc. (in-person modality).
- M15 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student (in-person modality).



- M16 Group preparation of readings, assumptions and problem-solving to be presented, discussed or delivered in class or tutorial (in-person modality).
- M17 Presentation of contents by the professor, analysis of competencies, explanation and demonstration of abilities, skills and knowledge in the virtual classroom.
- M18 Group work sessions supervised by the professor. Study of legal cases, both real and fictitious. Significant construction of knowledge through student interaction and activity. Critical analysis on values and social commitment.
- M19 Monographic sessions throughout the course designed to address current aspects and applications of the subject.
- M20 Set of oral and/or written tests used in the initial, formative or summative evaluation of the student.
- M21 Student's study: individual preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for discussion or delivery in electronic format.
- M22 Individual attention for follow-up and guidance of the learning process, carried out by a tutor, with the aim of reviewing and discussing the materials and topics, seminars, readings, completion of assignments.
- M23 Group preparation of readings, essays, problem solving, seminars, papers, memoirs, etc. for dissemination or delivery.
- M24 Participation and contributions to the discussion forums referred to the subject, moderated by the subject's professor.
- M25 Problem solving, comments, reports, to be delivered on due dates throughout the course.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Face-to-face class. M1, M12, M14, M15	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	30,00	1,20
Practical class. M2, M10, M11, M14, M16	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R16	60,00	2,40
Seminar. M1, M13	R1, R2, R5, R6, R7, R8, R10, R11	7,50	0,30
Group project presentation. M11	R1, R2, R3, R4, R7, R8, R10, R11, R15	10,00	0,40
Tutorial. M13, M14	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	10,00	0,40
Evaluation. M15	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	2,50	0,10
TOTAL		120,00	4,80

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group work. M11	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	45,00	1,80
Individual work. M2	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	135,00	5,40
TOTAL		180,00	7,20



ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous virtual session.		8,00	0,32
Synchronous virtual practical session.		8,00	0,32
Synchronous virtual seminar and videoconference.		8,00	0,32
Face-to-face evaluation.		6,00	0,24
TOTAL		30,00	1,20

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual work. M18, M21, M24, M25	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	120,00	4,80
Group work. M18, M23	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	20,00	0,80
Individual tutorials. M22	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	10,00	0,40
Discussion forums. M24	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	20,00	0,80
Continuous assessment activities. M20, M23, M24, M25	R1, R2, R3, R4, R5, R6, R7, R8, R9, R10, R11, R12, R13, R14, R15, R16, R17	100,00	4,00
TOTAL		270,00	10,80



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
CONTENT OF THE LABOUR MODULE	UNIT 1- THE RIGHT OF THE SPANISH POPULATION TO SOCIAL SECURITY UNIT 2- SPECIAL SYSTEM FOR SELF-EMPLOYED WORKERS UNIT 3- THE COMPANY UNIT 4- THE AFFILIATION OF EMPLOYEES UNIT 5- EMPLOYMENT CONTRACTS UNIT 6- SALARY UNIT 7- TEMPORARY DISABILITY UNIT 8- SOCIAL SECURITY CONTRIBUTIONS UNIT 9- INFRACTIONS AND PENALTIES IN THE SOCIAL ORDER UNIT 10- THE DISMISSAL UNIT 11- OBJECTIVE DISMISSAL UNIT 12- THE RETIREMENT UNIT 13- SPECIAL SYSTEM FOR DOMESTIC EMPLOYEES UNIT 14- ELECTRONIC SYSTEMS OF SOCIAL SECURITY UNIT 15- UPDATE DUE TO NEW REGULATIONS



CONTENTS OF THE CIVIL MODULE

UNIT 1.- FORAL LAW. FUTURE PROSPECTS
UNIT 2.- VALENCIAN CIVIL LAW
UNIT 3.- THE SUBJECT IN THE CIVIL LEGAL
RELATIONSHIP. LEGAL CAPACITY. PRACTICAL
PROBLEMS
UNIT 4.- MARRIAGE AND ITS REGULATION. PRACTICAL
PROBLEMS
UNIT 5.- SUCCESSION. PRACTICAL ASPECTS
UNIT 6.- TESTATE AND INTESTATE SUCCESSION.
PRACTICAL APPLICATIONS
UNIT 7.- MANDATE AND REPRESENTATION. PRACTICAL
APPLICATIONS
UNIT 8.- NATIONALITY AND THE STATUS OF
FOREIGNERS. PRACTICAL APPLICATIONS
UNIT 9.- INSTITUTIONS FOR THE CARE AND
PROTECTION OF THE NATURAL PERSON.
THEORETICAL AND PRACTICAL PROBLEMS.
UNIT 10.- CIVIL REGISTRY. PRACTICAL APPLICATIONS.
UNIT 11.- REAL RIGHTS. PRACTICAL APPLICATIONS.
UNIT 12.- CIVIL SOCIETY: ASSOCIATIONS AND
FOaUNDATIONS. PRACTICAL APPLICATIONS.
UNIT 13.- URBAN AND RURAL LEASES. PRACTICAL
APPLICATIONS.
UNIT 14.- MORTGAGE LAW. MORTGAGE ON REAL
ESTATE. FORMALISATION OF MORTGAGE. PRACTICAL.
APPLICATIONS.
UNIT 15.- PUBLIC INSTRUMENTS. PROPERTY
REGISTRY. MOVEABLE PROPERTY REGISTRY. OTHER
RELEVANT PUBLIC REGISTERS.

Temporary organization of learning:

Block of content	Number of sessions	Hours
CONTENT OF THE LABOUR MODULE	30,00	60,00
CONTENTS OF THE CIVIL MODULE	30,00	60,00



References

DERECHO LABORAL:

- ALONSO OLEA, M. y CASAS BAAMONDE, M.E. Derecho del Trabajo, Ed. Civitas, last edition.
- GARCÍA NINET, J.I., y VICENTE PALACIO, A. Derecho del Trabajo, Ed. Aranzadi, last edition.
- MARTÍN VALVERDE, V. Derecho del Trabajo, Ed. Tecnos, last edition..
- MOLERO MANGLANO, C. y otros. Manual de derecho del Trabajo, Ed. Civitas, last edition..
- MONTOYA MELGAR, A., Derecho del Trabajo, Ed. Tecnos, last edition..

DERECHO CIVIL:

- Díez-PICAZO, L. Y GULLÓN, A. Sistema de Derecho Civil. Volumen I, II, III, IV-1 y 2. Ed. Tecnos. last edition.
- ESTELLES PERALTA, P.M. Lecciones de Derecho Privado aplicado a las enseñanzas no jurídicas. Ed. Tirant lo Blanch, last edition..
- Código Civil actualizado
- Estatuto General De Los Trabajadores
- Ley Jurisdicción Social
- Ley General Seguridad Social
- Reglamento General Seguridad Social
- Reglamento General Sobre Cotización