

30601 - Basics of Business Administration and Management

Syllabus Information

Academic Year: 2020/21

Subject: 30601 - Basics of Business Administration and Management

Faculty / School: 109 - Facultad de Economía y Empresa

Degree: 432 - Joint Law - Business Administration and Management Programme

ECTS: 6.0

Year: 1

Semester: First semester

Subject Type: Basic Education

Module: ---

1. General information

1.1. Aims of the course

The expected results of the course respond to the following general aims

The goal of this course is to introduce and familiarize the students to the basic concepts, instruments and decisions related to management. To do this, the functional activities of a company will be analyzed, stressing the management tools that favor the company's efficacy and efficiency.

In this context, the first units are dedicated to clarifying some general concepts about the company; its environment and its scope. In fact, the first unit is devoted to a theoretical review of management thinking. Thus, the student has his/her first contact with the concept of business, and the environment in which it is located.

Once the student understands the concept of a company as an economic agent, the student is introduced to the functional areas of the organization, specifically, technical, financial and human resources areas. It is intended that the student learn the most important decisions to be taken in each of these areas. Additionally, it is important that the student learn to identify the variables that are most relevant in each case and apply some simple techniques to solve different problems.

Finally, the student should understand the managerial process as the process in which logistics is a core process that is designed and guided to reach proposed objectives. In this context, the importance of managing human resources to achieve maximum organizational efficiency is highlighted.

These approaches and objectives are aligned with the Sustainable Development Goals of the 2030

1.2. Context and importance of this course in the degree

?Essences of Management? aims at providing the students with the fundamental knowledge and concepts of the management discipline, which subsequently will be developed in depth in the specific subjects within this area.

1.3. Recommendations to take this course

The course is of an introductory nature directed at establishing the fundamentals of management; therefore, there are no prerequisites for taking this course.

Students are strongly recommended to attend the lectures, to carry out the continuous work and to study on a regular basis.

2. Learning goals

2.1. Competences

After completing the course, the student will be competent in the following skills:

Specific skills:

- Knowing the operations of all the functional areas of any company or organization and having the skills to perform any task within these areas.
- Understanding and applying professional standards and scientific rigour to solving economic, business and organizational situations.

Transversal skills:

- Problem-solving.
- Ability to analyse and synthesise.
- Decision-making.
- Reasoning and autonomous learning.
- Putting theoretical concepts into practice.

2.2.Learning goals

The student, in order to pass the course, will have to show her/his competence in the following skills:

Understand and explain the concept of a company, its scope, functions and importance within organisations.

Describe and integrate the basic concepts pertaining to a company's general administration and management and its functional areas, especially, related to the management of a company, its environmental analysis as well as the management of physical, technical, financial and human resources.

Apply simple models and techniques for solving problems in the areas of production, finance and human resources, identifying relevant variables.

Identify and describe the basic features and scope of the various leadership roles in the business: planning, organization, management and control.

Know and integrate the key elements of decision making.

2.3.Importance of learning goals

The content of this course is an introduction for the student as it offers a vision of the company from a global perspective. It is the foundation for other subjects that explain this material in more depth and apply it to the functional areas. This is the only subject in the degree that offers a general overview of a company. For this reason, it is important to understand the basic ideas and analyses covered in this course.

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

In the first call, the evaluation system is as follows:

Individual exercises are due at the end of units 2, 3 and 4, to be submitted through the MultiEval application. The maximum total value of these exercises is 3 points (0.5 points for Unit 2 exercise, and 1.25 points for each of the other two).

A final exam scheduled in accordance with the official calendar of the Faculty. This final exam will consist of a multiple-choice test with 20 questions (for a value of 4 points) and numerical problems (for a value of 6 points) (*). It is required to obtain a minimum score of 1/3 of the score in each one of the parts (theory and practice) of the exam.

The grade of the first call will be the highest among (**):

- Option A: 100% of the grade obtained by the student in the final exam (out of 10 points).

- Option B: 70% of the mark obtained in the final exam (maximum 7 points out of 10) plus the mark of the MultiEvaless exercises delivered by the student throughout the semester (maximum evaluation 3 points out of 10).

(*) and (**) Specific aspects to take into account in the Faculty of CCSSH of Teruel and in the Faculty of Business and Public Management of Huesca

* Exclusively in the groups of students that are taught in the Faculty of CCSSH of Teruel and in the Faculty of Business and Public Management of Huesca, given the particularities of said Faculties, the students, on a voluntary basis, will be able to evaluate 2 points of the 4 that make up the theoretical part, with test-type questions asked throughout the course using digital 2.0 tools-platforms. The remaining 2 points will be evaluated as in the rest of the groups (20 multi choice test questions related to all the subjects taught).

** Therefore, in the case of the Huesca and Teruel groups, the grade for the first call will be the highest among:

- - Option A: 100% of the grade obtained by the student in the final exam (out of 10 points).

-Option B: 70% of the mark obtained in the final exam (maximum 7 points out of 10) plus 30% of the mark of the MultiEvaless exercises delivered by the student throughout the semester (maximum evaluation 3 points out of 10).

- Option C: 50% of the mark obtained in the final exam (maximum 5 points out of 10), plus 20% obtained from the mark of the test questions carried out throughout the course (maximum 2 points out of 10), plus 30 % of the mark obtained from the MultiEvaless exercises delivered by the student throughout the semester (maximum 3 points out of 10).

In second call, the evaluation will be carried out by means of a global exam that will be held on the dates indicated in the calendar approved by the Faculty. This final exam will consist of a multiple-choice test with 20 questions (for a value of 4 points) and numerical problems (for a value of 6 points). The minimum grade necessary to pass the exam is 5. In addition, you must obtain at least 1 / 3 of the score of each part of the test (theory and practice)

These exams are expected to be carried out in person but if the health circumstances require it, they will be carried out semi-on-site or online. In the case of online assessment, it is important to note that, in any test, the student may be recorded,

and he or she may exercise his or her rights by the procedure indicated in:

. https://protecciondatos.unizar.es/sites/protecciondatos.unizar.es/files/users/lopd/gdocencia_reducida.pdf”

The necessary software will be used to check the originality of the activities carried out. The detection of plagiarism or copying in an activity will imply the rating of 0 points in it

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

This 6 ECTS course is organized as follows:

Lectures (30 hours). During the classes, professors will explain the theoretical contents of the course. It is recommended to attend classes for an adequate understanding of the course contents.

Practice sessions (30 hours). During the classes, professors will explain the practical contents of the course. It is recommended to attend classes for an adequate understanding of the course contents.

Problem-based classes / Lab tools (ICT) / Seminars / Tutorials / Autonomous work (90 hours).

"It is expected that classes will take place at the Faculty (offline). However, classes would take place online if it were necessary due to safety reasons.

4.2.Learning tasks

The programme offered to the students to help them achieve the learning results includes the following activities :

The syllabus of the course, which is intended to help the student to achieve the expected learning outcomes, is composed of the following activities...

- -Theoretical lectures: introduce the theoretical concepts together with real examples which facilitate the comprehension and application of these concepts.
- Troubleshooting and presentation of real problems and cases, elaboration and presentation of projects, discussion of current and emerging topics, essays and interactive activities. All these activities will be carried out both inside and outside the classroom, individually or in groups.
- Tutorials and/or seminars: the professors will supervise the projects carried out by the students, clarify their questions about the theoretical and/or practical contents of the subject, and propose specific tasks in which the theoretical concepts will be put into practice.
- Independent work: this includes the study of the theoretical and practical contents, the resolution of practical exercises, the development of individual and/or in-group activities, the search for and analysis of information, among others.
- Evaluation activities.

SYLLABUS

UNIT 1.-THE COMPANY. CONCEPT AND THEORY

- 1.1 -.The company as an economic agent
- 1.2 -.Management theories
- 1.3 -. Company models. A company's internal resources
- 1.4 -. Types of companies

UNIT 2.-THE COMPANY AND THE ENVIRONMENT

- 2.1 -. Introduction
- 2.2 -. Analysis of the general environment
- 2.3 -. Analysis of the specific environment
- 2.4 -. Market Study

UNIT 3 PHYSICAL, TECHNICAL AND TECHNOLOGICAL RESOURCES. MANAGEMENT,

- 3.1 -. Introduction
- 3.2 -. Types of production processes
- 3.3 -. Revenue and cost structure
- 3.4 -. Localization and distribution of plants
- 3.5 -. Planning, scheduling and project control
- 3.6 -. Supply Management

UNIT 4 -. FINANCIAL RESOURCES MANAGEMENT

- 4.1 -. Introduction
- 4.2 -. Financial markets and the company

- 4.3 -. Management of investment resources
- 4.4 -. Management of funding resources

UNIT 5 -. MANAGEMENT PROCESS

- 5.1 - The employer. Approaches and concept
- 5.2 -. The management process
- 5.3 -. Decision making in the managerial process
- 5.4 -. Human Resources Management
- 5.5 -. Practices and policies of Human Resources

4.3.Syllabus

4.4.Course planning and calendar

Calendar of actual sessions and presentation of works

The timetable of the lectures and practical classes will be announced at the beginning of the academic year. The timetable of the assessment activities and the project due dates will be communicated via the Universidad de Zaragoza e-learning platform (ADD).

The starting date is established by the Universidad de Zaragoza in its official calendar. The specific dates regarding the course's key activities will also be arranged according to the official calendar.

Course presentation: The first session will provide detailed information about some practical questions. We will clarify the evaluation criteria to be applied as well as the teaching methodology used in the theoretical and practical classes. We will briefly introduce the contents treated in the various topics covered by the course syllabus.

Practical classes: The practical sessions will consist of teamwork, troubleshooting, practice with real cases, and commenting on and discussing readings and/or news. These activities will be announced beforehand, giving the students enough time to work on them.

Two tests: The student will be evaluated through two individual tests. These tests will take place in November and January and will contain theoretical and practical issues related to the topics that have been covered in the course so far.

Delivery of individual exercises: The MultiEval application generates ad-hoc exercises for each student and they will be delivered through the Universidad de Zaragoza e-learning platform (ADD).

Final exam: In accordance with the timetable for each center, the student will have the opportunity to attend the exam. The exam will include the theoretical and practical blocks of the subject, in each of the two sittings.

4.5.Bibliography and recommended resources