

## 28814 - Business Administration and Management

### Syllabus Information

**Academic year:** 2023/24

**Subject:** 28814 - Business Administration and Management

**Faculty / School:** 175 - Escuela Universitaria Politécnica de La Almunia

**Degree:** 424 - Bachelor's Degree in Mechatronic Engineering

**ECTS:** 6.0

**Year:** 2

**Semester:** First semester

**Subject type:** Compulsory

**Module:**

### 1. General information

This subject shows how to cope with the management, financial and commercial functional areas in a coherent manner. Students are introduced to the different models and techniques that will help them make efficient decisions.

These approaches and objectives are aligned with the following Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>), so that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to their achievement:

- Goal 4: Quality Education.
- Goal 8: Decent Work and Economic Growth
- Goal 9: Industry, Innovation and Infrastructure

### 2. Learning results

- Perform and interpret aspects related to the economical-financial status of a company.
- To make a business plan with its corresponding sections.
- Knowledge of integrated management systems: quality, maintenance and workplace hazard prevention.
- To know the parameters and factors that influence the management of production facilities in an industrial environment.

### 3. Syllabus

- TOPIC 1.- TODAY'S COMPANY AS AN ORGANIZATION
- TOPIC 2.- THE COMPANY AND ITS LEGAL FRAMEWORK
- TOPIC 3.-THE FINANCIAL SYSTEM
- TOPIC 4.- INVESTMENT DECISIONS
- TOPIC 5.-FINANCING DECISIONS
- TOPIC 6.- THE MANAGEMENT PROCESS
- TOPIC 7.- THE DECISION MAKING PROCESS
- TOPIC 8.- BUSINESS STRATEGY
- TOPIC 9. THE COMPANY'S COMMERCIAL ACTIVITY

### 4. Academic activities

#### Face-to-face activities:

- Theoretical lectures: Theoretical concepts of the subject will be explained and practical examples will be developed by the teacher.

#### Non-face-to-face activities:

- Tutored autonomous activities: They will be focused on the realization of work/projects, either individually or in small groups.
- Reinforcement activities: Various exercises, videos and activities will be conducted through Moodle at in general.
- Individual tutoring: They may be face-to-face or virtual.

### 5. Assessment system

The Assessment Tests will consist of written tests and practical work:

1. WRITTEN TESTS. They will consist of TWO TESTS consisting of theory questions and problem solving. They make up 60%

of the grade. They will be valued out of 10 points.

2. PRACTICAL TESTS. They will consist of the elaboration of papers that will be published on the Moodle platform. They account for 35%.

3.- Participation in the class. It will consist of attention and active participation in class. It accounts for 5%.

The student must obtain a final grade higher or equal to 5 to pass the subject, being essential to pass the two exams as well as the practical tests/assignments. However, it will be possible to compensate partial exams with assignments if the result of a test is between 4 and 5 points and the average grade of the practical tests/assignments is equal to or higher than 7 out of 10 points.

For the first convocation, those students who fail a partial exam will only be able to sit for the exam of the will only examine the failed midterm.

For the second call, those students who have not passed the subject in the first round with the entire syllabus may sit for the second call with all the syllabus.