

30601 - Basics of Business Administration and Management

Syllabus Information

Academic year: 2023/24

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

The main goal of this subject is that the student learns to analyze the company as a whole and to identify its relationships with the environment, as well as to handle some elementary management techniques in relation to each of the areas of the company

All the contents of the subject are developed with a markedly practical orientation, promoting student participation and classroom debate.

These approaches and goals are aligned with the Sustainable Development Goals (SDGs) of the 2030 Agenda of the United Nations (United Nations (<https://www.un.org/sustainabledevelopment/es/>)), specifically, the activities foreseen in the subject will contribute to the achievement of goals 4: quality education; 5: gender equality; 8: decent work and economic growth economic growth.

2. Learning results

- Understand and be able to explain the meaning and *raison d'être* of the company.
- Define and integrate the basic concepts related to the administration and general management of the company and its functional areas, especially those related to the management of the company and the analysis of the environment and the management of physical, technical, financial and human resources.
- Apply-simple techniques and models for problem solving in the areas of organization and management, production, financing and human resources, identifying the relevant variables.
- Identify and describe the basic characteristics and scope of the different managerial functions in the company: planning, organization, direction and control.
- Know and integrate the key elements of the decision making process.

3. Syllabus

UNIT 1. THE COMPANY. CONCEPT AND THEORY

UNIT 2. THE COMPANY AND THE ENVIRONMENT

UNIT 3. PHYSICAL, TECHNICAL AND TECHNOLOGICAL RESOURCES MANAGEMENT

UNIT 4. MANAGEMENT OF FINANCIAL RESOURCES IN THE COMPANY

UNIT 5. THE MANAGEMENT PROCESS

4. Academic activities

Master classes: 30 hours

Practical classes: 30 hours

Personal Study: 86 hours

Assessment tests. 4h

6 ECTS = 150 hours

In principle, the teaching methodology and its evaluation is planned to be based on face-to-face classes . However, if circumstances so require, they may be carried out online.

5. Assessment system

The subject will be evaluated in both sessions through the following assessment activities:

- Submission of individual exercises using the MultiEval application at the end of units 3 and 4. The maximum total value

of the deliverables is 2 points (1 point each delivery).

- Active participation in classes through group activities proposed by the teacher. The maximum total value of these activities will be 1 point.
- Global test (maximum score 10 points): exam to be held on the dates indicated in the calendar approved by the center and which will contain theoretical questions (4 points through 20 multiple-choice questions) and practical questions (6 points through various numerical problems). It is required to obtain at least 1/3 of the score of each of the two parts of the test (theory and practical).

The final grade for both exams will be the higher of the two grades:

- 100% of the grade obtained in the global test (out of 10 points).
- 70% of the grade obtained in the global test (out of 10 points), plus the grade of the MultiEvals exercises (maximum 2 points), plus the grade obtained with the active participation in classes through group activities (maximum 1 point).

If the minimum of 1/3 of the marks for each of the parts of the test is not reached, the mark obtained in the MultiEvals exercises or in the class activities will not be taken into account as part of the overall mark for the subject and in no case will this overall mark be higher than 4.9. cases.