



Teaching Guide

Teaching Guide				
Identifying Data			2020/21	
Subject (*)	Business Economics: Management and Organisation	Code	611G02008	
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	First	Basic training	6
Language	Spanish			
Teaching method	Face-to-face			
Prerequisites				
Department	Empresa			
Coordinador	García Álvarez, María Teresa	E-mail	teresa.galvarez@udc.es	
Lecturers	Barbeito Roibal, Susana Maria García Álvarez, María Teresa Mariz Perez, Rosa Rodriguez Fernandez, Maria Jose Sánchez Fernández, Maria Dolores	E-mail	susana.barbeito@udc.es teresa.galvarez@udc.es rosa.mariz@udc.es maria.jose.rfernandez@udc.es maria.sanchezf@udc.es	
Web				
General description	The basics of business organization are explained in this course in order to develop the necessary skills to successfully deal with the strategic development of a company. Furthermore, business behaviour and management functions are also dealt with			



<p>Contingency plan</p>	<p>1. Modifications to the contents</p> <p>There will be no change</p> <p>2. Methodologies</p> <p>*Teaching methodologies that are maintained</p> <p>All teaching methodologies will be maintained</p> <p>*Teaching methodologies that are modified</p> <p>Teaching methodologies are not changed</p> <p>3. Mechanisms for personalized attention to students</p> <p>E-mail: daily. It will be used for queries, requesting virtual meetings in order to solve questions and attending questions related to the activities of continuous assessment.</p> <p>Moodle: weekly. Teaching material of different type will be published to carry out the subject.</p> <p>Teams: biweekly. A weekly session, in which theoretical concepts will be explained, queries about them will be solved and documentary sources will be presented. This session will be developed in the time slot that the subject has assigned in the classroom schedule of the Faculty. A second weekly session in small work group (or more sessions in function of students' demand) for the monitoring and supporting in the development of the different continuous activities of the subject, This dynamic allows to make a normalized and adjusted monitoring to students' learning needs in order to develop the work of the subject.</p> <p>4. Modifications in the evaluation</p> <p>There will be no change</p> <p>*Evaluation observations:</p> <p>The lecturers of the subject will provide students the norms for the development of the continuous activities.</p> <p>The student is considered within the general ongoing assessment if he/she presents over 20% of total practice. Therefore, if this student does not get 5 points, he/she will fail in the notes of the subject.</p> <p>In order to pass the course, it is necessary to obtain a minimum of 5 points over 10 (as the total grade)</p> <p>In the second opportunity, the students, who did not pass the subject, will have to deliver and to present an enhanced version of the supervised project 60% (the grades of the rest of continuous activities will be maintained). In the case of virtual teaching, students will have to create a video with the oral presentation and to deliver its link, as well as the work content, to his/her lecturer, at least seven days before the official exam day. In this scenario of virtual teaching, the official exam day, student will have to respond to different questions related to the enhanced supervised project and/or theoretical questions, raised by his/her lecturer, by means of Teams (by recording this session).</p> <p>Both part time and full time students are subject to the same evaluation system.</p> <p>Of course, accusing the continuous activities exercises with devices that allow communication with the outside or that stock information is not allowed. If a student is surprised by developing the continuous activities exercises by means of any fraudulent procedure, the grade of such a continuous activity will be zero both in the first opportunity and in July.</p> <p>5. Modifications to the bibliography or webgraphy</p>
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There will be no change. Students will have , in Moodle, audios and/or videos, as well as files with the necessary teaching material to attend the subject



Study programme competences / results	
Code	Study programme competences / results
A1	Manage an enterprise or small organization, understanding their competitive and institutional position and identifying their strengths and weaknesses
A2	Integrate in any functional area of micro-firms or SMEs and perform fluently any management task commissioned
A3	Evaluate and foreseeing, from relevant data, the development of a company.
A4	Elaborate advisory reports on specific situations of companies and markets
A5	Write projects about specific functional areas (e.g. management, marketing, financial) of the company
A6	Identify the relevant sources of economic information and to interpret the content.
A8	Derive, based on from basic information, relevant data unrecognizable by non-professionals.
A9	Use frequently the information and communication technology (ICT) throughout their professional activity.
A10	Read and communicate in a professional environment at a basic level in more than one language, particularly in English
A11	To analyze the problems of the firm based on management technical tools and professional criteria
B1	CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study
B2	CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demonstrated by means of the elaboration and defense of arguments and solving problems within their area of work
B3	CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical
B4	CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled
B5	CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy
B6	CG1-Perform duties of management, advice and evaluation in business organizations
B7	CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization
B8	CG3- Know how to make decisions, and, in general, assume leadership roles.
B10	CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.
C1	Express correctly, both orally and in writing, in the official languages of the autonomous region
C4	To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good
C5	Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs
C6	Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions
C7	Assume as professionals and citizens the importance of learning throughout life.
C8	Assess the importance of research, innovation and technological development in the economic and cultural progress of society.

Learning outcomes			
Learning outcomes	Study programme competences / results		
Apply professional criteria -based on technical instruments- to the analysis of problems	A1		
	A3		
	A4		
	A5		
	A8		
	A10		
	A11		



Identify the relevant sources of economic information and its contents. To be able to work in any functional área of a médium or large sized company or organization	A2 A6	B1 B2 B3 B4	
To be able to express themselves correctly in any of the oficial languages of Galicia, both orally and in a written form. To understand the importance of entrepreneurship culture.		B8	C1 C4 C5
To be able to critically value knowledge, technology and avaiable information to solve problems.		B5 B10	C6 C7 C8
To be able to use CIT´s.	A9	B6 B7	

Contents	
Topic	Sub-topic
Unit 1. Rationality: from microeconomics to a business perspective	1.1. Concepts of rationality. 1.2. Behavioural hypothesis. 1.3. Business economics: the organization as a player
Unit 2. Business behaviour	2.1. Business objectives 2.2. Value creation 2.3. Organizational policies and functions.
Unit 3. Management and Strategy	3.1. Managing competencies. 3.2. Decision making. Strategy 3.3. Decision making process.

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Case study	A3 A4 B1 B2 B3 B6 C4	10	24	34
Guest lecture / keynote speech	B5 B7 B8 C5	17	0	17
Document analysis	A6 A8 A9	10	24	34
Supervised projects	A1 A2 A5 A10 B4 C1 C6 C8	11	43	54
Seminar	A11 B10 C7	4	4	8
Personalized attention		3	0	3

(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
Case study	Applied case studies
Guest lecture / keynote speech	Presentation in the classroom of basic conceptual ítems/definitions
Document analysis	Find and analyze relevant information using ICT´s
Supervised projects	Group essay applying the theoretical concepts explained
Seminar	4 hours in small groups to supervise essays and on going work during the course. They will be online sessions.

Personalized attention	
Methodologies	Description



Case study Guest lecture / keynote speech Supervised projects Seminar	The methodologies must be adapted to the circumstances of the group.
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Assessment			
Methodologies	Competencies / Results	Description	Qualification
Case study	A3 A4 B1 B2 B3 B6 C4	Analysis of cases presented in the classroom	20
Document analysis	A6 A8 A9	Use of adequate information resources. Each group must present to the rest of the class a given theoretical concept.	20
Supervised projects	A1 A2 A5 A10 B4 C1 C6 C8	Project or final essay in groups.	60

Assessment comments
<p>1. Non-presented grading: when the student participated in less than 20% of the continuous assessment activities, regardless the obtained grade.</p> <p>2. Second and advanced opportunity : In the second opportunity, the students, who did not pass the subject, will have to deliver and to present an enhanced version of the supervised project 60% (the grades of the rest of continuous activities will be maintained). In the advanced opportunity, the evaluation criterion of the first opportunity is maintained.</p> <p>3. Part time students: Both part time and full time students are subject to the same evaluation system.</p> <p>4. Conditions of final evaluation: Accusing the continuous activities exercises with devices that allow communication with the outside or that stock information is not allowed. If a student is surprised by developing the continuous activities exercises by means of any fraudulent procedure, the grade of such a continuous activity will be zero both in the first opportunity and in July.</p> <p>5. Student identification : Student has to accredit his/her identity in accordance with the current regulation.</p> <p>Other evaluation observations: The current situation requires the adaptation of the teaching guides to three possible scenarios: face-to-face, blended learning and online teaching. The present subject proposes a system of continuous assessment that will be the same in the three possible scenarios described previously. For it, wherever possible, the proposed classrooms by the Faculty of Economy and Business of the University of A Coruna, and/or the computer platforms that the UDC make available to students and teachers.</p> <p>The lecturers will make available the norms for the development of the proposed works in this teaching guide to students</p> <p>In order to pass the course, it is necessary to obtain a minimum of 5 points over 10 (as the total grade).</p>

Sources of information	
Basic	<ul style="list-style-type: none"> - Ivancevich, John M & Robert Konopaske, R. (). Organizational Behavior and Management. Mc Graw-Hill - Bateman & Snell (2013). Management. - Kinicki & Williams (2011). Management. - Cuervo, A (2008). Introducción a la Administración de Empresas. Thomson-Civitas
Complementary	<ul style="list-style-type: none"> - García Olalla, M. y Vázquez, C. (2002). Estrategias y operaciones empresariales en los nuevos mercados. 20 casos a estudio. Civitas

Recommendations
Subjects that it is recommended to have taken before
Economic Analysis of Organisations/611G02023
Strategic Management and Business Policy I/611G02025
Organisational Design/611G02029
Strategic Management and Business Policy II/611G02033
Subjects that are recommended to be taken simultaneously



Subjects that continue the syllabus
Other comments

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.