



## Teaching Guide

Teaching Guide				
Identifying Data			2021/22	
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 Guillen Solorzano, Maria Rodriguez Fernandez, Maria Jose	E-mail	susana.barbeito@udc.es teresa.galvarez@udc.es maria.guillen@udc.es maria.jose.rfernandez@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			
Contingency plan	<p>1. Changes in the contents: No changes will be made.</p> <p>2. Methodologies: No changes will be made. Teaching and the different assessment activities, in this case, will be online, by means of Teams or Moodle.</p> <p>3. Personalised attention mechanisms for students: online tutorials by means of Teams.</p> <p>4. Changes in the evaluation: : No changes will be made. The different assessment activities, in this case, will be online, by means of Teams or Moodle.</p> <p>*Evaluation observations: In the first opportunity, objective test can be developed as a single global objective test or various tests.</p> <p>In the second opportunity, students who failed in the first opportunity (January, in the case of students of the double degree in Business and Law, June in the case of students of the degree in Business) have to do the exam in the date established. The grades of the rest of activities will be saved and the exam will mark the 50% of the final note.</p> <p>In both cases, if the exam/assessment activities cannot be developed face-to-face, they will be online by means of Teams or Moodle.</p> <p>Students are in the continuous assessment and, therefore, in the previous assessment framework, if they done more than 20% of the activities. Therefore, if these students does not get 5 points (out of 10 points), they will be failed in the acts.</p> <p>For the calculation of the final average grade, a minimum grade of 4 points out of 10 points in the global objective test, or when applicable in the average grade of the various tests, will be necessary (average grade will not be calculated for students who have a grade lower than that). In order to pass the subject, final weighted average grade has to be equal or greater than 5 points out of 10 points.</p> <p>Both part-time and full-time students will have the same evaluation system. It is recalled that any student stunned when he/she is doing continuous assessment activities and/or examen by means of any fraudulent procedure, the grade of zero will be assigned in such activity.</p> <p>5. Changes in bibliography or websites. No changes will be made. Students will have audios and videos, as well as files with the material to study the subject.</p>			

### Study programme competences



Code	Study programme competences
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		
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.	A2	B1	
To be able to work in any functional área of a médium or large sized company or organization	A6	B2	
		B3	
		B4	



To be able to express themselves correctly in any of the official 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 available 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	Ordinary class hours	Student's personal work hours	Total hours
Guest lecture / keynote speech	B5 B7 B8 C5	17	0	17
Case study	A3 A4 B1 B2 B3 B6 C4	10	15	25
Document analysis	A6 A8 A9	4	17	21
Supervised projects	A1 A2 A5 A10 B4 C1 C6 C8	6	30	36
Objective test	C6	2	38	40
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
Guest lecture / keynote speech	Presentation in the classroom of basic conceptual items/definitions
Case study	Applied case studies
Document analysis	Use of adequate information resources. Each group must present to the rest of the class a given theoretical concept.
Supervised projects	Group essay applying the theoretical concepts explained
Objective test	A single global objective test or various tests
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	Description	Qualification
Case study	A3 A4 B1 B2 B3 B6 C4	Analysis of cases presented in the classroom	15
Document analysis	A6 A8 A9	Use of adequate information resources. Each group must present to the rest of the class a given theoretical concept.	10
Supervised projects	A1 A2 A5 A10 B4 C1 C6 C8	Project or final essay in groups.	25
Objective test	C6	A single global objective test or various tests	50

Assessment comments
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1. Non-presented grade: it is assigned to a student when he/she participated in lower than 20% of assessment activities, regardless of obtained grade.
2. Second opportunity and advanced opportunity: in the second opportunity, students who failed in the first opportunity (January, in the case of students of the double degree in Business and Law, June in the case of students of the degree in Business) have to do the exam in the date established. The grades of the rest of activities will be saved and it is not possible the development of them out of the quarter of class. The exam will mark the 50% of the final note.  
In the advanced opportunity, the evaluation system of the first opportunity will be maintained.
3. Students with recognition of part-time and academic dispensation of attended exemption: Both part-time and full-time students will have the same evaluation system.
4. About the conditions of final evaluation: It is recalled that any student stuned when he/she is doing continuous assessment activities and/or examen by means of any fraudulent procedure, the grade of zero will be assigned in such activity (in all opportunities).
5. Student's identification: student has to prove his/her personality according to the current regulation.
6. Other  
evaluation observations: Lecturers will make available students the norms for the development of the activities proposed in the present teaching guide. In the first opportunity, objective test can be developed as a single global objective test or various tests. Students are in the continuous assessment and, therefore, in the previous assessment framework, if they done more than 20% of the activities.  
Therefore, if these students does not get 5 points (out of 10 points), they will be failed in the acts. For the calculation of the final average grade, a minimum grade of 4 points out of 10 points in the global objective test, or when applicable in the average grade of the various tests, will be necessary (average grade will not be calculated for students who have a grade lower than that). In order to pass the subject, final weighted average grade has to be equal or greater than 5 points out of 10 points.



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

## 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.