



## Teaching Guide

Identifying Data					2021/22
<b>Subject (*)</b>	Business Administration		<b>Code</b>	660G01003	
<b>Study programme</b>	Grao en Relacións Laborais e Recursos Humanos (Coruña)				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	1st four-month period	First	Basic training	6	
<b>Language</b>	Spanish				
<b>Teaching method</b>	Face-to-face				
<b>Prerequisites</b>					
<b>Department</b>					
<b>Coordinador</b>	Rivas Moar, José María	<b>E-mail</b>	jose.maria.rivas@col.udc.es		
<b>Lecturers</b>	Rivas Moar, José María	<b>E-mail</b>	jose.maria.rivas@col.udc.es		
<b>Web</b>	<a href="http://www.erlac.es/">http://www.erlac.es/</a>				
<b>General description</b>	Provide students of Labor Relations and Human Resources about ideas and concepts of organizational structure, planning, management and monitoring of actual organizations. The aim is help them join the company nowadays.				



<b>Contingency plan</b>	<p>1. Modificaciones en los contenidos</p> <p>Los contenidos no se modifican en caso de brote de pandemia</p> <p>2. Metodologías</p> <p>A) Metodologías docentes que se mantienen</p> <ul style="list-style-type: none"> <li>- Prácticas a través de TIC</li> </ul> <p>B) Metodologías docentes que se modifican</p> <ul style="list-style-type: none"> <li>- Seminario. Pasa a ser por video-conferencia</li> <li>- Sesión Magistral. Pasa a ser por video-conferencia</li> <li>- Trabajos tutelados. Se mantiene su formato excepto la exposición que se realizará por video-conferencia</li> <li>- Proba objetiva. Se mantiene pero su formato cambia y pasa a tener dos partes:             <ul style="list-style-type: none"> <li>A) Cuestionario en moodle con tiempo limitado y hora prefijada</li> <li>B) Examen oral por video-conferencia</li> </ul> </li> </ul> <p>3. Mecanismos de atención personalizada al alumnado</p> <p>Los mecanismos de atención personalizada sufren las siguientes modificaciones:</p> <p>Se realizan por video conferencia (individual o colectiva):</p> <ul style="list-style-type: none"> <li>- Explicación de los temas incluidos na materia</li> <li>- Resolución de dudas en la aplicación práctica de los conceptos.</li> <li>- Seguimiento de los trabajos tutelados.</li> <li>- Seguimiento de la exposición de los trabajos.</li> <li>- Seguimiento de la resolución de pruebas, ejercicios, y cuestiones.</li> </ul> <p>4. Modificaciones en la evaluación</p> <p>La evaluación se mantiene la prevista inicialmente</p> <p>5. Modificaciones en la bibliografía o webgrafía</p> <p>Ninguna. El contenido de la enseñanza será independiente de los brotes de la pandemia o del formato de las metodologías.</p> <p>La plataforma de video-conferencia utilizada será Microsoft Teams</p>
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Study programme competences	
Code	Study programme competences
A10	Organización e dirección de empresas.
A13	Transmitir e comunicarse por escrito e oralmente usando a terminoloxía e as técnicas adecuadas.



A15	Dirixir grupos de persoas.
A21	Realizar análises e diagnósticos, prestar apoio e tomar decisións en materia de estrutura organizativa, organización do traballo, estudo de métodos e estudo de tempos de traballo.
A31	Aplicar os coñecementos á práctica.
B1	Resolución de problemas.
B2	Capacidade de análise e síntese.
B3	Capacidade de organización e planificación.
B4	Capacidade de xestión da información.
B5	Toma de decisións.
B8	Razoamento crítico.
B9	Traballo en equipos.
B12	Motivación para a calidade.
B13	Adaptación a novas situacións.
B14	Aprendizaxe autónomo.
B18	Que os estudantes demostrasen posuír e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adóitase atopar a un nivel que, aínda que se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo.
C1	Expresarse correctamente, tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma.
C3	Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.
C4	Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común.
C6	Valorar criticamente o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse.
C7	Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.

Learning outcomes			
Learning outcomes	Study programme competences		
Organization and Management	A10		
Transmit and communicate using appropriate terminology and techniques	A13		
Lead groups of people	A15		
Analysis and diagnostics, support and take decisions about organizational structure, organization of work, study of methods and times.	A21		
	A31		
Solve problems		B1	
Analysis and synthesis		B2	
Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.			C7
		B18	
Organization and planning		B3	
Information management		B4	
Decision making		B5	
Critical thinking		B8	
Teamwork		B9	
Motivation for quality		B12	
Adapt to new situations		B13	
Self study		B14	
Express themselves correctly in the official languages			C1
Use basic ICT tools for the exercise of the profession			C3
Unfold for the exercise of responsible citizenship			C4
Critically assess knowledge and technology in order to solve problems.			C6



Contents	
Topic	Sub-topic
LESSON 1. THE COMPANY	1.1. Introduction 1.2. The company as a system 1.3. Business types
LESSON 2. THE ORGANISATION	2.1 Definition 2.2 Value creation 2.3 Organizational effectiveness 2.4 Executives and organizational authority
LESSON 3. THE ORGANISATIONS ENVIRONMENT	3.1 Introduction 3.2 The specific environment 3.3 The general environment 3.4 The environment and strategy
LESSON 4. DESIGN OF AN ORGANISATION	4.1 The organizational structure of the company 4.2 Functional structure 4.3 Divisional structure 4.4 Matrix structure
LESSON 5. BUSINESS STRATEGY	5.1 Introduction 5.2 Design strategies 5.3 Competitive strategies
LESSON 6. PLANNING	6.1 Definition 6.2 Types of plans 6.3 Stages 6.4 Goals
LESSON 7. BUSINESS MANAGEMENT	7.1 Business principles 7.2 Decision making
LESSON 8. MANAGEMENT CONTROL	8.1 Control principles 8.2 Control types 8.3 Effective control system

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours
Seminar	A13 A21 A31 B2 B4 B8 B12 B18 C1 C3 C4 C6 C7	3	5	8
Guest lecture / keynote speech	A13 A31 B1 B3 B4 B5 B8 B13 B18 C1 C3	18	10	28
Supervised projects	A10 A15 A31 B1 B2 B3 B4 B8 B9 C1 C3 C4	1	24	25
ICT practicals	A13 C3 C6	0	45	45
Objective test	B1 B2 B13 B14	2	40	42
Personalized attention		2	0	2

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

Methodologies
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Methodologies	Description
Seminar	Making synthesis or summarized from external speech, reading an article or news.
Guest lecture / keynote speech	Explanation of the contents of the subject with sessions of 1.5 hours in the classroom
Supervised projects	Work and exhibition group on matters related to the subject.
ICT practicals	Doing exercises, case studies, problems, surveys and issues. They will be made in the practical sessions and the Moodle platform.
Objective test	Objective test with some parts: short questions, multiple choice questions and exercises or case studies.

### Personalized attention

Methodologies	Description
Seminar	- Explanation of the chapters included in the course.
Objective test	- Resolution of doubts in the practical application of concepts.
Supervised projects	- Monitoring the work group. - Monitoring the exhibition of the works. - Tracking solving tests, exercises, and issues. - Attention will be given in class hours and hours tutorials.

### Assessment

Methodologies	Competencies	Description	Qualification
Seminar	A13 A21 A31 B2 B4 B8 B12 B18 C1 C3 C4 C6 C7	Correction work delivered by students	10
Objective test	B1 B2 B13 B14	Evaluation of exam.	40
ICT practicals	A13 C3 C6	Support for the resolution of class problems and assessment of the issues raised in the moodle platform.	40
Supervised projects	A10 A15 A31 B1 B2 B3 B4 B8 B9 C1 C3 C4	Correction of the content of the work, the degree of compliance model and exposure assessment.	10

### Assessment comments

<p>To pass the course, 5 points are required.</p> <ul style="list-style-type: none"> <li>- The seminar is attending lectures, discussion of an article, news, etc. Its value is 10%.</li> <li>- The supervised projects will be done in groups. It will be exposed publicly. Its total value is 10%</li> <li>- The practical part consists of exercises, case studies, forms, issues, etc. They will be made in practical classes and Moodle (scoring the implementation of the proposed activities). Its value is 40%.</li> <li>- Objective tests is unique. 40%.</li> <li>- Obligatoria asistencia a clase. Solo se permiten dos faltas no justificadas.</li> </ul>
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### Sources of information

<b>Basic</b>	<ul style="list-style-type: none"> <li>- Carrasco Hernandez, A. Jimenez Jimenez, D. (Coordinadores) (2007). Manual de Organización y Métodos de Trabajo. Murcia. Diego Marin Librero-Editor</li> <li>- José Moyano, S. Bruque, J.M. Maqueira, F.A. Fidalgo, P.J. Martínez (2011). Administración de empresas. Un enfoque teórico-práctico. Pearson</li> <li>- Stephen P. Robbins y Mary Coulter (2000). Administración. Pearson</li> <li>- Gareth R. Jones (2013). Teoría Organizacional. Diseño y cambio en las organizaciones. Pearson</li> </ul>
<b>Complementary</b>	<ul style="list-style-type: none"> <li>- Idalberto Chiavenato (2006). Teoría General de la Administración. Mc Graw Hill</li> <li>- J.M. Aguirre de Mena, M.M. Rodríguez y D. Tous (2002). Organización y Métodos de Trabajo. Piramide</li> <li>- Eduardo Bueno Campos (2010). Curso básico de Economía de la Empresa. Piramide</li> </ul>



Recommendations
Subjects that it is recommended to have taken before
Subjects that are recommended to be taken simultaneously
Introduction to Economics/660G01002 Contemporary Social and Political History /660G01009 Theory of Industrial Relations /660G01010
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.