



Teaching Guide

| Identifying Data | | | | | 2021/22 |
|----------------------------|--|---------------|-----------------------------|----------------|---------|
| Subject (*) | Business Administration | | Code | 660G01003 | |
| Study programme | Grao en Relacións Laborais e Recursos Humanos (Coruña) | | | | |
| Descriptors | | | | | |
| Cycle | Period | Year | Type | Credits | |
| Graduate | 1st four-month period | First | Basic training | 6 | |
| Language | Spanish | | | | |
| Teaching method | Face-to-face | | | | |
| Prerequisites | | | | | |
| Department | | | | | |
| Coordinador | Rivas Moar, José María | E-mail | jose.maria.rivas@col.udc.es | | |
| Lecturers | Rivas Moar, José María | E-mail | jose.maria.rivas@col.udc.es | | |
| Web | http://www.erlac.es/ | | | | |
| General description | 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. | | | | |



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| Contingency plan | <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">- Prácticas a través de TIC <p>B) Metodologías docentes que se modifican</p> <ul style="list-style-type: none">- Seminario. Pasa a ser por video-conferencia- Sesión Magistral. Pasa a ser por video-conferencia- Trabajos tutelados. Se mantiene su formato excepto la exposición que se realizará por video-conferencia- Proba objetiva. Se mantiene pero su formato cambia y pasa a tener dos partes: <p>A) Cuestionario en moodle con tiempo limitado y hora prefijada</p> <p>B) Examen oral por video-conferencia</p> <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">- Explicación de los temas incluidos na materia- Resolución de dudas en la aplicación práctica de los conceptos.- Seguimiento de los trabajos tutelados.- Seguimiento de la exposición de los trabajos.- Seguimiento de la resolución de pruebas, ejercicios, y cuestiones. <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 / results | |
|---------------------------------------|---|
| Code | Study programme competences / results |
| A10 | Organización e dirección de empresas. |
| A13 | Transmitir e comunicarse por escrito e oralmente usando a terminoloxía e as técnicas adecuadas. |



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| 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 / results | | |
| 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 | |
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| 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 / Results | Teaching hours (in-person & virtual) | 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

| 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 / Results | 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

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| <p>To pass the course, 5 points are required.</p> <ul style="list-style-type: none"> - The seminar is attending lectures, discussion of an article, news, etc. Its value is 10%. - The supervised projects will be done in groups. It will be exposed publicly. Its total value is 10% - 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%. - Objective tests is unique. 40%. - Obligatoria asistencia a clase. Solo se permiten dos faltas no justificadas. |
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Sources of information

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