



Teaching Guide

| Identifying Data | | | | | 2024/25 |
|----------------------------|--|-------------|----------------|--|---------|
| Subject (*) | Administration and Organizational Management | | Code | 614G01009 | |
| Study programme | Grao en Enxeñaría Informática | | | | |
| Descriptors | | | | | |
| Cycle | Period | Year | Type | Credits | |
| Graduate | 1st four-month period | First | Basic training | 6 | |
| Language | SpanishGalician | | | | |
| Teaching method | Face-to-face | | | | |
| Prerequisites | | | | | |
| Department | Empresa | | | | |
| Coordinador | Boedo Vilabella, Lucia | | E-mail | lucia.boedo@udc.es | |
| Lecturers | Boedo Vilabella, Lucia Centeno Carballido, Amparo Diaz Canosa, Sergio Echevarría Canoura, Margarita Longarela Ares, Ángeles María Miñones Crespo, Ramon | | E-mail | lucia.boedo@udc.es amparo.centeno@udc.es sergio.diaz.canosa@udc.es margarita.echevarria@udc.es angeles.maria.longarela.ares@udc.es ramon.minones@udc.es | |
| Web | campusvirtual.udc.es | | | | |
| General description | This subject provides to the students a suitable knowledge in the concept of company, his organization and management. | | | | |

Study programme competences / results

| Code | Study programme competences / results |
|------|---|
| A6 | Coñecemento adecuado do concepto de empresa, marco institucional e xurídico da empresa. Organización e xestión de empresas. |
| B3 | Capacidade de análise e síntese |
| B6 | Toma de decisións |
| B8 | Capacidade de traballar nun equipo interdisciplinar |
| C5 | Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras. |

Learning outcomes

| Learning outcomes | Study programme competences / results | | |
|--|---------------------------------------|----------------|----|
| Understand the economic environment of a company. | A6 | B3 | C5 |
| Know the concept and types of business. | A6 | B3 | C5 |
| Know and identify the different subsystems of a company and their respective issues. | A6 | B3 B6 B8 | |
| Know and apply basic knowledge of accounting and cost management. | A6 | B3 B6 B8 | |
| Know and apply basic knowledge of financial management. | A6 | B3 B6 B8 | C5 |

Contents

| Topic | Sub-topic |
|-------|-----------|
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|--|--|
| 1 The entrepreneur and the firm. | <ul style="list-style-type: none"> - The organization and its environment: Economic analysis. - The firm as an organization: types of business entities. - Organizational subsystems. - The entrepreneur. Concept and main roles. - Business plan |
| 2 Accounting information system. | <ul style="list-style-type: none"> - Accounting information system. Concept and functions. - Basic concepts of Corporate Financial Accounting. - The accounting method. - Value creation. |
| 3 Financial statement analysis. | <ul style="list-style-type: none"> - Economic analysis. - Financial analysis. |
| 4 Basic tools of financial analysis. | <ul style="list-style-type: none"> - Time value of money. - Capitalization and discounting. - Annuities and mixed flows. |
| 5 Financial subsystem: Investment decisions. | <ul style="list-style-type: none"> - Definition of investment. - Types of investment. - Financial appraisal of investment projects. |
| 6 Financial subsystem: Financing decisions. | <ul style="list-style-type: none"> - The cost of different financing sources. - Short-term financing. - Long-term financing. |
| 7 Production subsystem: the costs in the firm. | <ul style="list-style-type: none"> - Production system: concept and functions. - Management and cost accounting. Basic concepts. Types of costs. - Costing methods |
| 8 Commercial subsystem. | <ul style="list-style-type: none"> - Commercial system. Marketing: concepts and functions. - Marketing mix: product, price, place and promotion. |
| 9 Human resources. | <ul style="list-style-type: none"> - Human resources system. Functions. - Human resources management. |
| 10 Business information system. | <ul style="list-style-type: none"> - Information as a company's asset. - Business information system. Concept and functions. - Information systems in business strategy. |
| | |

Planning

| Methodologies / tests | Competencies / Results | Teaching hours (in-person & virtual) | Student's personal work hours | Total hours |
|---------------------------------|------------------------|--------------------------------------|-------------------------------|-------------|
| Guest lecture / keynote speech | A6 B3 B6 B8 C5 | 15 | 24.75 | 39.75 |
| ICT practicals | B3 B6 B8 | 20 | 30 | 50 |
| Seminar | A6 B3 B6 B8 C5 | 10 | 10 | 20 |
| Problem solving | A6 B3 B6 B8 C5 | 15 | 11.25 | 26.25 |
| Mixed objective/subjective test | A6 B3 B6 B8 C5 | 3 | 9 | 12 |
| 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 |
|--------------------------------|---|
| Guest lecture / keynote speech | Oriented to the description by the teacher of the main contents of the subject. Online ('non-presential') groups will use Teams |
| ICT practicals | Development and implementation of ICT models oriented to solve practical exercises. |
| Seminar | Lectures and practical exercises combined, oriented to teamwork sessions. |
| Problem solving | Practical implementation of the main contents of the subject. Online groups will use Teams |



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|---------------------------------|--|
| Mixed objective/subjective test | Exam performed during the official evaluation period, oriented to the assessment of the theoretical and practical knowledge achieved by the students. It will include open questions, problem solving, and short questions or tests. |
|---------------------------------|--|

| Personalized attention | |
|---|---|
| Methodologies | Description |
| ICT practicals Seminar Problem solving Guest lecture / keynote speech | Teachers will make a continuous assessment of the activities performed by the students. Depending on the methodology used, students will be guided, supervised or helped by the teacher. Students have teachers? office hours available, when they may ask any questions regarding the contents of the subject. |

| Assessment | | | |
|---------------------------------|------------------------|--|---------------|
| Methodologies | Competencies / Results | Description | Qualification |
| Mixed objective/subjective test | A6 B3 B6 B8 C5 | The main final exam of the subject, it includes all contents. | 70 |
| ICT practicals | B3 B6 B8 | Marks will be given in accordance to the results obtained in the different tests that will be set. | 10 |
| Seminar | A6 B3 B6 B8 C5 | Marks will be given in accordance to the results obtained in the different tests that will be set. | 10 |
| Problem solving | A6 B3 B6 B8 C5 | Marks will be given in accordance to the results obtained in the different tests that will be set. | 10 |

| Assessment comments |
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| <p>Final marks will be based 30% on continuous assessment marks, and 70% on the mixed test, either at the first or second opportunities.</p> <p>The evaluation of the early call opportunity is carried out by a specific mixed exam, comprehensive of all contents and skills of the subject.</p> <p>All aspects related to academic dispensation, dedication to study, permanence and academic fraud will be governed in accordance with the academic regulations of the UDC.</p> |

| Sources of information | |
|------------------------|---|
| Basic | <ul style="list-style-type: none"> - Suárez Suárez, A. (2001). Curso de Economía de la Empresa. Editorial Pirámide - Bueno Campos, Eduardo (2004). Curso básico de Economía de la Empresa. Editorial Pirámide - Amat Salas, Oriol (2008). Contabilidad y finanzas para no financieros. Ediciones Deusto - Boedo Vilabella, Lucía (2009). Las fuentes de financiación y su coste: aspectos conceptuales y operativa financiera. Editorial Netbiblo - Boedo Vilabella, Lucía (2010). Evaluación de un proyecto de inversión en entornos de certeza, riesgo e incertidumbre . Reprografía Noroeste - Suárez Suárez, A. S. (2001). Curso de Economía de la Empresa. Editorial Pirámide <p>No desenvolvemento dos diferentes temas utilizaranse materiais realizados polo profesorado da materia, e recursos en liña, como os ofrecidos na web do IGAPE. Estes materiais e recursos serán incluídos no Moodle oficial da asignatura.</p> |



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| Complementary | <ul style="list-style-type: none">- Suárez Suárez, A (2005). Decisiones óptimas de inversión y financiación empresarial. Editorial Pirámide- Ramirez Prados, José Antonio (2010). Como entender los datos de la prensa económica. Editorial ESIC- Omeñaca García, Jesús (2008). Contabilidad General. Ediciones Deusto- Laudon, K. (2008). Essentials of Management Information Systems. Prentice-Hall International- Aguado, J.; Lacalle, M; Cepeda, I (2005). Lecciones básicas de economía. International Thomson Publishing- Blackstaff, Michael (2001). Business and Finance for It People. Springer-Verlag |
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Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

In the mention of Information Systems, inside the Block of Specific Technology, include three compulsory subjects of the Business main Subject : Business Process Management, Enterprise Information Systems and Business Sectors. In the mention of Software Engineering, include three elective subjects of the Business main Subject: Business Process Management, Enterprise Information Systems and Business Sectors.

(*)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.