Teaching Guide				
Identifying Data			2017/18	
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	FB	6

Language	SpanishGalicianEnglish		
Teaching method	Face-to-face		
Prerequisites			
Department	Empresa		
Coordinador	Miñones Crespo, Ramon	E-mail	ramon.minones@udc.es
Lecturers	Anido Martinez, Cristina Boedo Vilabella, Lucia Echevarría Canoura, Margarita Lado Sestayo, Rubén Longarela Ares, Ángeles María Miñones Crespo, Ramon Peón Pose, David Olegario	E-mail	cristina.anido@udc.es lucia.boedo@udc.es margarita.echevarria@udc.es ruben.lado.sestayo@udc.es angeles.maria.longarela.ares@udc.es ramon.minones@udc.es david.peon@udc.es
Web			
General description	Esta asignatura ten como obxectivo proporcionar aos alumnos un coñecemento adecuado sobre o concepto de empresa, a súa organización e xestión.		

Study programme competences	
Code	Study programme competences
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		
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

1 The entrepreneur and the firm.	- 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.	- Accounting information system. Concept and functions. - Basic concepts of Corporate Financial Accounting. - The accounting method. - Value creation.
3 Financial statement analysis.	- Economic analysis. - Financial analysis.
4 Basic tools of financial analysis.	- Time value of money. - Capitalization and discounting. - Annuities and mixed flows.
5 Financial subsystem: Investment decisions.	- Definition of investment. - Types of investment. - Financial appraisal of investment projects.
6 Financial subsystem: Financing decisions.	- The cost of different financing sources. - Short-term financing. - Long-term financing.
7 Production subsystem: the costs in the firm.	- Production system: concept and functions. - Management and cost accounting. Basic concepts. Types of costs. - Costing methods
8 Commercial subsystem.	- Commercial system. Marketing: concepts and functions. - Marketing mix: product, price, place and promotion.
9 Human resources.	- Human resources system. Functions. - Human resources management.
10 Business information system.	- Information as a company?s asset. - Business information system. Concept and functions. - Information systems in business strategy.

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours
Guest lecture / keynote speech	A6 B3 B6 B8 C5	15	26.25	41.25
ICT practicals	B3 B6 B8	20	30	50
Seminar	A6 B3 B6 B8 C5	10	15	25
Problem solving	A6 B3 B6 B8 C5	13	9.75	22.75
Mixed objective/subjective test	A6 B3 B6 B8 C5	2	8	10
Personalized attention		1	0	1
(*)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.
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.

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**	**Description**	**Qualification**
Mixed objective/subjective test	A6 B3 B6 B8 C5	The main final exam of the subject, it includes all contents.	75
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.	5

Assessment comments
Final marks will be based 25% on continuous assessment marks, and 75% on the mixed test, either on the first or the second opportunities. Part-time students, taking into account their particular situation as well as the possibilities by the teaching staff, will have an equal-opportunity treatment to perform their continuous evaluation. The evaluation of the early call opportunity is carried out by a specific mixed exam, comprehensive of all contents and skills of the subject.

Sources of information

Basic	- 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 No desenvolvemento dos diferentes temas utilizaranse materiais realizados polos profesores da materia e recursos en liña, como os ofrecidos na web do IGAPE (http://www.igape.es/gl/crear-unha-empresa). Estes materiais e recursos serán incluídos no Moodle oficial da materia.
Complementary	- Suárez Suárez, A (2005). Decisiones óptimas de inversión y financiación empresarial. Editorial Pirámide - Remirez 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

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.