

## COURSE SYLLABUS

Academic Year: 2021/2022

Identification and characteristics of the course			
Code	500010-en	ECTS Credits	6
Course name (English)	BUSINESS ADMINISTRATION I		
Course name (Spanish)	ADMINISTRACIÓN DE EMPRESAS I		
Degree programs	Degree in Business Administration PCEO Business Administration-Economy PCEO Business Administration – Labour Relations and Human Resources PCEO Business Administration- Law		
Faculty/School	Faculty of Economics and Business Administration		
Semester	3rd	Type of course	Compulsory
Module	5. BUSINESS MANAGEMENT		
Matter	ADMINISTRATION		
Lecturer/s			
Name	Office	E-mail	Web page
MARÍA CRISTINA BARRIUSO IGLESIAS	62	barriuso@unex.es	
Subject Area	BUSINESS ORGANIZATION		
Department	BUSINESS MANAGEMENT AND SOCIOLOGY		
Coordinating Lecturer (If more than one)	Juan Luis Tato Jiménez (Coordinator at the Faculty of Economics and Business Administration) María Antonia Caballet Lazaro (Inter-Faculties Coordinator)		
Competencies*			
<p><b>Basic Skill and General Competences:</b> CG1, CG2, CG3, CG6, CB1, CB2, CB3, CB4, CB5</p> <p>CG1- Ability to identify and anticipate relevant business problems in public and/or private domains.</p> <p>CG2-Ability to provide rationality for the analysis and description of any aspect of business reality.</p> <p>CG3-Ability to apply professional criteria based on the use of technical instruments to the analysis of business problems.</p> <p>CG6-Ability to perform administrative, managerial and business functions.</p> <p>CB1- Students should have demonstrated and understood a basic level of the knowledge field showing a progress of knowledge from a secondary school level to a higher advanced level using vanguard studies of the field.</p>			

\* The sections concerning competencies, course outline, educational activities, teaching methodologies, learning outcomes and assessment systems must conform to that included in the ANECA verified document of the degree program.

CB2 – Students should be able to apply their knowledge to their work or vocation in a professional way. Students should possess the skills that are usually demonstrated through argument elaboration and defense and problem solving within their area of study.

CB3 – Students should have the ability to collect and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CB4 – Students should be able to transmit information, ideas, problems, and solutions to specialized and non-specialized audiences.

CB5 – Students should have developed those learning skills necessary to undertake further studies with a high degree of autonomy.

Transversal Skills: CT2, CT3, CT5, CT6, CT7, CT9, CT14, CT15, CT17, CT18, CT21, CT24.

CT2 – Organizational and planning abilities.

CT3 – Oral and written communication skills in the mother tongue.

CT5 – Computer and ICT literacy related to the field of study.

CT6 – Ability to analyze and search for information from diverse sources.

CT7 – Ability to solve problems.

CT9 – Ability to work in a team.

CT14 – Critical thinking and self-criticism.

CT15 – Ethical commitment at work.

CT17 – Independent learning ability.

CT18 – Ability to adapt to new situations.

CT21- Initiative and entrepreneurship

CT24- Respect for and promotion of democratic values and coeducation

Specific Skills: CE10.

CE10 - Learn and apply the basics of business administration.

### Contents

#### Course outline\*

What is an organization? How do organizations create value? Why do they exist? The importance of design. The basic challenges of design. Authority and control. Specialization and control. Organizational culture management. Environment management. Organizational Change. Strategy and structure. International environmental management.

#### Course contents

Title of unit 1: INTRODUCTION TO BUSINESS ADMINISTRATION

Title of unit 2: ORGANIZATIONAL CULTURE

Title of unit 3: ORGANIZATIONAL STRATEGY

Title of unit 4: ORGANIZATIONAL DESIGN I

Title of unit 5: ORGANIZATIONAL DESIGN II

Title of unit 6: ORGANIZATIONAL CHANGE

### Educational activities \*

Student workload in hours by lesson		Lectures	Practical activities				Monitoring activity	Homework
Lesson	Total	L	HI	LAB	COM	SEM	SGT	PS
1:Theory	7	3						4

1:Practice	8,5					2		6,5
2:Theory	7	3						4
2:Practice	6					4		2
3:Theory	7	3						4
3:Practice	1,5					1		1,5
4:Theory	19	13						5
4:Practice	14					3		11
5:Theory	18	13						5
5:Practice	11					2		9
6:Theory	14	6						8
6:Practice	13					3		10
<b>Assessment **</b>	24	4						20
<b>TOTAL</b>	150	45				15		90

L: Lectures (100 students)

HI: Hospital internships (7 students)

LAB: Laboratory or field practices (15 students)

COM: Computer room or language laboratory practices (30 students)

SEM: Problem classes or seminars or case studies (40 students)

SGT: Scheduled group tutorials (educational monitoring, ECTS type tutorials)

PS: Personal study, individual or group work and reading of bibliography

### Teaching Methodology \*

1. Lecture method. The professor presents or talks on a particular topic to a group of students by introducing concepts and ideas or delivering facts and solving example problems.
2. Problem-solving method. The professor sets out a problem and helps students to understand it, and students collaboratively try to find a solution by applying problem-solving techniques.
3. Case studies, projects, and experiments.
4. Collaborative activities based on digital resources and tools, particularly those available at the Campus Virtual de la UEx.
5. Learning assessment. Students take some tests in order to assess their progress and reinforce their learning process.

### Learning outcomes \*

- Transmit the reality and characteristics of the new competitive environment of organizations
- Achieve understanding of the organizational operations and how different contingent factors can affect manager's decisions.
- Transfer a management vision to the student so he/she can consider design (structure and culture), like one of the most important tools to achieve company goals.
- Transmit a methodology for analyzing problems that affect organizations.
- Stimulate the development of critical abilities that allow the students to give answers to the challenges that organizations have to face in a dynamic environment
- Understand the foundations of management process in organizations.
- Achieve an understanding of the management of administrative processes.
- Know contextual characteristics that influence organization management.
- Understand the process of change and innovation in organizations

### Assessment methods \*

\*\* Indicate the total number of evaluation hours of this subject.

According to the "Normativa de Evaluación de las Titulaciones oficiales de Grado y Máster de la Universidad de Extremadura", DOE nº 212, 3 November 2020 (in Spanish), there are two methods of assessment:

- a) continuous assessment: evaluation system consisting of various activities distributed throughout the semester of a course.
- b) final examination: evaluation system consisting exclusively of a final test, which includes all the contents of the course and which will be held on the official date of each session.

In both types, students must achieve a minimum overall grade of 5 points on a grading scale from 0 to 10 in order to pass the course.

The student must notify the lecturer of the type of assessment that he or she has chosen for both, the ordinary and extraordinary calls, in the first 25% or the lecture period of the first semester. Both choices should be notified through a dedicated section of the "Campus Virtual de la UEx". If there is no notification, continuous assessment will be selected as the default method.

Once the student has chosen the type of assessment for both the ordinary and extraordinary calls, his or her preferred method cannot be changed anymore for the duration of the academic year.

The evaluation of this course will be made by:

a) **Continuous assessment:**

Students who do not notify the lecturer of the type of assessment must enter for continuous assessment. This system consists of the following activities:

- A written examination in the official call (70% of the final grade) +
- The completion and presentation of tasks and assignments within the deadlines set at classroom (30% of final grade). Note that course assignments and tasks cannot be resubmitted and classroom participation cannot be reevaluated. Not retaken according to article 5.4 of "Normativa de Evaluación de las Titulaciones oficiales de Grado y Máster de la UEx", abovementioned.

b) **Final examination:**

Students who do not choose continuous assessment can enter for final examination. This system consists of a single written test that includes theoretical and practical contents and skills of all units are evaluated.

At the beginning of the semester, the characteristics of this final test will be uploaded at the Campus Virtual UEx.

### Bibliography (basic and complementary)

#### BASIC BIBLIOGRAPHY

- Jones G. R., George J. M. (2018): Contemporary Management, McGraw- Hill: New York.
- Jones G. R. (2012): Organizational Theory, Design and Change. International Edition. Seventh edition, Pearson.
- Robbins S., Coulter M. (2017): Global Edition, Prentice Hall, International Edition, 14th edition
- Sánchez Vizcaíno, G (coord). (2011). Administración de empresas. Pirámide. Madrid. Reprinted in 2016.

## ADDITIONAL BIBLIOGRAPHY

- Anderson, D.L. (2019): Organization design. Creating strategic & agile organizations. Sage Publications Inc, California
- Anderson, D.L. (2018): Cases and exercises in Organizational Development & Change, Sage Publications Inc, California
- Burton, R; Obel, B & Dojbak, D. (2015): Organizational design, Cambridge University Press
- Faulkner, D. (1995): International strategic alliances, Mc Graw-Hill, London
- Galbraith, J. et al (2002). Designing dynamic organizations. Amacon: New York
- Galbraith, J, Kates, A. (2007). Designing your organization, John Wiley & Sons Inc.: San Francisco
- Lasserre, P.(2003), Global strategic management, Palgrave: Great Britain
- Mintzberg, H. (1983), Structure in fives: designing effective organizations, PrenticeHall, London

## Other resources and complementary materials

1. Printed means resources: digital documents, notes, photocopies, manuals, magazines, etc.
- 2. Audiovisual means resources: Videotape canyon, slides, videotapes, powerpoint, simulation software
- 3. Virtual means resources: websites, electronic mail, Campus Virtual Uex \*, etc.
- \* The Campus Virtual UEx is used along the whole semester by the professors and students. The professors will upload to the campus:
  - - The program of the course
  - - Slides that will be used in classes.
  - - Activities of continuous evaluation that students should carry out.
  - - News, cases that later will be developed in the classroom.
  - - The grades of the continuous evaluation

- Also, the professor evaluates, if applicable, the activities of continuous evaluation using the tools of the campus virtual.

On the other hand, the student will use the campus virtual for:

- To upload the activities of continuous evaluation that he/she has carried out, meeting delivery deadlines established for each activity by the professor in the campus.
- To contact the professor, to ask any question related with activities, cases, exams, notes, etc