



Information about the subject

Degree: Bachelor of Science Degree in Business Administration and Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 301102 **Name:** Fundamentals of Business Management

Credits: 6,00 **ECTS Year:** 1 **Semester:** 1

Module: Business Organization and Management

Subject Matter: Company **Type:** Basic Formation

Field of knowledge: Ciencias Sociales y Jurídicas

Department: -

Type of learning: Classroom-based learning / Online

Languages in which it is taught: English, Spanish

Lecturer/-s:

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Module organization

Business Organization and Management

Subject Matter	ECTS	Subject	ECTS	Year/semester
Business Organisation	24,00	Entrepreneurship and Business Initiative	6,00	4/1
		Human resources management	6,00	3/1
		Strategic Management and Company Policy	6,00	4/1
		Strategies for Business Growth	6,00	4/2
Business Management	18,00	Creativity and Management of Innovation	6,00	4/2
		Quality and Environment Management	6,00	3/1
		Social Responsibility of Company	6,00	4/2
Company	12,00	Business Organisation and Management	6,00	2/2
		Fundamentals of Business Management	6,00	1/1

Recommended knowledge

Being a first year course, there are no previous knowledge required.



Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 Adequate handling of business terminology and its conceptual schemes.
- R2 To have the capacity to diagnose the situation and prospects of a company.
- R3 To be able to solve basic business problems using the most appropriate tools and knowledge.
- R4 To plan and orally present analysis, diagnosis or recommendations.
- R5 To write short, clear and accurate decision-oriented documents.
- R6 To properly orient a team dynamic around a given objective.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB1	That students have demonstrated knowledge and understanding in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.			X	
CB2	That students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.			X	
CB3	That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.			X	
CB4	That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences.			X	
CB5	That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.			X	
GENERAL		Weighting			
		1	2	3	4
CG1	Capacity of analysis and synthesis.			X	
CG2	Adequate management of time and resources.			X	
CG3	Capacity to apply knowledge into practice.			X	
CG4	Capacity to handle information from different sources.			X	
CG8	Orientation to problem-solving.			X	



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CG11	Creativity and ability to generate new ideas.	x
CG15	Interpersonal relationship skills.	x
CG16	Self-confidence and decision making.	x
CG20	Development of values related to the principles of equal opportunities between men and women, universal accessibility for people with disabilities and, in general, democratic values and a culture of peace.	x

...e, culture, etc.).			
...as of a company and their relationships (marketing, finance and human resources)		X	
...disciplinary knowledge and analysis to define ...a company is defined, linking the results ...environment.		X	
...and new technologies and their impact on		X	
...any or organization, understanding its ...al positioning and identifying its strengths		X	
...ation and foreseeable evolution of a ...t records.		X	
...data, valuable information for decision		X	
...l criteria to the analysis of business		X	
...derstand others.		X	



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
	15,00%	Objective Tests
	25,00%	Conduct of Theory-Practice
	10,00%	Class attendance and participation
	50,00%	Final Exam

Observations

The continuous evaluation takes into account the assistance, objective tests, practical cases and exercises carried out during the course. This exam will account for 50% of the final grade. It is important to clarify that it is an essential requirement to average between the exam and the continuous assessment to obtain a minimum of 5 out of 10 in each part.

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
	5,00%	Attendance and participation in the activities of synchronous communication
	25,00%	Conduct of deliverables
	15,00%	Regular evaluations through online questionnaires.
	5,00%	Participation in discussion forums
	50,00%	Final on-site assessment.

Observations

The continuous evaluation takes into account the assistance, objective tests, practical cases and exercises carried out during the course. This exam will account for 50% of the final grade. It is important to clarify that it is an essential requirement to average between the exam and the



continuous assessment to obtain a minimum of 5 out of 10 in each part.

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Problem solving, commentaries, summaries to hand in periodically.
- M3 Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge.
- M5 Group work sessions supervised by the professor. Case studies, diagnostic tests, problems, field work, computer room, visits, data search, libraries, on-line, Internet, etc. Meaningful construction of knowledge through interaction and student activity.
- M7 Supervised monographic sessions with shared participation.
- M9 Application of multidisciplinary knowledge.
- M11 Personalized and small group attention. Period of instruction and / or orientation conducted by a tutor with the objective of reviewing and discussing the materials and topics presented in classes, seminars, readings, conducting work, etc.
- M13 Set of oral and/or written tests used in initial, formative or additive assessment of the student.
- M14 Student study: Group Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions.
- M16 Group preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions.



- M17 Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge.
- M19 Groupwork sessions in the chat under supervision of the lecturer. Analysis of economic and business case studies, both real and fictitious, in order to build knowledge through the student's interaction and activity. Critical analysis of values and social commitment.
- M21 Monographic sessions though the semester, which will be aimed at current aspects and applications of the subject.
- M23 Set of written or oral tests used for the initial, formative or cumulative assessment of the student.
- M25 Student study: Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc., for their discussion or submission in electronic format.
- M27 Individual support for the monitoring and orientation of the learning process. It will be carried out by a lecturer and will pursue the revision and discussion of the materials, topics, readings, tasks, etc.
- M29 Group preparation of readings, essays, problem solving, seminars, papers, reports, etc., for their discussion or submission.
- M31 Participation in discussion forums related to the subject under the supervision of the lecturer.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
On-campus Class M3	R1, R2, R3, R4	22,50	0,90
Practical Class M5	R5, R6	15,00	0,60
Seminar M7	R3, R4, R6	4,50	0,18
Group Presentation of Papers M9	R3, R5, R6	6,00	0,24
Office Assistance M11	R1, R2, R3, R4	6,00	0,24
Assessment M13	R1, R2, R3, R4, R5	6,00	0,24
TOTAL		60,00	2,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group Work M16	R1, R2, R3, R4, R6	30,00	1,20
Independent Work M14	R1, R2, R4	60,00	2,40
TOTAL		90,00	3,60



ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous Virtual Session M3	R1, R2, R3, R5, R6	4,00	0,16
Synchronous Virtual Practical Session M5	R1, R2, R3, R5, R6	4,00	0,16
Seminar and Synchronous Virtual Videoconference M21	R1, R2, R3, R4, R5, R6	4,00	0,16
On-site or Synchronous Virtual Assessment M13	R1, R2, R3, R4, R5, R6	3,00	0,12
TOTAL		15,00	0,60

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work M14	R1, R2, R3, R4, R5, R6	60,00	2,40
Tutorial Support Sessions M11	R1, R2, R3, R4, R5, R6	5,00	0,20
Group Work M16	R1, R2, R3, R4, R5, R6	10,00	0,40
Discussion Forum M31	R1, R2, R3, R4, R5, R6	10,00	0,40
Continuous Assessment Tasks M1	R1, R2, R3, R4, R5, R6	50,00	2,00
TOTAL		135,00	5,40



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
The company as a socioeconomic reality and as a technical-economic system. Introduction to Management as a discipline: Concepts, the importance of Management and its schools of thought	The company as a socioeconomic reality and as a technical-economic system. Introduction to Management as a discipline: Concepts, the importance of Management and its schools of thought
The managerial function and decision making process	The managerial function and decision making process
The company and its orientation to the environment. The strategic management of the company	The company and its orientation to the environment. The strategic management of the company.
Planning and Control Tools. Information systems. Balanced Scorecard	Planning and Control Tools. Information systems. Balanced Scorecard
Organizational Design Structure	Organizational Design Structure
Leadership and People Management	Leadership and People Management



Temporary organization of learning:

Block of content	Number of sessions	Hours
The company as a socioeconomic reality and as a technical-economic system. Introduction to Management as a discipline: Concepts, the importance of Management and its schools of thought	5,00	10,00
The managerial function and decision making process	5,00	10,00
The company and its orientation to the environment. The strategic management of the company	5,00	10,00
Planning and Control Tools. Information systems. Balanced Scorecard	5,00	10,00
Organizational Design Structure	5,00	10,00
Leadership and People Management	5,00	10,00

References

Iborra, M. et al. (2014): Fundamentos de Dirección de Empresas: Conceptos y habilidades directivas, Thomson, Madrid.

Robbins, S., y Coulter, M. (2012). Management. Prentice Hall

Cuervo, A. (Coord.) (2008): Introducción a la Administración de Empresas (6ª edición), Thomson-Civitas.

Suarez-Suarez, A.S. (2006): Curso de Economía de Empresa. 7ª ed. Pirámide, Madrid

López, J. A. P. (2018). *Fundamentos de la dirección de empresas*. Ediciones Rialp, SA.

Fuentes, M. D. M. F., Pozo, E. C., & Sáez, C. A. A. (2014). *Fundamentos de dirección y administración de empresas*. Ediciones Pirámide.



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☒ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☒ Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:



ONLINE WORK

Regarding the Assessment Tools:

☐

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☒

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: