

	<b>TEACHING COORDINATION PROCEDURE</b>		
	EDITION: 2 <sup>a</sup>	CODE: PCD_D002	

## SYLLABUS

**Academic year 2018-2019**

CHARACTERIZATION OF THE COURSE			
Code	500015 School of Business and Economic Sciences	Credits ECTS	<b>6 credits</b>
Course name (Spanish)	<b>Administración de la Empresa II</b>		
Course name (English)	BUSINESS ADMINISTRATION II		
Degrees	Degree in Business Administration (DBA)		
Center	School of Business and Economics		
Semester	4º DBA	Character	Compulsory
Module	Business Administration		
Subject	Administration		
Lecturer			
Economic Sciences and Business School/Faculty			
Name	OFFICE	EMAIL	WEBSITE
Lidia ANDRADES	25	andrades@unex.es	<a href="https://unex.academia.edu/LidiaAndradesCaldito">https://unex.academia.edu/LidiaAndradesCaldito</a>
AREA OF KNOWLEDGE	ORGANIZACIÓN DE EMPRESAS		
DEPARTMENT	Business Administration and Sociology		
COORDINATOR	LIDIA ANDRADES (BADAJOZ)		
COMPETENCES*			
<p><b>Generic and basic competences</b></p> <p>CG1 - Ability to identify and foreseen business problems, both private and public spheres</p> <p>CG2 - Ability to describe, rationalizing and analysing, any aspect of the business context</p> <p>CG3 - Ability to apply technical tools in order to analyse managerial and business issues, applying professional criteria</p> <p>CG6 - Ability for administrative, managerial and business performance</p> <p>CB1 - Students must have acquired, the ability for understanding the basic facts, information and skills of their knowledge area. Knowledge which generally parts from secondary school, and then is enhanced with aspects related with the forefront of their field of study.</p> <p>CB2 - Students must be able to: (i) apply their knowledge at their professional position; as well as (ii) demonstrate problem solving skills, by providing critical arguments proper of their field of knowledge</p> <p>CB3 - Ability to gather and interpret relevant data (usually within their study area) to make judgments that include a reflection over relevant social, scientific, and ethical issues.</p>			

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CB4 - Ability for presenting information, ideas, problems and solutions in front of specialized and non-specialized audiences

CB5 - Ability for independent learning and for initiating further studies with a high degree of autonomy

**Transversal competences**

CT1 - Ability for management, analysis and synthesis

CT2 - Ability for organization and planning

CT3 - Oral and written communication skills, in their mother tongue language

CT6 - Ability to analyse and gather information from diverse sources

CT7 - Ability for problem solving

CT9 - Ability for team-work

CT14 - Ability to develop critical and self-critical thinking

CT15 - Ability to exhibit ethical commitment at work

CT17 - Ability for independent learning

CT18 - Ability for adaptation at new situations

CT21 - Entrepreneurship skills

CT24 - Respect for democratic values, and ability to promote them as well as coeducation

**Specific Competences**

CE10- Learning and knowledge about the empirical application of basic aspects related to business administration theories.

**Contents**

**Brief description**

Decision making. Strategic planning and monitoring. Motivation. Communication. Team work.

**Lessons**

Lesson 1: **Introduction to business administration II.**

Lesson 2: **Strategic planning**

Lesson 3: **Decision making**

Lesson 4: **Work teams management**

Lesson 5: **Incentives and motivation**

Lesson 6: **Leadership**

Lesson 7: **Negotiation and communication**

Lesson 8: **Monitoring**

Lesson 9: **New trends in Business Administration.**

**Formative actions\***

<b>Number of students' working</b>	<b>Face to face</b>	<b>Monitoring</b>	<b>Non presential activities</b>
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hours				activities		
	Lessons	Total	MG	S	POW	PS
1 Theory	8	3				4
1 Practice	2	2				
2 Theory	8	3				4
2 Practice	4	2				2
3 Theory	8	3				4
3 Practice	1,5					1,5
4 Theory	8	4				5
4 Practice	3,5	2				2,5
5 Theory	9	4				4
5 Practice	1,5					1,5
6 Theory	9	4				5
6 Practice	3,5	3				2,5
7 Theory	9	4				5
7 Practice	3,5	2				6
8 Theory	9	4				5
8 Practice	3,5	2				2,5
9 Theory	9	4				5
9 Practice	3,5					3
10 Theory	24	12				7
Final Grading	22,5	2				20,5
<b>TOTAL</b>	<b>150</b>	<b>45</b>	<b>15</b>			<b>90</b>

MG: Main group (no bigger than 100 students).

S: Seminar (practical lessons and/or case study: no more than 40 students).

POW: Planned office work (monitoring students' progress, ECTS).

PS: Students' personal study, individual or group homework, recommended readings about basic academic references.

### Teaching methodologies

1. 1. Lecturer's presentations addressing theoretical concepts, problem solving activities, and case study.
2. 2. Problem-solving activities at the classroom, promoting students' cooperative team work in order to achieve accurate solutions applying the theoretical concepts presented by the lecturer.
3. 3. Participation in cooperative activities, based upon digital resources and tools available at the virtual campus of the subject.
4. 4. Monitoring activities to track students' learning .

### Learning outcomes

- Awareness about the main features of the competitive environment where organizations and firms develop their activities.
- Understand how organization functions and how contingencies affect their activities and decision making.
- Provide students with a sound understanding about how business design, structure and culture are important tools when achieving the firm's objectives.
- Provide methodological tools for analysing the different type of problems that organizations

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must face

- Stimulate in the students the acquisition of critical skills which allow them to provide effective answers to the challenges that organizations must face.
- Understand the administrative process in the sphere of business management
- Understand the foundations of the managerial process at organizations
- Understand the management of administrative processes.
- Achieve a sound understanding of the environment where organizations implement their activities.
- Understand the evolving environment and the innovation processes at organizations

### Monitoring-supervision method

**Continuous evaluation:** This type of evaluation involves attendance to weekly classes.

The final mark results from weighting of the following aspects:

- a) Written exam:** 70% of the final mark
- b) Practical activities:** 30% of the final mark

### References (basic and supplementary)

#### MAIN REFERENCES

- Hellriegel D., Jackson S., Slocum J.: Management. Thompson, 2012.
- Jones, G.: Understanding and managing organizational behaviour. Pearson, 2013.
- Jones, G., George, J.: Contemporary management, McGraw Hill, 2010. 6th Edition
- Robbins & Coulter.: Management, Prentice Hall, 2012. 11st edition.

Regardless the students' hand notes, the lecturer's explanations and other supplementary readings suggested by the lecturer, students should prepare and study the topics of this subject with the bibliographic support provided at the chapters of handbooks detailed below:

#### SUPPLEMENTARY REFERENCES

- Blundel, R. & Lockett, N. (2011). Exploring Entrepreneurship. Oxford University Press. Oxford. United Kingdom.
- Boddy, D. (2008). Management: An Introduction, 4th ed., Prentice Hall.
- Daft, R.L. (2011). Management. Cengage Learning. Robbins, S.P. & Coulter, M. (2014). Management. Pearson.
- Scarborough, N. M. (2013). Essentials of Entrepreneurship and Small Business Management. Prentice Hall. ISBN-10: 0132666790.
- Taylor, B.W. (2012). Introduction to Management Science (11th Edition). Prentice Hall.

Other materials and resources

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1. Printed media and resources: digital documents, notes, photocopies, manuals, magazines, press, etc.
2. Media and audio-visual resources: Video cannon, slides, videos, powerpoint, simulation software.
3. Virtual media and resources: Websites, email, UEX VIRTUAL CAMPUS \*, within others.

\* The Virtual Campus is used throughout the semester, both teacher and students. At this virtual space, students may find:

- The syllabus of the course and its different modules.
- The slides used in the in class presentations.
- Monitoring activities that students must complete.
- Pieces of news, cases, etc., which support the explanations in class.
- Students marks during the course and at the end of the course.

Students may use the Virtual Campus to get in touch with the lecturer, as well as to upload the reports they elaborate when implementing the different activities proposed by the lecturer across the semester.

**Office hours**

**PhD. Lidia ANDRADES**  
Office number 25, departments building.  
Students hours at the lecturer's office (please check the link below):

<http://ecouex.es/profesores/>

**Recommendations**

It is important to note that the student understands the need for completing their class hand notes with the review of the handbooks detailed at this syllabus. The deep comprehension of the subject won't be achieved if students don't review the suggested handbooks. At each module, the lecturer will detail the most appropriate bibliographic material to use.

For a optimal follow-up of the subject, students are highly recommended to work daily, reviewing the concepts explained at the classes. Also, a positive, participative and critical attitude will be appreciated and fruitful to understanding the subject and to interrelate concepts.

On the other hand, in relation to the final written exam, it is recommended that the student does not limit their study to simple memorize the concepts but to achieve a sound comprehension of them and the relations between them.

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To sum up, daily involvement of the student becomes essential to achieve the required skills.

Finally, ethical respectful behaviour is expected from students otherwise they may be force to leave the classes.

It is highly recommended the periodic access to the virtual campus to follow any relevant information related to the subject, as well as to download or check presentations, cases, news.

It is also advisable that students access the school website to be updated of all the news related to the degree and the school.