

Subject: ESTR 20638-1tr Business Organization and Management I

Study: Business Sciences-Management

Course: 1st.

Trimester: 1st and 2nd

Number of credits: ECTS: 9

Hours of student's dedication; 225 hours

Schedule of seminars and theory classes

(First trimester)

Group 1:

- **Theory:** Thursday 10:30 a 12:00 / Friday 09:00 a 10:30

- **Seminars:** group 101 (Monday) 10:30 a 12:00 //group 102
(Monday) 12:00 a 13:30 // group 103 (Monday) 13:30 a 15:00

*see calendar to check exact dates

Group 2:

- **Theory:** Thursday 09:00 a 10:30 / Friday 10:30 a 12:00

- **Seminars:** group 201 (Wednesday) 10:30 a 12:00 // group 202
(Wednesday) 12:00 a 13:30 // group 203 (Wednesday) 13:30
a 15:00

*see calendar to check exact dates

Teaching languages: English/ Spanish (Fall) ; English/Catalan (Spring)

Professors:

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1. Introduction of the subject

Students who graduate and begin their careers will be part of organizations, and will either manage or be managed. In this introductory class, the students will learn the key concepts to make sense of their professional environment. They will learn about the manager's role, the importance of organizational culture, the basics of how decisions are made in organizations, how work is organized and coordinated, how human resources are managed. They will also learn about issues related to motivation, control, as well as interpersonal relations.

The theory is taught in class and through assigned readings. Students learn to be familiar with the concepts during class discussion, and by working on individual and group assignments.

Reading, understanding and reflecting on the reading assignment is crucial to successful completion of the course.

2. Competencies to achieve

General competences	Specific competencies
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<ul style="list-style-type: none">• To achieve a proactive attitude and the desire to get to know what is ignored but crucial for the learning process and the future professional activity.• To be able to apply with creativity and flexibility the acquired concepts and adapt to new contexts and situations.• To be able to progress in the process of learning in an autonomous and continuous way.• To show a relevant level of knowledge for the professional activity.• To use the correct information for formulating proposals and solving problems.• To take decisions in high risk situations.• To identify the key aspects of a problem.	<ul style="list-style-type: none">• To be able to research, understand and evaluate opportunities for new businesses creation.• To manage the launching and development of new businesses.• To get to know different tools of human resources management.
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3. Contents

Part 1: Managers and Management

- Introduction
- Managers and Organizations
- Management History
- Organizational Culture and Environment
- Managing in a Global Environment
- Social Responsibility and Managerial Ethics

Part 2: Planning

- Decision Making
- Foundations of Planning
- Strategic Management

Part 3: Organizing

- Organizational Structure and Design
- Human Resource Management
- Understanding Groups and Teams
- Managing Change and Innovation

Part 4: Managing

- Foundations of Behavior
- Managers and Communication
- Motivating Employees
- Managers as Leaders

Part 5: Control

- Introduction to Control
- Managing Operations

4. Evaluation

- 1rst trimester: 50% seminar 50% final exam*
- It is not necessary to get a minimum grade for being applicable to the final average of the first trimester. That means that if, for instance, a punctuation of 7 has been obtained at the seminar and a punctuation of 3 has been obtained at the final exam, the final grade will be 5.

*A -20% +20% will be applied to the final grade of the 1st trimester depending on participation.

- 2nd trimester: 50%semiar 50%exam*
- It is not necessary to get a minimum grade for being applicable to the final average of the first trimester. That means that if, for instance, a punctuation of 7 has been obtained at the seminar and a punctuation of 3 has been obtained at the final exam, the final grade will be 5.

*A -20% +20% will be applied to the final grade of the 1st trimester depending on participation.

-Final grade of business organization and management I (first + second trimester):

- The weighted average of the two trimesters must be 5 over 10.
- It is not necessary to get a minimum grade for being applicable to the final average. That means that if, for instance, a punctuation of 7 has been obtained in the first trimester and a punctuation of 3 has been obtained at the second trimester, the final grade will be 5.

-September exam:

- If the weighted average of the two trimesters is below 5, the final exam will comprise the content of the two quarters.

5. Bibliography and didactic resources

There is one **mandatory** textbook:

For the English section:

Title: Management: International Version

Authors: Stephen P. Robbins, Mary Coulter

Paperback: 581 pages

Publisher: Pearson Education; 10 edition (19 Mar 2009)

ISBN-10: 1408228130

ISBN-13: 978-1408228135

For the Spanish section:

Title: Administración, 10/e

Authors: Stephen P. Robbins, Mary Coulter

Publisher: Pearson Educacion;

ISBN-10: 6074423884

ISBN-13: 978-6074423884

Students should arrange to get access to the assigned textbook. Mandatory readings will be assigned every week. Several copies of the English language and Spanish language textbook will be made available at the library (on reserve), for the students' convenience.

Additional readings will be posted on Aula Global in due course.

6. Methodology

Theory lectures (18 lectures of 1 hour and 30 minutes each one) will consider the main theoretical issues. These were illustrated by practical examples, and more specifically by using newspaper articles. Class participation is encouraged and short discussions are generally held.

Seminar sessions (5 lectures of 1 hour and 30 minutes each one) are devoted to the discussion of case studies and to the supervision of group work.

In the first trimester the focus of the seminars will be on the application of the class concepts to short case studies / discussion of timely issues.

In the second trimester, there will be a group project. Seminar time will be devoted to the supervision of the group projects. All groups will have to report the status of their work by giving short oral presentations to report on the status of their projects, and will have the opportunity to ask for advice/feedback.

This course includes the possibility of scheduling “aules obertes”, where professionals are invited to deliver a lecture about a topic related with the course. The amount and the scheduling will depend on the speakers’ availability and agenda. We might invite outside speakers outside of regular teaching ours (early evening sessions – to accommodate speakers’ schedules). In this case, attendance will be encouraged, but optional.

7. Activities program

1st Trimester

<i>Week</i>	<i>Classroom activity</i>
Week # 1	Session # 1: Introduction Session # 2: Managers and Organizations
Week # 2	Session # 1: Management History Session # 2: Management History
Week # 3	Session # 1: Organizational Culture and Environment 1 Session # 2 Organizational Culture and Environment 2 Seminar #1
Week # 4	Session # 1: Managing in a Global Environment 1 Session # 2: Managing in a Global Environment 2
Week # 5	Session # 1: Social Responsibility and Managerial Ethics 1 Session # 2: Social Responsibility and Managerial Ethics 2 Seminar #2
Week # 6	Session # 1: Decision Making 1 Session # 2: Decision Making 2 Seminar #3
Week # 7	Session # 1: Foundations of Planning 1 Session # 2: Foundations of Planning 2 Seminar #4

Week # 8	Session # 1: Strategic Management 1 Session # 2: Strategic Management 2 Seminar #5
Week # 9	Session # 1: Organizational Structure and Design 1 Session # 2: Organizational Structure and Design 2 Seminar #6
Week # 10	Sessions #1 & 2: Catching up and Review of the material covered during the quarter

2nd Trimester

<i>Week</i>	<i>Classroom activity</i>
Week # 1	Session # 1: Human Resource Management Session # 2: Human Resource Management
Week # 2	Session # 1: Understanding Groups and Teams 1 Session # 2: Understanding Groups and Teams 2
Week # 3	Session # 1: Managing Change and Innovation 1 Session # 2: Managing Change and Innovation 2 Seminar #1
Week # 4	Session # 1: Foundations of Behavior 1 Session # 2: Foundations of Behavior 2
Week # 5	Session # 1: Managers and Communication 1 Session # 2: Managers and Communication 2 Seminar #2
Week # 6	Session # 1: Motivating Employees 1 Session # 2: Motivating Employees 2 Seminar #3
Week # 7	Session # 1: Managers as Leaders 1 Session # 2: Managers as Leaders 2 Seminar #4

Week # 8	Session # 1: Introduction to Control 1 Session # 2: Introduction to Control 2 Seminar #5
Week # 9	Session # 1: Managing Operations 1 Session # 2: Managing Operations 2 Seminar #6
Week # 10	Session #1: Final Project Presentations Session #2: Final Project Presentations

7. Regulation for the courses imparted in English.

- All the subjects imparted in English should be developed by lecturers that choose to do so by own initiative. Once chosen English as a teaching Language for a given group, it must be respected the use of this Language in the lectures, bibliography and exams.

-With regards to the use of the English Language at the exams, it has been established that:

- At the bachelor in business management the way to proceed will be following one:
- The students of 1st and 2nd year will receive the formulation of the exam in English but will be allowed to respond either in Catalan or Spanish.
- The students of 3rd and 4th will receive the formulation of the exam in English and must respond exclusively in English.

The school will accept the use of dictionaries or a summary of key words so that the Language doesn't suppose an obstacle to the comprehension or execution of the exam.