

**1. General information****Course:** BUSINESS MANAGEMENT FUNDAMENTALS**Type:** BASIC**Degree:** 346 - DEGREE IN COMPUTER SCIENCE AND ENGINEERING**Center:** 604 - SCHOOL OF COMPUTER SCIENCE AND ENGINEERING (AB)**Year:** 1**Main language:** Spanish**Use of additional languages:****Web site:****Code:** 42304**ECTS credits:** 6**Academic year:** 2019-20**Group(s):** 10 11 12 14 13**Duration:** First semester**Second language:** English**English Friendly:** Y**Bilingual:** N**Lecturer:** VIRGINIA BARBA SANCHEZ - Group(s): 10 11 12 13

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**Lecturer:** ÁNGEL MESEGUER MARTÍNEZ - Group(s): 10 11 13

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**2. Pre-Requisites**

Not established

**3. Justification in the curriculum, relation to other subjects and to the profession**

Not established

**4. Degree competences achieved in this course****Course competences**

| Code  | Description                                                                                                                                                   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BA6   | Proper knowledge about the idea of business, administrative possibilities and requirements, and legal obligations. Organization and management of businesses. |
| INS1  | Analysis, synthesis, and assessment skills.                                                                                                                   |
| INS2  | Organising and planning skills.                                                                                                                               |
| INS5  | Argumentative skills to logically justify and explain decisions and opinions.                                                                                 |
| PER1  | Team work abilities.                                                                                                                                          |
| PER4  | Interpersonal relationship skills.                                                                                                                            |
| SIS3  | Autonomous learning.                                                                                                                                          |
| SIS5  | Creativity.                                                                                                                                                   |
| SIS6  | Leadership skills.                                                                                                                                            |
| UCLM3 | Accurate speaking and writing skills.                                                                                                                         |

**5. Objectives or Learning Outcomes****Course learning outcomes**

Description

**6. Units / Contents**

Unit 1:  
Unit 2:  
Unit 3:  
Unit 4:  
Unit 5:  
Unit 6:  
Unit 7:  
Unit 8:  
Unit 9:

**7. Activities, Units/Modules and Methodology**

| Training Activity                                                              | Methodology                      | Related Competences<br>(only degrees before RD<br>822/2021) | ECTS                                 | Hours | As | Com | R | Description |
|--------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------|--------------------------------------|-------|----|-----|---|-------------|
| Class Attendance (theory) [ON-SITE]                                            | Lectures                         | BA6                                                         | 0.9                                  | 22.5  | N  | -   | - |             |
| Class Attendance (practical) [ON-SITE]                                         | Practical or hands-on activities | INS5                                                        | 0.42                                 | 10.5  | Y  | N   | N |             |
| Computer room practice [ON-SITE]                                               | Practical or hands-on activities | INS1 INS2                                                   | 0.6                                  | 15    | Y  | N   | N |             |
| Practicum and practical activities<br>report writing or preparation [OFF-SITE] | Practical or hands-on activities | SIS3 SIS5                                                   | 0.9                                  | 22.5  | Y  | N   | N |             |
| Writing of reports or projects [OFF-SITE]                                      | Group Work                       | INS1 INS2 INS5 PER1<br>PER4 SIS3 SIS5 SIS6<br>UCLM3         | 0.9                                  | 22.5  | Y  | N   | N |             |
| Project or Topic Presentations [ON-SITE]                                       | Combination of methods           | INS1 INS2 INS5 UCLM3                                        | 0.2                                  | 5     | Y  | N   | N |             |
| Study and Exam Preparation [OFF-SITE]                                          | Self-study                       | SIS3                                                        | 1.8                                  | 45    | N  | -   | - |             |
| Final test [ON-SITE]                                                           | Assessment tests                 | BA6                                                         | 0.1                                  | 2.5   | Y  | Y   | Y |             |
| Group tutoring sessions [ON-SITE]                                              | Group tutoring sessions          | PER1 PER4 SIS3 SIS5                                         | 0.18                                 | 4.5   | N  | -   | - |             |
| Total:                                                                         |                                  |                                                             | 6                                    | 150   |    |     |   |             |
| Total credits of in-class work: 2.4                                            |                                  |                                                             | Total class time hours: 60           |       |    |     |   |             |
| Total credits of out of class work: 3.6                                        |                                  |                                                             | Total hours of out of class work: 90 |       |    |     |   |             |

As: Assessable training activity

Com: Training activity of compulsory overcoming

R: Rescheduling training activity

| 8. Evaluation criteria and Grading System          |                |                    |             |
|----------------------------------------------------|----------------|--------------------|-------------|
| Evaluation System                                  | Grading System |                    | Description |
|                                                    | Face-to-Face   | Self-Study Student |             |
| Assessment of problem solving and/or case studies  | 25.00%         | 0.00%              |             |
| Assessment of activities done in the computer labs | 10.00%         | 0.00%              |             |
| Oral presentations assessment                      | 5.00%          | 0.00%              |             |
| Final test                                         | 60.00%         | 0.00%              |             |
| <b>Total:</b>                                      | <b>100.00%</b> | <b>0.00%</b>       |             |

| 9. Assignments, course calendar and important dates                         |                             |
|-----------------------------------------------------------------------------|-----------------------------|
| Not related to the syllabus/contents                                        |                             |
| <b>Hours</b>                                                                | <b>hours</b>                |
| Final test [PRESENCIAL][Assessment tests]                                   | 2.5                         |
| Group tutoring sessions [PRESENCIAL][Group tutoring sessions]               | 4.5                         |
| <b>Unit 1 (de 9):</b>                                                       |                             |
| <b>Activities</b>                                                           | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                            | 2                           |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities] | 1                           |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                           | 3                           |
| Group 10:                                                                   |                             |
| <b>Initial date:</b> 10-09-2019                                             | <b>End date:</b> 19-09-2019 |
| Group 11:                                                                   |                             |
| <b>Initial date:</b> 10-09-2019                                             | <b>End date:</b> 19-09-2019 |
| Group 12:                                                                   |                             |
| <b>Initial date:</b> 10-09-2019                                             | <b>End date:</b> 19-09-2019 |
| Group 19:                                                                   |                             |
| <b>Initial date:</b> 10-09-2019                                             | <b>End date:</b> 19-09-2019 |
| Group 13:                                                                   |                             |
| <b>Initial date:</b> 10-09-2019                                             | <b>End date:</b> 19-09-2019 |
| Group 14:                                                                   |                             |
| <b>Initial date:</b> 10-09-2019                                             | <b>End date:</b> 19-09-2019 |
| <b>Unit 2 (de 9):</b>                                                       |                             |
| <b>Activities</b>                                                           | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                            | 2                           |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities] | 1                           |
| Project or Topic Presentations [PRESENCIAL][Combination of methods]         | .5                          |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                           | 3                           |
| Group 10:                                                                   |                             |
| <b>Initial date:</b> 20-09-2019                                             | <b>End date:</b> 04-10-2019 |
| Group 11:                                                                   |                             |
| <b>Initial date:</b> 20-09-2019                                             | <b>End date:</b> 04-10-2019 |
| Group 12:                                                                   |                             |

|                                                                                                               |                             |
|---------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Initial date:</b> 20-09-2019                                                                               | <b>End date:</b> 04-10-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 20-09-2019                                                                               | <b>End date:</b> 04-10-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 20-09-2019                                                                               | <b>End date:</b> 04-10-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 20-09-2019                                                                               | <b>End date:</b> 04-10-2019 |
| <b>Unit 3 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 2.5                         |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]                                   | 1.5                         |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 1.5                         |
| Writing of reports or projects [AUTÓNOMA][Group Work]                                                         | 10                          |
| Project or Topic Presentations [PRESENCIAL][Combination of methods]                                           | 2                           |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 4                           |
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 05-10-2019                                                                               | <b>End date:</b> 18-10-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 05-10-2019                                                                               | <b>End date:</b> 18-10-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 05-10-2019                                                                               | <b>End date:</b> 18-10-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 05-10-2019                                                                               | <b>End date:</b> 18-10-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 05-10-2019                                                                               | <b>End date:</b> 18-10-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 05-10-2019                                                                               | <b>End date:</b> 18-10-2019 |
| <b>Unit 4 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 2                           |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 2                           |
| Practicum and practical activities report writing or preparation [AUTÓNOMA][Practical or hands-on activities] | 5                           |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 6                           |
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 19-10-2019                                                                               | <b>End date:</b> 25-10-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 19-10-2019                                                                               | <b>End date:</b> 25-10-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 19-10-2019                                                                               | <b>End date:</b> 25-10-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 19-10-2019                                                                               | <b>End date:</b> 25-10-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 19-10-2019                                                                               | <b>End date:</b> 25-10-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 19-10-2019                                                                               | <b>End date:</b> 25-10-2019 |
| <b>Unit 5 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 3                           |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]                                   | 2                           |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 2                           |
| Practicum and practical activities report writing or preparation [AUTÓNOMA][Practical or hands-on activities] | 3                           |
| Writing of reports or projects [AUTÓNOMA][Group Work]                                                         | 4                           |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 6                           |
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 26-10-2019                                                                               | <b>End date:</b> 08-11-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 26-10-2019                                                                               | <b>End date:</b> 08-11-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 26-10-2019                                                                               | <b>End date:</b> 08-11-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 26-10-2019                                                                               | <b>End date:</b> 08-11-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 26-10-2019                                                                               | <b>End date:</b> 08-11-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 26-10-2019                                                                               | <b>End date:</b> 08-11-2019 |
| <b>Unit 6 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 2                           |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]                                   | 1                           |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 1                           |
| Practicum and practical activities report writing or preparation [AUTÓNOMA][Practical or hands-on activities] | 5                           |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 5                           |

|                                                                                                               |                             |
|---------------------------------------------------------------------------------------------------------------|-----------------------------|
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 09-11-2019                                                                               | <b>End date:</b> 22-11-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 09-11-2019                                                                               | <b>End date:</b> 22-11-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 09-11-2019                                                                               | <b>End date:</b> 22-11-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 09-11-2019                                                                               | <b>End date:</b> 22-11-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 09-11-2019                                                                               | <b>End date:</b> 22-11-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 09-11-2019                                                                               | <b>End date:</b> 22-11-2019 |
| <b>Unit 7 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 3                           |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]                                   | 2                           |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 2.5                         |
| Practicum and practical activities report writing or preparation [AUTÓNOMA][Practical or hands-on activities] | 5                           |
| Writing of reports or projects [AUTÓNOMA][Group Work]                                                         | 2                           |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 8                           |
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 23-11-2019                                                                               | <b>End date:</b> 06-12-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 23-11-2019                                                                               | <b>End date:</b> 06-12-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 23-11-2019                                                                               | <b>End date:</b> 06-12-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 23-11-2019                                                                               | <b>End date:</b> 06-12-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 23-11-2019                                                                               | <b>End date:</b> 06-12-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 23-11-2019                                                                               | <b>End date:</b> 06-12-2019 |
| <b>Unit 8 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 4                           |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]                                   | 2                           |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 2                           |
| Writing of reports or projects [AUTÓNOMA][Group Work]                                                         | 6.5                         |
| Project or Topic Presentations [PRESENCIAL][Combination of methods]                                           | 2.5                         |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 6                           |
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 07-12-2019                                                                               | <b>End date:</b> 13-12-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 07-12-2019                                                                               | <b>End date:</b> 13-12-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 07-12-2019                                                                               | <b>End date:</b> 13-12-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 07-12-2019                                                                               | <b>End date:</b> 13-12-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 07-12-2019                                                                               | <b>End date:</b> 13-12-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 07-12-2019                                                                               | <b>End date:</b> 13-12-2019 |
| <b>Unit 9 (de 9):</b>                                                                                         |                             |
| <b>Activities</b>                                                                                             | <b>Hours</b>                |
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 2                           |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 4                           |
| Practicum and practical activities report writing or preparation [AUTÓNOMA][Practical or hands-on activities] | 4.5                         |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 4                           |
| Group 10:                                                                                                     |                             |
| <b>Initial date:</b> 14-12-2019                                                                               | <b>End date:</b> 20-12-2019 |
| Group 11:                                                                                                     |                             |
| <b>Initial date:</b> 14-12-2019                                                                               | <b>End date:</b> 20-12-2019 |
| Group 12:                                                                                                     |                             |
| <b>Initial date:</b> 14-12-2019                                                                               | <b>End date:</b> 20-12-2019 |
| Group 19:                                                                                                     |                             |
| <b>Initial date:</b> 14-12-2019                                                                               | <b>End date:</b> 20-12-2019 |
| Group 13:                                                                                                     |                             |
| <b>Initial date:</b> 14-12-2019                                                                               | <b>End date:</b> 20-12-2019 |
| Group 14:                                                                                                     |                             |
| <b>Initial date:</b> 14-12-2019                                                                               | <b>End date:</b> 20-12-2019 |
| <b>Global activity</b>                                                                                        |                             |
| <b>Activities</b>                                                                                             | <b>hours</b>                |

|                                                                                                               |      |
|---------------------------------------------------------------------------------------------------------------|------|
| Class Attendance (theory) [PRESENCIAL][Lectures]                                                              | 22.5 |
| Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]                                   | 10.5 |
| Computer room practice [PRESENCIAL][Practical or hands-on activities]                                         | 15   |
| Practicum and practical activities report writing or preparation [AUTÓNOMA][Practical or hands-on activities] | 22.5 |
| Writing of reports or projects [AUTÓNOMA][Group Work]                                                         | 22.5 |
| Project or Topic Presentations [PRESENCIAL][Combination of methods]                                           | 5    |
| Study and Exam Preparation [AUTÓNOMA][Self-study]                                                             | 45   |
| Final test [PRESENCIAL][Assessment tests]                                                                     | 2.5  |
| Group tutoring sessions [PRESENCIAL][Group tutoring sessions]                                                 | 4.5  |
| <b>Total horas: 150</b>                                                                                       |      |

| 10. Bibliography and Sources                                |                                                                                                               |                                             |                      |                    |      |             |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------|--------------------|------|-------------|
| Author(s)                                                   | Title/Link                                                                                                    | Publishing house                            | Citv                 | ISBN               | Year | Description |
| Cuervo, A. y Vazquez, C.J.                                  | Introducción a la Administración de Empresas.                                                                 | Civitas                                     | Madrid               | 978-84-470-2867-2  | 2008 |             |
| Fernández, E.; Junquera, B. y Del Brío, J.A.                | Iniciación a los negocios: aspectos directivos.                                                               | Paraninfo CENGAGE Learning                  | Madrid               | 978-84-9732-664-3  | 2008 |             |
| Gómez Gras, J.M. et al. (Coord.)                            | Manual de Casos Prácticos para la Creación de Empresas.                                                       | McGraw-Hill                                 | Madrid               | 978-84-481-79919-5 | 2011 |             |
| Laratta, R.                                                 | Social Enterprise. Context-Dependent Dynamics in a Global Perspective                                         | InTech                                      | Rijeka               | 978-953-51-2253-3  | 2016 |             |
| Sánchez, R. y González, J.                                  | Administración de empresas: objetivos y decisiones.                                                           | McGraw-Hill                                 | Madrid               | 978-84-481-8308-0  | 2012 |             |
| Todorov, K. y Smallbone, D.                                 | Handbook of Research on Strategic Management in Small and Medium Enterprises                                  | IGI Global                                  | Hershey, PA (EE.UU.) | 978-14-666-5962-9  | 2014 |             |
| Trapero Arenas, J.R.; García Márquez, F.P. y Pedregal, D.J. | Dirección y Gestión Empresarial                                                                               | McGraw-Hill                                 | Madrid               | 9788448190385      | 2014 |             |
| Bak, O. & Stair, N. (Coord.)                                | Impact of E-Business Technologies on Public and Private Organizations: Industry Comparisons and Perspectives. | IGI Global Business Science Reference (BSR) | Hershey (EE.UU.)     | 16-096-0501-2      | 2011 |             |
| Bueno Campos, E.                                            | Curso básico de Economía de la Empresa.                                                                       | Pirámide                                    | Madrid               | 978-84-368-1911-3  | 2006 |             |
| Junqueras, B. y Del Brío, J.A.                              | La empresa limpia                                                                                             | Delta Ediciones                             |                      | 978-84-163-8390-0  | 2018 |             |
| San-Jose, L. y Retolaza, J.L.                               | Contabilidad social orientada a los stakeholders                                                              | Pirámide                                    | Madrid               | 978-84-368-3525-0  | 2016 |             |