

**1. General information****Course:** INTRODUCTION TO BUSINESS MANAGEMENT**Code:** 54307**Type:** BASIC**ECTS credits:** 6**Degree:** 329 - UNDERGRADUATE DEGREE PROGRAMME IN BUSINESS MANAGEMENT AND ADMINISTRATION (TA)**Academic year:** 2020-21**Center:** 15 - FACULTY OF SOCIAL SCIENCES AND INFORMATION TECHNOLOGIES**Group(s):** 60**Year:** 1**Duration:** C2**Main language:** Spanish**Second language:** English**Use of additional languages:****English Friendly:** Y**Web site:****Bilingual:** N**Lecturer:** MARIA BELEN RUIZ SANCHEZ - Group(s): 60

Building/Office	Department	Phone number	Email	Office hours
Facultad de Ciencias Sociales y Tecnologías de la Información/Despacho 2.3	ADMINISTRACIÓN DE EMPRESAS	926051424	belen.ruiz@uclm.es	Wednesday from 11 to 13 and from 15 to 17. Thursday from 11 to 13.

2. Pre-Requisites

Not established

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

This subject is taught in the second semester of the first year of the degree in ADE. The student is introduced in the world of the company, its organization, its functional areas and its relations with the environment. The general and basic vision of the theory, the aspects addressed in this subject will be specified and deepened in the subject of Business Organization and Human Resources Management (2nd year) and Strategic Management (4th year).

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

Code	Description
E01	Develop the ability to manage and run a company or organization, understand their competitive and institutional position, and identify their strengths and weaknesses.
E02	Develop and enhance entrepreneurship, adaptability to change and creativity in any functional area of a company or organization.
E04	Incorporate the ability to integrate into any functional area of a business or organization to perform and be able to lead any given task.
E05	Develop the ability to analyze any information on the situation and possible development of a company and transform it into a business opportunity.
E06	Develop and enhance the ability for general management, technical management and the management of research, development and innovation projects in any company or organization.
E10	Understand how people behave within organizations to manage individuals and workgroups from a human resources perspective.
G01	Possession of the skills needed for continuous, self-led, independent learning, which will allow students to develop the learning abilities needed to undertake further study with a high degree of independence.
G03	Develop oral and written communication skills in order to prepare reports, research projects and business projects and defend them before any commission or group of professionals (specialised or non-specialised) in more than one language, by collecting relevant evidence and interpreting it appropriately so as to reach conclusions.
G05	Capacity for teamwork, to lead, direct, plan and supervise multidisciplinary and multicultural teams in both national and international environments so as to create synergies which benefit organisations.

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

Know the theories and organizational models of companies from structural and behavioral perspectives to ensure their effective and efficient functioning, paying special attention to human aspects in organizations.

Listen, negotiate, convince and defend arguments both in oral and writing ways.

Search for information in order to analyze it, interpret its meaning, synthesize it and communicate it to others.

Work out problems in creative and innovative ways.

6. Units / Contents**Unit 1: FUNDAMENTALS OF BUSINESS ADMINISTRATION****Unit 2: ECONOMIC ANALYSIS OF ORGANIZATION****Unit 3: ENTREPRENEURS AND TYPES OF ORGANIZATIONS****Unit 4: MANAGEMENT FUNCTION****Unit 5: ORGANIZATION PURPOSES**

Unit 6: LOCATION, SIZE AND DEVELOPEMENT OF ORGANIZATION**Unit 7: BUSINESS MANAGEMENT AND DECISIONS MAKING****Unit 8: DECISIONS MAKING IN DIFFERENT INFORMATIONAL CONTEXTS****Unit 9: DECISIONS MAKING WITH MULTIPLE DECISION MAKERS**

7. Activities, Units/Modules and Methodology							
Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Class Attendance (practical) [ON-SITE]	Practical or hands-on activities	G01	0.67	16.75	N	-	
Workshops or seminars [ON-SITE]	Cooperative / Collaborative Learning	E01 E02 E04 E05 E06 E10 G05	0.32	8	Y	N	
Writing of reports or projects [OFF-SITE]	Practical or hands-on activities	E05 G01 G03	1	25	Y	N	
Study and Exam Preparation [OFF-SITE]	Self-study	E01 E02 E04 E05 E06 E10	2	50	N	-	
On-line Activities [OFF-SITE]	Problem solving and exercises		0.6	15	Y	N	
Class Attendance (theory) [ON-SITE]	Lectures	E01 E02 E04 E05 E06 E10	1.33	33.25	N	-	
Final test [ON-SITE]	Assessment tests	E01 E02 E04 E05 E06 E10 G01 G03 G05	0.08	2	Y	Y	
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 (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System			
Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Final test	70.00%	100.00%	There will be an objective final exam that may include test
Other methods of assessment	30.00%	0.00%	Team works, individual works, resolution of practices.
Total:	100.00%	100.00%	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

Evaluation criteria for the final exam:**Continuous assessment:**

The quantity and quality of the tests delivered will be assessed, which will include objective test-type and true-false tests, open-ended questions and numerical exercises. They will be delivered through the virtual platform or in class, depending on the case, assessing the successes of the objective questions, the relationship between technical concepts and applications in the open questions and the use of appropriate formulas and models in the practical exercises.

Non-continuous evaluation:

Those students who cannot access continuous assessment will be assessed through a final exam.

Specifications for the resit/retake exam:

The same evaluation criteria of the ordinary call.

Specifications for the second resit / retake exam:

The evaluation system is unique and consists of a special exam equivalent to 100% of the final grade.

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
Hours	hours
Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]	16.75
Workshops or seminars [PRESENCIAL][Cooperative / Collaborative Learning]	8
Writing of reports or projects [AUTÓNOMA][Practical or hands-on activities]	25
Study and Exam Preparation [AUTÓNOMA][Self-study]	50
On-line Activities [AUTÓNOMA][Problem solving and exercises]	15
Final test [PRESENCIAL][Assessment tests]	33.25
Final test [PRESENCIAL][Assessment tests]	2
Global activity	
Activities	hours
Workshops or seminars [PRESENCIAL][Cooperative / Collaborative Learning]	8
Writing of reports or projects [AUTÓNOMA][Practical or hands-on activities]	25
Study and Exam Preparation [AUTÓNOMA][Self-study]	50
On-line Activities [AUTÓNOMA][Problem solving and exercises]	15
Final test [PRESENCIAL][Assessment tests]	2
Class Attendance (practical) [PRESENCIAL][Practical or hands-on activities]	16.75
Total horas: 116.75	

10. Bibliography and Sources						
Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
Bueno Campos, E.	Curso básico de economía de la empresa: un enfoque de organizacion	Pirámide	Madrid	978-84-368-1911-3	2010	
Claver Cortés, Enrique; Llopis Taverner, Juan; Lloret LLinares, Marcelino; Molina Manchón, Hipólito	Manual de administración de empresas	Civitas		84-470-1119-4	2009	
Cuervo García, Alvaro	Introducción a la administración de empresas	Thonson-Civitas		978-84-470-2867-2	2008	
Guarnizo García, J.V.	Ejercicios y casos de administración y dirección de empresas	s.n.	Toledo	84-95631-38-5	2004	
Guarnizo García, J.V.	Introducción a la dirección de empresas	Bremen	Toledo	94-95631-37-7	2004	