



## IDENTIFYING DATA

### Business: Basics of management

Subject	Business: Basics of management			
Code	O04G020V01102			
Study programme	Grado en Administración y Dirección de Empresas			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Basic education	1st	1st
Teaching language	Spanish Galician			
Department				
Coordinator	del Río Rama, María de la Cruz			
Lecturers	del Río Rama, María de la Cruz Reyes Santias, Francisco Rodríguez de la Fuente, Marta			
E-mail	delrio@uvigo.es			
Web				
General description	This subject aims to introduce the discipline which is the base of this Degree, focusing on the different functions, with emphasis on its application in the business field.			

## Training and Learning Results

Code	
B1	Ability to analyse and synthesise
B2	Critical and self-critical thinking
B13	Capacity for learning and independent work
C1	Acquire and understand knowledge regarding: the relationships between the different subsystems that make up the business system
C3	Acquire and understand knowledge regarding: Internal aspects, functions and processes of organisations including their nature, structure, direction, operation and management
C5	Acquire and understand knowledge regarding: The relationship between the business and its surroundings, evaluating its impact on business strategy, behaviour, management and sustainability
C11	Make strategic decisions using different types of business models
C15	Have the ability to gather and interpret relevant data in order to make judgements that include a reflection on relevant social, scientific or ethical issues
C16	Skills in looking for, identifying and interpreting sources of relevant economic information
D3	Responsibility and the capacity to take on commitments
D5	Motivation for quality and continuous improvement

## Expected results from this subject

Expected results from this subject	Training and Learning Results		
Students gain knowledge to the principle economical concepts, and apply them to the internal and external running of a business.	B1 B2 B13	C1 C3 C5 C15 C16	D3 D5
Students learn the functions that integrate the administration of companies and how to use the specific technical terms to describe and analyse them.	B1 B2 B13	C15 C16	D3 D5
Promote the capacity of the student to apply the theoretical knowledge and conceptual models acquired from diverse sources, for the analysis, the reflection and the defence of arguments, and to solve a company's problems.	B1 B2 B13	C1 C3 C5 C11	D3 D5

Equip the students to be able to communicate their ideas clearly and objectively, to do the necessary research and use it to resolve problems and propose solutions.

B1 C1 D5  
C3  
C5

## Contents

Topic	
CHAPTER 1: ADMINISTRATIVE THOUGHT: SCHOOLS AND RELEVANT APPROACHES	SUBJECT 1: INTRODUCTION TO THE ADMINISTRATION OF COMPANIES
	SUBJECT 2: EVOLUTION OF ADMINISTRATIVE THOUGHT
CHAPTER 2: STRUCTURE AND ENVIRONMENTAL DYNAMICS	SUBJECT 3: BUSINESS ENVIRONMENT
CHAPTER 3: DECISION MAKING AND PLANNING	SUBJECT 4: DECISION MAKING
	SUBJECT 5: THE FUNCTION OF PLANNING
CHAPTER 4: ORGANISATION	SUBJECT 6: THE FUNCTION OF ORGANISATION
CHAPTER 5: LEADERSHIP, CULTURE AND INFLUENCE IN A GLOBAL CONTEXT	SUBJECT 7: THE FUNCTION OF MANAGEMENT I - MOTIVATION
	SUBJECT 8: THE FUNCTION OF MANAGEMENT II - LEADERSHIP
CHAPTER 7: CONTROL AND FOLLOW-UP	SUBJECT 9: THE FUNCTION OF CONTROL

## Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	24	45	69
Problem solving	20	3	23
Objective questions exam	8	50	58

\*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

## Methodologies

	Description
Lecturing	Presentation by the professor of the contents of the object of study, theoretical bases and guidelines of the work, exercises or projects that the student will develop.
Problem solving	Analysis and presentation of exercises, questions or work by the student, either individually or in a group, with the support and supervision of the professor.

## Personalized assistance

Methodologies	Description
Problem solving	Case studie

## Assessment

	Description	Qualification	Training and Learning Results		
Objective questions exam	It consists of solving, individually, questions presented, guided and supervised by the teacher on the subject (theoretical part and practical part). The understanding of the subject by the student will be evaluated (3 tests, each test accounts for 33.33% of the final grade)	100	B1 B2 B13	C1 C3 C5 C11 C15 C16	D3 D5

## Other comments on the Evaluation

Non-presential (discontinuous evaluation systems), with a final exam that may include theoretical and / or practical contents through questions that may be type tests, short, development, or practical cases. This test is aimed at evaluating the comprehension of the concepts acquired in the subject, assuming 100% of the grade, and will evaluate in addition to the concepts of the subject, the clarity in the exposition and the correct grammatical and orthographic use in those parts that they require it. - On-site (continuous evaluation system), the concretion of the activities will depend to a large extent on the number of students, the means to work in groups, etc. These continuous evaluation tests will be aimed at assessing the activities carried out by the student during the development of the classes, which will assess the correct performance of the tasks entrusted, which may consist of the resolution of questionnaires, case studies, works individualized or in group, and the realization and oral presentation of works of some subjects agreed with the teacher. In this block of qualification face-to-face it will be possible to assess the student's participation. - The specific characteristics of the final exam, both in the face-to-face (July) and non-face-to-face assessment, will be detailed by the teachers of the subject (in class and through the Tema platform) Within the legal deadlines established by the University of Vigo. - The students to pass the subject must obtain by

one or another evaluation system a score equal to or higher than 5 points, being obligatory in all cases to pass the final exam (or partial if offered). - In all exams it will be compulsory to be officially identified (DNI, Passport or official substitute document) and it is forbidden to hold mobiles, smartphones, or any other electronic device, even if these are turned off or at rest. Failure to comply with these two conditions will invalidate the call to which you are attending. - The dates and times of the tests of evaluation of the different calls are those specified in the calendar of tests of evaluation approved by the Center Xunta for the course 2023-2024. In the case of conflict or disparity between the dates of the exams will prevail those indicated in the web page of the FCETOU.

---

## Sources of information

### Basic Bibliography

Jones G.R, George, J.M., **Administración Contemporánea**, 10ª edición, McGrawHill, 2019

Robbins, C., **Administración**, 13ª Edición, Pearson Educación, 2018

Piñero, P., Arévalo, R., Caballero, G., García-Pintos, A., **Introducción a Economía de la Empresa. Una visión teórico-práctico.**, Delta Publicaciones, 2010

### Complementary Bibliography

Robbins, S., De Cenzo, D., **Fundamentos de Administración**, 10ª edición, Pearson-Prentice Hall, 217

Stoner, Freeman y Gilbert, **Administración**, Pearson-Prentice Hall, 1996

Hitt, M., Ireland, R., Hoskisson, R., **Administración Estratégica: Competitividad y Globalización: Conceptos y casos**, 7ª Edición, International Thomson, 2008

Iborra, M., Dasí, A., Dolz, C., Ferrer, C., **Fundamentos de Dirección de Empresas**, 2ª edición, International Thomson, 2014

Hellriegel, D., Jackson, S., Slocum, J., **Administración. Un enfoque basado en competencias**, 12ª edición, Cengage, 2017

Amaru, Antonio César, **Fundamentos de administración**, Pearson Educación México, 2009,

Koontz, H., Weihrich, H., Cannice, M., **Administración. Una perspectiva global**, 15ª edición, McGraw-Hill, 2017

---

## Recommendations

### Subjects that continue the syllabus

Business: Business management/O04G020V01203

Human Resources management/O04G020V01303

Strategic management/O04G020V01503

Organizational theory/O04G020V01505

---

## Other comments

- This teaching guide anticipates the lines of action that must be carried out with the student in the subject and is conceived in a flexible way. Consequently, it may require readjustments throughout the academic year promoted by the dynamics of the class and the real target group or by the relevance of the situations that may have arisen. Likewise, students will be provided with specific information and guidelines that are necessary at all times of the training process.

- Non-face-to-face service mechanism for students (tutorials): in all modalities, face-to-face or non-face-to-face, the tutoring sessions will be carried out by telematic means (email, videoconference) under the modality of prior agreement.