

**COURSE DATA****Data Subject**

Code	44428
Name	Business administration and management
Cycle	Master's degree
ECTS Credits	4.5
Academic year	2020 - 2021

Study (s)

Degree	Center	Acad. year	Period
2209 - Master's Degree in Chemical Engineering	School of Engineering	1	First term

Subject-matter

Degree	Subject-matter	Character
2209 - Master's Degree in Chemical Engineering	1 - Business administration and management	Obligatory

Coordination

Name	Department
FERNANDEZ GUERRERO, RAFAEL	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

Subject Business Management and Organization is part of the Administration module and Optimization of Production and Sustainability. This course, which is taught in Spanish, is a compulsory subject of the first semester of the Master Degree in Chemical Engineering. In the curriculum consists of a total of 4.5 ECTS credits.

This course aims to address aspects of business management in different environments and knowledge of their duties, with special attention to the management of human resources, financing from cost accounting, advanced organization and management production and management of information.



PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

Given the general nature and finalist of the subject, to successfully address the subject it is necessary that the student possesses prior knowledge obtained in the courses taken in grades that give access to the Master of Chemical Engineering, especially in matters relating Organization and Production Management and Project Development.

COMPETENCES (RD 1393/2007) // LEARNING OUTCOMES (RD 822/2021)

2209 - Master's Degree in Chemical Engineering

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Lead and define multidisciplinary teams which can make technical changes and address managerial needs in both national and international contexts.
- Adapt to structural changes in society caused by economic, energy or natural factors or phenomena in order to solve resulting problems and provide technological solutions with a high commitment to sustainability.
- Lead and manage, both technically and economically, projects, facilities, plants, companies and technological centres in the field of chemical engineering and related industrial sectors.
- Be able to analyse and synthesise for the continued progress of products, processes, systems and services while applying criteria of safety, affordability, quality and environmental management.
- Integrate knowledge and handle the complexity of formulating judgments and decisions, based on incomplete or limited information, which take account of the social and ethical responsibilities of professional practice.
- Communicate and discuss proposals and conclusions in specialised and non-specialised multilingual forums, in a clear and unambiguous manner.



- Adapt to changes and be able to apply new and advanced technologies and other relevant developments with initiative and entrepreneurship.
- Be able to access information tools in different areas of knowledge and use them properly.
- Be able to assess the need to complete their technical, scientific, language, computer, literary, ethical, social and human education, and to organise their own learning with a high degree of autonomy.
- Be able to defend criteria with rigor and arguments and to present them properly and accurately.
- Be able to take responsibility for their own professional development and specialisation in one or more fields of study.
- Lead and organise companies and production and service systems by applying knowledge and skills of industrial organisation, business strategy, planning and logistics, mercantile and labour regulations, and financial and cost accounting.
- Lead and manage the organisation of work and human resources by applying criteria of industrial safety, quality management, risk prevention, sustainability and environmental management.

LEARNING OUTCOMES (RD 1393/2007) // NO CONTENT (RD 822/2021)

To be able to identify the qualities and skills required for the management team or project manager depending on the type of company or type of project. To be able to describe the needs of a given job. Design training programs in the environment of the production system. Develop a management system of information according to the needs of the productive system. To be able to apply the principles and methods of production planning.

DESCRIPTION OF CONTENTS

1. Company Management: Strategic Management and Human Resources

The classic functions of the company to strategic management: personnel management to strategic management of human resources from the Resource Based approaches and Dynamic Capabilities.

2. Development of Management Skills

Leadership requirements; the addition sequence of tasks and workshops to teamwork; pyramidal structures to networking (processes, involvement and negotiation).

3. The Financial Company: Funding sources and Cost Accounting

The financial structure of the company and management: The consequences of competitiveness strategies and finding new sources of business financing. International Standards and questioning Accounting Principles: Management Accounting.

**4. Management of production**

Management and Advanced Programming: covering systems programming and organization of production, from resource allocation to machines, sequencing of jobs, balanced lines and programming environments Just in Time.

5. Information Systems

The information flow in organizations. The integration of business processes with ERP systems management (Enterprise Resource Planning). Market evolution and ERPs. Examples.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	29,00	100
Classroom practices	11,00	100
Seminars	3,00	100
Tutorials	2,00	100
Development of group work	10,00	0
Development of individual work	10,00	0
Study and independent work	34,00	0
Preparation of evaluation activities	10,00	0
Resolution of case studies	4,00	0
TOTAL	113,00	

TEACHING METHODOLOGY

The development of the course is structured around the theory classes and problems developed seminars and the realization of works.

In the theory classes lecture model is used. The teacher will present on presentation and / or explanation of the contents of each issue to highlight those key aspects of comprehension.

Practical classes of problems will be developed following two models. In some of the classes will be the teacher who solves a series of problems such that students learn to identify the essential elements of the approach and problem resolution. In other kinds of problems will be students, individually or divided into groups, which must solve similar problems under the supervision of the teacher. Once the work is completed, the problems will be collected, analyzed and corrected by the teacher or by the students themselves.



The students proposed work will relate to the subjects, consistent units in the realization of problems and practical cases of application. Some of these activities will be held in class and the rest will have a timetable for completion and delivery by the students. After correction, the students will be informed of the results and a summary of the most established areas and the most frequent failures.

EVALUATION

The assessment of student learning will take place proposing two types of assessment:

A) This mode is only applicable to students who have attended more than 80% of the classes. 10% of the mark corresponds to the valuation of the assistance and student participation. 30% of the mark corresponds to the evaluation of the work or (individual or group) problems. The remaining 60% will correspond to the qualification of an examination, which will consist of theoretical and practical part. It will be a minimum requirement to pass the subject more of a 5.0 on the overall exam and more than 3.5 in each of the parts of the exam.

B) The maximum score that can be obtained in this mode is 9.0. The rating will be obtained from a test note (70%), consisting of theory and practice and to be held in the official date and the grade obtained in the work (20%). It will be a minimum requirement to pass the subject more of a 5.0 on the overall exam and more than 3.5 in each of the parts of the exam.

REFERENCES

Basic

- Johnson, G., Scholes, K., y Whittington, R. (2010): Fundamentos de Estrategia, Ed. PEARSON, Madrid
- Guerras, L.A. y Navas, J.E. (2007): La Dirección Estratégica de la Empresa, Teoría y aplicaciones. Ed. Thompson-Cívitas, Madrid, 4ª edición. (Capítulo 1).
- Fernández Guerrero R. (1998) Organización y Métodos de Trabajo: Dirección de la Producción y Recursos Humanos, CIVITAS
- Ventura, J. (2008): Análisis estratégico de la empresa, Ed. Paraninfo, Madrid (Capítulo 1).
- Bonache y Cabrera (2002): Dirección Estratégica de Personas.
- Belbin R. M. (1995): Roles de equipo en el trabajo. Belbin Associates, D.L. Imp. Universal, Bilbao.
- Hayes, N. (2002): Dirección de equipos de trabajo. Una estrategia para el éxito. Thompson, Madrid. Citado en Brunet y Belzunegui (2004).
- Luecke, R. (2004): ¿Cómo crear equipos efectivos? Ediciones Deusto, colección Harvard Business Essentials, Barcelona.
- Rodrigo, Luis (2006): Habilidades directivas y técnicas de liderazgo. Editorial Ideaspropias, Vigo



- Fisher, R., Ury W. y Patton, B. (1996): Obtenga el sí. El arte de negociar sin ceder, Ed. Gestión 2000.
- Munduate, L. y Medina, F.J. (Cords) (2005): Gestión del Conflicto, Negociación y Mediación. Madrid: Pirámide. Capítulo 6: Planificación de la negociación.
- Ripoll, V. y Balada, T. (2004) Información de costes para la toma de decisiones empresariales. Gestión 2000.
- Oriol Amat (coord.) Introducción a la contabilidad y las finanzas Profit Editorial, S.L.
- Ripoll, V.; Alcoy, P. y Crespo, C. Casos prácticos resueltos de contabilidad de costes. Editorial Profit.
- Dirección de Operaciones. Aspectos Tácticos y Operativos en la Producción y los servicios, J.A: Domínguez Machuca, S. García González, M.A. Domínguez Machuca, A. Ruiz Jiménez. McGraw-Hill,
- Administración de producción y operaciones, R. B. Chase, McGraw-Hill, 2004, 10ª edición
- Problemas Resueltos de Administración de la Producción y Operaciones. Mª Carmen Carnero Moya. Editorial: Paraninfo. Madrid, 2013.
- A guide to the Project Management Body of Knowledge (PMBok Guide) Fifth Edition. Project Management Institute: 2015.
- Laudon, K.C. y Laudon, J.P. (2002): Sistemas de información gerencial. Organización y Tecnología de la Empresa conectada en red. Ed. Prentice-Hall, Madrid, 5ª edición

Additional

- Herrera, Justo (coord.) (2004): Conceptos básicos y casos para discusión de dirección y gestión de recursos humanos. Promolibro, Valencia.
- Brunet, I. y Belzunegui, A. (2004): La gestión de equipos de trabajo en la estrategia de la empresa. Estudios Financieros, trabajo y seguridad social, vol. 9, nº 251, 189-251.
- Gordon, J. R. (1997). Comportamiento Organizacional. Prentice Hall, México. Capítulo 5: Desarrollo de equipos de trabajo de alto rendimiento (pág. 164-190). Capítulo 6: Cómo tomar mejores decisiones (pág. 210-238). Capítulo 7: Cómo mejorar la comunicación (pág. 258-288). Capítulo 9: Uso del poder y manejo de conflictos (pág. 374-390). Capítulo 10: Cómo manejar el comportamiento entre grupos y negociar con eficacia (pág. 414-439).
- West, M. A. (2003): El trabajo eficaz en equipo. Paidós Plural. Barcelona.
- Kelly, P. K. (1999). Las técnicas para la toma de decisiones en equipo. Ed. Granica.
- Rousseau, G. (1980). Las reuniones en la vida de los grupos. Narcea S.A. de Ediciones
- Goleman, D. (2006) La Inteligencia Social. Kairós. Barcelona.
- Senge, P. (1993) La Quinta Disciplina. Granica. Barcelona.
- Ripoll, V. (Coordinador) (1993) "Introducción a la contabilidad de gestión: cálculo de costes". McGraw Hill.
- Ripoll, V. (Coordinador) (1995) "Contabilidad de gestión avanzada: planificación, control y experiencias prácticas McGraw-Hill, Madrid
- Ripoll, V. y Balada, T Manual de Costes. Gestión 2000.
- Organización de la producción, J. Velasco Sánchez , Piramide 2006
- Problemas de Programación y Control de Producción. J.J. Alfaro Saiz, SPUPV 2008
- Problemas resueltos de diseño y sistemas productivos y logísticos, J.P. García Sabater, SPUPV, 2008



ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

Contents

The contents initially included in the teaching guide are maintained.

Workload and time planning of teaching

Regarding the workload:

The different activities described in the Teaching Guide are maintained with the planned dedication.

With regard to the time planning of teaching:

The material for monitoring the theory/practice classes in the classroom allows for the continuation of the planning of the teaching time in both days and hours, whether the teaching is done in the classroom or not.

Teaching methodology

In theory classes and classroom practices, the maximum possible attendance will be provided, always respecting the health restrictions that limit the capacity of the classrooms to 50% of their usual occupation. If the number of students enrolled exceeds the classroom capacity limit, it may be necessary to distribute students into two groups for certain sessions that necessarily require attendance. If this situation arises, each group will attend the theory and classroom practice sessions with physical presence in the classroom on a rotational basis, thus ensuring compliance with the criteria of space occupation. The rotation system will be established once the real registration data are known, guaranteeing, in any case, that the percentage of attendance of all students registered in the subject is the same. For the theory sessions and classroom practices not presential will tend to a model of online teaching preferably synchronous, provided that it allows compatibility with other activities scheduled. On-line teaching will be carried out by means of synchronous videoconference, respecting the timetable, or, if this is not possible, asynchronous.

Once the real registration data are available and the availability of spaces is known, the Academic Committee of the Degree will approve the Teaching Model of the Degree and its adaptation to each subject, establishing in this model the specific conditions in which the teaching of the subject will be developed.



If there is a closure of the facilities for health reasons that affects all or part of the classes of the subject, these will be replaced by non-attendance sessions following the established schedules.

Evaluation

The evaluation system described in the course's Teaching Guide is maintained, in which the different evaluable activities and their contribution to the course's final grade are specified.

If the facilities are closed for health reasons that affect the development of any assessable activity of the course, this will be replaced by a test of a similar nature that will be carried out in virtual mode using the computer tools licensed by the University of Valencia. The contribution of each assessable activity to the final qualification of the course will remain unchanged, as established in this guide.

Bibliography

The bibliography recommended in the Teaching Guide is maintained as it is accessible.