

Academic Year: (2021 / 2022)

Review date: 04-06-2021

Department assigned to the subject: Business Administration Department

Coordinating teacher: ZARRAGA OBERTY, CELIA MARIA

Type: Electives ECTS Credits : 6.0

Year : Semester :

OBJECTIVES

CB1. The students should demonstrate to possess and understand knowledge in an area of study that starts from the base of the general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study.

CB2. The students should know how to apply their knowledge to their work or vocation professionally and possess the competences that are usually demonstrated through the elaboration and defense of arguments and resolution of problems within the study area.

CB3. The students should have the ability to collect and interpret relevant data (usually within their study area) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CG5. The students should know how to design, plan and align the technology evolution (information and communication systems and technologies) regarding the company's organization and its evolution.

CT1. The students should be able to work in multidisciplinary and/or international teams, as well as to organize and plan the work taking the right decisions based on the available information, gathering and interpreting relevant data to issue judgments and critical thinking within the area of study.

CT3. The students should be able to assess the reliability and quality of the information and its sources, as well as to use such information in an ethical manner, avoiding plagiarism, and in accordance with the academic and professional conventions of the study area.

CT5. The students should know and be able to handle interpersonal skills on initiative and responsibility, negotiation, intelligence emotional, etc. as well as calculation tools that allow consolidating the basic technical skills which are required throughout professionally.

CE3. The students should know the operation of the different functional departments of a company (production, marketing, human resources, finance, etc.), and perform with ease any management work in them.

CE11. The students should know and know how to apply the existing planning tools in the company that competes in the digital age.

CE15. The students should know the main technological products and technology trends associated with management and business, and know how to design its implementation and innovation in organizations.

CE19. The students should know the fundamental elements of the organizational structure and the factors that influence the design of the organizations, understanding and analyzing how the objectives of the organization affect the results, and the definition and planning of the strategies that must guarantee the achievement of these objectives.

CE20. The students should use accounting information systems tools to identify opportunities for the creation of new companies, particularly technology-based ones.

RA1. To acquire advanced knowledge and demonstrate a depth understanding of the theoretical and practical aspects and of the work methodology in the field of business administration and digital technology, reaching the forefront of knowledge.

RA3. To have the ability to collect and interpret data and information on which achieve conclusions including, when it would be necessary and pertinent, the reflection on social, scientific or ethical aspects in the enterprise of the digital age.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Introduction to manage a firm using an ERP
2. ERP Systems: technological and functional evolution
3. Commercial tools for holistic company management
4. The use of software tools for company management:
 - 4.1 Financial Accounting and Controlling
 - 4.2 Production Management
 - 4.3 Sales and Distribution
 - 4.4 Human Capital Management

LEARNING ACTIVITIES AND METHODOLOGY

Learning activities:

THEORETICAL-PRACTICAL CLASSES. These classes present the essential knowledge and concepts students must acquire. Student receive

course notes and will have basic reference texts to facilitate following the classes and carrying out follow up work.

Students partake

in exercises to resolve practical problems and participate in workshops and an evaluation tests, all geared towards acquiring the

necessary capabilities.

TUTORING SESSIONS. Individualized attendance (individual tutoring) or in-group (group tutoring) for students with a teacher.

STUDENT INDIVIDUAL WORK OR GROUP WORK

Methodology:

THEORY CLASS. Classroom presentations by the teacher with IT and audiovisual support in which the subject's main concepts are developed, while providing material and bibliography to complement student learning.

PRACTICAL CLASS. Resolution of practical cases and problem, posed by the teacher, and carried out individually or in a group.

TUTORING SESSIONS. Individualized attendance (individual tutoring sessions) or in-group (group tutoring sessions) for students with teacher as tutor.

ASSESSMENT SYSTEM

TOTAL CONTINUOUS EVALUATION.

Due to the applied nature or special characteristics of the subject, the evaluation is of projects, presentations and exercises throughout the course represents 100% of the final grade.

% end-of-term-examination:	0
% of continuous assessment (assignments, laboratory, practicals...):	100