

Academic Year: (2024 / 2025)

Review date: 16-05-2024

Department assigned to the subject: Business Administration Department

Coordinating teacher: MARTINEZ ROS, ESTER

Type: Compulsory ECTS Credits : 6.0

Year : 2 Semester : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Introduction to Business Administration

OBJECTIVES

The competencies that students should gain from this subject focus on developing the knowledge and skills to understand the diversity and complexity of the behaviors of the people who make up an organization.

Knowledge:

Understand the behavior of people in organizations at the individual, group, and organizational levels.

1) At the individual level:

- a. Know about perception and describe the major elements in the perception process.
- b. Know how to analyze the results of different decision-making models in terms of economic variables such as productivity, absenteeism, and turnover.
- c. Know the concept of motivation and describe the process of motivation in real situations.

2) At the group level:

- a. Identify the key factors that explain group behavior.
- b. Summarize the findings of the major theories of leadership.
- c. Know the communication process and its components in order to analyze its various effects in the workplace.

3) At the organizational level:

- a. Analyze the process of conflict and evaluate why it exists in organizations.
- b. Analyze the elements of organizational culture and its influence on business ethics.

Skills:

- The ability to work independently under pressure in resolving current cases will be developed.
- In addition, the ability to relate and work in groups to make decisions will be developed.
- Ability to manage and motivate others.
- Ability to think of novel solutions through the application of research methods.

Attitudes:

- Possess a critical attitude based on evidence and research methodologies that allow understanding of aspects related to organizational behavior.
- Demonstrate ethical and justice behavior in decision making and conflict resolution in organizations.
- Promote the level of commitment to organizations in terms of sustainability and values.
- Develop an entrepreneurial attitude toward organizational change.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Diversity in Organizations
2. Attitudes and Job Satisfaction
3. Emotions and Moods at Work.
4. Personality and Values.
5. Perception and Decision Making
6. Motivation in organizations
7. Groups and work teams.
8. Communication.
9. Leadership and Power
10. Conflict and Negotiation.
11. Organizational Culture.
12. Change Management

LEARNING ACTIVITIES AND METHODOLOGY

The evaluation of the course consists of:

Final exam (50% of the final mark). Minimum mark of 5 points.

Continuous Assessment:

Evaluation work and development plan on a company (30% of the final mark): carried out in teams and presented in class.

Individual work (10% of the final mark): Completion of assignments, tests and individual participation in lecture sessions: includes online summative tests, individual exercises (5%) and relevant participation in lecture sessions (5%).

Teamwork (10% of the final grade): Group presentations, resolution of weekly case studies in groups.

EXTRA CREDIT: Active research experience (10% extra after passing the final exam): as a participant in research studies or carrying out other research activities on subject matters. Active research experience is accompanied by feedback on research methodology related to the studies and activities in which you have participated.

The aim of all this is to check the degree to which the student has acquired the skills of knowledge and adaptation to new situations. In addition to working on the enthusiastic attitude to achieve the objectives.

The competences of analysis and ethical behaviour, with special emphasis on the definition of values and sustainability, are closely related to this subject and will be assessed through all the aforementioned assessment methods. Finally, the ability to work autonomously is fundamental, but teamwork and development will also be valued. Attendance to the practical classes is compulsory, given the percentage of the course that is assessed in them (final work 30%, team work 10%). Failure to attend a practical session means losing the part corresponding to its evaluation in the discussion of cases and the accumulation of more than 4 absences (with or without justification and not counting those of final work exhibition) prevents the continuous evaluation of practices. In this case, the evaluation of the ordinary call would be reduced to 60% of the total (50% final exam, 10% individual work). Alternatively, the Extraordinary Call evaluates the knowledge of the subject by means of an exam that is worth 100% of the final mark.

Use of Artificial Intelligence tools is selectively allowed in this subject. In the activities developed in the course, AI tools may be useful and their use is permitted. If they are used, they must be appropriately cited. Notwithstanding the above, if inappropriate (plagiarism), fraudulent or excessive use of these tools is detected both in the continuous assessment activities and in the exam to accredit academic performance, the actions contemplated in the assessment of the subject will be applied in accordance with the provisions of the Regulations of the Carlos III University of Madrid for the partial development of Law 3/2022, of 24 February, on university coexistence.

Note: Students who follow the course through the EVE project will have a grading system according to the online modality.

Individual tutorials will be at the request of the students within the timetable established by the teachers. There will also be group tutorials in the practical classes to supervise the development of the final project.

ASSESSMENT SYSTEM

| | |
|-----------------------------------------------------------------------------|----|
| % end-of-term-examination: | 50 |
| % of continuous assessment (assignments, laboratory, practicals...): | 50 |

The evaluation of the course consists of:

- Final Exam (50% of final grade). Minimum score of 5 points.
- Company assessment and development plan (30% of final grade): to be completed in teams and presented in class.
- Individual work (10% of final grade): Completion of assignments, tests, and individual class participation: includes online summative tests, individual exercises (5%), and relevant class participation (5%).
- Teamwork (10% of final grade): Group presentations, group solutions to weekly case studies.

EXTRA CREDIT: Active research experience (10% extra when student pass the final exam): Participation in research studies or other research activities related to the topic. The active research experience will be accompanied by feedback on research methodology related to the studies and activities in which the student has participated.

This evaluation aims to verify the degree to which the student has acquired the skills of knowledge and adaptation to new situations. In addition to working on the enthusiastic attitude to achieve the objectives.

The skills of analysis and ethical behavior are closely related in this subject with values and sustainability and will be assessed through all the evaluation methods mentioned above. Finally, the ability to work autonomously is fundamental, but teamwork and development will also be valued. Attendance to the practical classes is mandatory, given the percentage of the course that is evaluated in them (final work 30%, team work 10%). Failure to attend a practical session means losing the part corresponding to its evaluation in the discussion of cases and the accumulation of more than 4 absences (with or without justification and without counting the final work exhibition) prevents the continuous evaluation of practices. In this case, the evaluation of the ordinary call would be reduced to 60% of the total (50% final exam, 10% individual work). Alternatively, the Extraordinary Examination Call evaluates the knowledge of the subject through an exam worth 100% of the final grade.

Use of Artificial Intelligence tools is selectively allowed in this course. In the activities developed in the course, AI tools can be useful and their use is allowed. In case they are used, they must be properly cited. Notwithstanding the above, if an inappropriate (plagiarism), fraudulent or excessive use of them is detected both in the continuous evaluation activities and in the exam to accredit academic performance, the actions contemplated in this regard in the evaluation of the subject will be applied as provided in the Regulation of the University Carlos III of Madrid of partial development of the Law 3/2022, of February 24, of university coexistence.

Note: Students following the course through the EVE project will have a grading system according to the online modality.

BASIC BIBLIOGRAPHY

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ADDITIONAL BIBLIOGRAPHY

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