# 240AR024 - Business Administration

<table>
<thead>
<tr>
<th>Coordinating unit:</th>
<th>240 - ETSEIB - Barcelona School of Industrial Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching unit:</td>
<td>732 - OE - Department of Management</td>
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<tr>
<td>Academic year:</td>
<td>2017</td>
</tr>
<tr>
<td>Degree:</td>
<td>MASTER'S DEGREE IN AUTOMATIC CONTROL AND ROBOTICS (Syllabus 2012). (Teaching unit Compulsory)</td>
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<tr>
<td>ECTS credits:</td>
<td>4,5</td>
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<tr>
<td>Teaching languages:</td>
<td>Catalan, Spanish</td>
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</table>

## Degree competences to which the subject contributes

### Specific:
- CEMEI09. Knowledge and abilities to organise and manage companies.
- CEMEI10. Knowledge and strategy and planning abilities applied to different organizational structures.

## Teaching methodology

- Lecture
- Self scheduled learning
- Problem-based learning and case discussion

## Learning objectives of the subject

To get the knowledge about the functioning of a company (as an open system with constant relation with their business environment) the key business functions and the nature of management. To get the ability to use the tools and technologies for management planning and implementation of corporate strategies, managerial decision making, problem solving and managing projects or organizational units. Be able to analyse information and evaluate the economic impact of business decisions in the economic and financial situation of the company.

Competencies / Specific objectives:

1. Knowledge of concepts, principles and tools of business administration and management.
2. Having a comprehensive and integrated view of an organization.
3. Ability to formulate policies and strategies.
4. Ability to analyse the economic and financial information of a company, for decision making.
5. Develop management skills.
6. Ability to apply knowledge gained in the design and management of an organization or organizational units.
# 240AR024 - Business Administration

## Study Load

<table>
<thead>
<tr>
<th>Total learning time: 112h 30m</th>
<th>Hours medium group:</th>
<th>27h</th>
<th>24.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours small group:</td>
<td>13h 30m</td>
<td>12.00%</td>
</tr>
<tr>
<td></td>
<td>Self study:</td>
<td>72h</td>
<td>64.00%</td>
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</tbody>
</table>
### 1. OWNERSHIP, MANAGEMENT AND CORPORATE GOVERNANCE

**Learning time:** 9h  
**Theory classes:** 4h 30m  
**Self study:** 4h 30m

**Description:**  

**Related activities:**  
10, 11, 12

**Specific objectives:**  
1, 2

### 2. FINANCIAL STATEMENTS

**Learning time:** 9h  
**Theory classes:** 4h 30m  
**Self study:** 4h 30m

**Description:**  

**Related activities:**  
10, 11, 12

**Specific objectives:**  
1, 2

### 3. ECONOMIC AND FINANCIAL ANALYSIS

**Learning time:** 10h  
**Theory classes:** 3h  
**Practical classes:** 3h  
**Self study:** 4h

**Description:**  

**Related activities:**  
3, 4, 10, 11, 12

**Specific objectives:**  
1, 4, 5
<table>
<thead>
<tr>
<th>Topic</th>
<th>Learning time:</th>
<th>Description</th>
<th>Related activities</th>
<th>Specific objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. FINANCIAL PLANNING AND BUDGETING</td>
<td>5h</td>
<td>Provisional accounts. Budgeting. Budget of liquid assets</td>
<td>5, 10, 11, 12</td>
<td>1, 4</td>
</tr>
<tr>
<td>5. COST FOR DECISION MAKING</td>
<td>11h</td>
<td>Concept of cost. Types of costs. Analysis of costs: margin, breakeven and operative leverage. Valuation of inventories. Relevant costs for making decisions. Operating decisions in low and high capacity.</td>
<td>6, 10, 11, 12</td>
<td>1, 4</td>
</tr>
<tr>
<td>6. FINANCIAL DECISIONS</td>
<td>5h 30m</td>
<td>Funding sources of the company. Bank funding and other financial tools. Concept of capital cost. Cost of financial resources. Determination of the cost of own and foreign resources.</td>
<td>7, 8, 10, 11, 12</td>
<td>1, 3, 4</td>
</tr>
</tbody>
</table>
### 7. INVESTMENT DECISIONS

**Description:**
Investment concept, types of investment and investment process. Evaluation techniques and investment selection.

**Related activities:**
7, 8, 10, 11, 12

**Specific objectives:**
1, 3, 4

**Learning time:** 9h 30m
- Theory classes: 3h
- Practical classes: 2h 30m
- Self study: 4h

### 8. STRATEGIC MANAGEMENT

**Description:**

**Related activities:**
9, 10, 11, 12

**Specific objectives:**
1, 2, 3

**Learning time:** 6h 30m
- Theory classes: 1h 30m
- Practical classes: 1h 30m
- Self study: 3h 30m

### 9. COMMERCIAL DECISIONS

**Description:**

**Related activities:**
10, 11, 12

**Specific objectives:**
1, 3

**Learning time:** 3h
- Theory classes: 1h 30m
- Self study: 1h 30m
Qualification system

Final exam (35% test and 40% problems)
Continuous evaluation at class (20%)
Class Participation (5%)

The qualification of the reassessment exam will replace the mark of the written examination
Students who have made the final examination and have not passed the subject, they can make the reassessment exam

Regulations for carrying out activities

They will be given at the beginnin of each course

Bibliography

Basic:

Complementary: