240AR024 - Business Administration

Coordinating unit: 240 - ETSEIB - Barcelona School of Industrial Engineering
Teaching unit: 732 - OE - Department of Management
Academic year: 2019
Degree: MASTER'S DEGREE IN AUTOMATIC CONTROL AND ROBOTICS (Syllabus 2012). (Teaching unit Compulsory)
ECTS credits: 4,5  Teaching languages: English

Teaching staff
Coordinator: Carme Martínez Costa
Others: Carles Martínez-Marí Agell
Antoni Matas Tarruella

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

During the spring semester of the 2019-2020 academic year, and as a result of the health crisis due to Covid19, the methodology has been adapted with:
Educational videos explaining the Power Point material available on campus
Practice sessions online during the assigned class days and hours
Online doubt sessions
Auto-correction questionnaires on campus
Doubts by email to the teaching staff

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.

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

**Description:**

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

**Specific objectives:**
1, 2

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

## 2. FINANCIAL STATEMENTS

**Description:**

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

**Specific objectives:**
1, 2

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

## 3. ECONOMIC AND FINANCIAL ANALYSIS

**Description:**

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

**Specific objectives:**
1, 4, 5

**Learning time:** 10h
- Theory classes: 3h
- Practical classes: 3h
- Self study: 4h
<table>
<thead>
<tr>
<th>4. FINANCIAL PLANNING AND BUDGETING</th>
<th>Learning time: 5h</th>
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</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Theory classes: 1h 30m</td>
</tr>
<tr>
<td>Provisional accounts. Budgeting.</td>
<td>Practical classes: 1h 30m</td>
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<tr>
<td>Budget of liquid assets</td>
<td>Self study: 2h</td>
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<tr>
<td><strong>Related activities:</strong></td>
<td></td>
</tr>
<tr>
<td>5, 10, 11, 12</td>
<td></td>
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<tr>
<td><strong>Specific objectives:</strong></td>
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<tr>
<td>1, 4</td>
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<tr>
<th>5. COST FOR DECISION MAKING</th>
<th>Learning time: 11h</th>
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<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Theory classes: 4h 30m</td>
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<tr>
<td>Concept of cost. Types of costs.</td>
<td>Practical classes: 1h 30m</td>
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<tr>
<td>Analysis of costs: margin, breakeven and operative leverage. Valuation of inventories. Relevant costs for making decisions. Operating decisions in low and high capacity.</td>
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<tr>
<td><strong>Related activities:</strong></td>
<td>Self study: 5h</td>
</tr>
<tr>
<td>6, 10, 11, 12</td>
<td></td>
</tr>
<tr>
<td><strong>Specific objectives:</strong></td>
<td></td>
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<tr>
<td>1, 4</td>
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<thead>
<tr>
<th>6. FINANCIAL DECISIONS</th>
<th>Learning time: 5h 30m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Theory classes: 3h</td>
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<tr>
<td>Funding sources of the company.</td>
<td>Practical classes: 0h 30m</td>
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<tr>
<td>Bank funding and other financial tools. Concept of capital cost. Cost of financial resources. Determination of the cost of own and foreign resources.</td>
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<tr>
<td><strong>Related activities:</strong></td>
<td>Self study: 2h</td>
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<tr>
<td>7, 8, 10, 11, 12</td>
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<tr>
<td><strong>Specific objectives:</strong></td>
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<tr>
<td>1, 3, 4</td>
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<tr>
<td>Chapter</td>
<td>Title</td>
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| 7 | INVESTMENT DECISIONS | 9h 30m | Theory classes: 3h  
Practical classes: 2h 30m  
Self study: 4h | Investment concept, types of investment and investment process. Evaluation techniques and investment selection. | 7, 8, 10, 11, 12 |
| | | | | | 1, 3, 4 |
| 8 | STRATEGIC MANAGEMENT | 6h 30m | Theory classes: 1h 30m  
Practical classes: 1h 30m  
Self study: 3h 30m | Strategy concept. Strategy components. Strategic management process. Objectives: concept and types. Planning of the company and types of plans. Planning and control systems. Balanced scorecard. | 9, 10, 11, 12 |
| | | | | | 1, 2, 3 |
| 9 | COMERCIAL DECISIONS | 3h | Theory classes: 1h 30m  
| | | | | | 1, 3 |
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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.

During the spring semester of the 2019-2020 academic year, and as a result of the health crisis due to Covid19, the qualification method will be:

Subject mark = 75% Final exam + 25% Note Campus questionnaires
Final exam = may have a test part (35%) and a problem part (40%)

Regulations for carrying out activities

They will be given at the beginning of each course.

Bibliography

Basic:


Complementary: