

**SUBJECT SYLLABUS
ACADEMIC OVERVIEW
INTERNATIONAL SCHOOL OF ECONOMIC & ADMINISTRATIVE SCIENCES**

COURSE NAME AND CODE: Introduction to Administration (81106)

PROGRAM:

Bachelor of Business Administration (BBA)
Bachelor of Administration & Service (BA&S)
Bachelor of International Business (BIB)

Bachelor of International Marketing &
Logistics Administration (BIMLA)
Bachelor of Gastronomy (GAS)

LEVEL OF STUDY: Undergraduate Programme

GENERAL ACADEMIC INFORMATION			
LATEST UPDATE	2020-2		
ACADEMIC DEPARTMENT	Administration & Organizations		
SUBJECT TYPE	Mandatory		
LANGUAGE	Spanish		
SEMESTER	Programme	Semester	
	BBA	1	
	BA&S	1	
	BIB	1	
	BIMLA	1	
	GAS	1	
NUMBER OF ACADEMIC CREDITS	2		

HOURS OF ACADEMIC WORK	96	CONTACT HOURS	48	HOURS OF INDEPENDENT/AUTONOMOUS WORK	48	
LEARNING PREREQUISITES	N/A					
INTERNATIONAL COMPONENT	<ul style="list-style-type: none"> National and international standards, policies, regulations and mores related to the professional field. Vocabulary and technical language to communicate in different cultural contexts.					
SUSTAINABLE DEVELOPMENT GOALS (SDG)	4. Quality Education					
COURSE DETAILS						
COURSE DESCRIPTION	Introduce students to the knowledge of the administrative discipline and the observation of the organizational reality in national, international and global companies in order to appropriate the theoretical concepts; as well as, through empirical work, visualize the complexity of the world of administration.					
KEY WORDS: Administration, Administrative process, Functional areas, Administrative Thinking						
COMPETENCES DEVELOPED	EICEA ILOS or Programme ILOS	Course ILOS	Type	Content	Teaching and Learning strategy	Assessment Method
	ILO01 ILO06 BBA ILO08 BIB ILO09 BIMLA ILO09 BA&S ILO09	Understand the basic concepts of Administration and Organizations.	Skill	Basic concepts of the Administration. Efficiency, effectiveness, managerial levels, roles and skills of managers. Types of companies in Colombia.	Theoretical Class	Formative Assessment

	ILO01 ILO02 ILO03 ILO04 ILO06 BBA ILO08 BIB ILO09 BIMLA ILO09 BA&S ILO09	Describe the nature of management and the importance of managers and CEOs for modern organizations	Skill	Basic concepts of the Administration. Efficiency, effectiveness, managerial levels, roles and skills of managers. Types of companies in Colombia Planning Fundamentals. Strategic management Organizational structure and design Decision making. Motivation of Workers Leadership Work groups and teams Organizational environment and culture. Control Fundamentals	Discovery Based Learning	Summative Assessment Formative Assessment
				Personal Resources Area. Marketing Area Production and Operations Area Financial Area.		
	ILO01 ILO06 BBA ILO08 BIB ILO09 BIMLA ILO09 BA&S ILO09	Know the origin of the Administration, its theoretical foundations and its importance in the evolution of current organizations	Knowledge	Historical background of the Administration. Industrial Revolution Taylor's Scientific Theory Classical Fayol Theory Bureaucratic Theory of Max Weber Elton Mayo's Theory of Human Relations. Bertalanfy systems theory		Theoretical Class
	ILO01 ILO06 BBA ILO08 BIB ILO09 BIMLA ILO09 BA&S ILO09	Distinguish the different sources of administrative thinking and the contribution to the development of the administration.	Skill	Historical background of the Administration. Industrial Revolution Taylor's Scientific Theory Classical Fayol Theory Bureaucratic Theory of Max Weber Elton Mayo's Theory of Human Relations. Bertalanfy systems theory.	Discovery Based Learning	Summative Assessment

<p>ILO02 ILO03 ILO06</p>	<p>Know that administration is a set of activities such as: planning, organization, direction and control, which are systemically integrated, aimed at managing an organization's resources, in order to achieve organizational goals in an efficient and effective way.</p>	<p>Knowledge</p>	<p>Planning Fundamentals. Strategic management Organizational structure and design Decision making. Motivation of Workers Leadership Work groups and teams Organizational environment and culture. Control Fundamentals</p>	<p>Theoretical Class</p>	<p>Summative Assessment Formative Assessment</p>
<p>ILO02 ILO04 ILO06</p>	<p>Know the importance of the functional areas within an organization, Financial Area, Human Resources, Marketing and Production, and their contribution to the achievement of organizational objectives.</p>	<p>Knowledge</p>	<p>Personal Resources Area. Marketing Area Production and Operations Area Financial Area.</p>	<p>Theoretical Class</p>	<p>Formative Assessment</p>
<p>ILO01: Global Vision: Demonstrate an understanding of multicultural environments both in local and global contexts.</p>					

	<p>ILO02: Critical Thinking: Evaluate information using critical and analytical reasoning to address changing economic and business situations.</p> <p>ILO03: Teamwork: Understand and work with others of different backgrounds to solve problems, develop meaningful relationships, and share knowledge.</p> <p>ILO04: Ethics & Social Responsibility: Demonstrate awareness of ethical issues in business environments and contribute to the improvement of social conditions.</p> <p>ILO06: Understand principles and concepts of administration: Demonstrate specific knowledge in the field according to the level of study (Bachelor). (NO APLICA PARA GASTRO Y ECONOMIA)</p> <p>BBA ILO08: Communication: Communicate effectively in written and spoken manner in Spanish and English.</p> <p>BIB ILO09: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p> <p>BA&S ILO09: Communication: Communicate effectively in written and spoken manner in Spanish and English and three levels of third language.</p> <p>BIMLA ILO09: Communication: Communicate effectively in written and spoken manner in Spanish, English, and a third language.</p>
<p>Bibliography</p>	<p>Textos básicos:</p> <ul style="list-style-type: none"> • Chiavenato, Idalberto. (2019): Décima Edición, Introducción a la teoría general de administración, Bogotá, McGraw Hill. E-Book en Digital Content: https://www-ebooks7-24-com.ez.unisabana.edu.co/stage.aspx?il=&pg=&ed= • Robbins S. y Coulter M. (2010) Décima Edición, Administración. Editorial Pearson. México. E-Book en Bibliotechnia: https://www-bibliotechnia-com-mx.ez.unisabana.edu.co/Institucional/resumen/3203_155847 • Griffin R y Ebert R. (2005) Séptima Edición, Negocios. Editorial Pearson. México. <p>Textos de lectura obligatoria:</p> <ul style="list-style-type: none"> • Edward Russell – Walling. 50 cosas que hay que saber sobre Management, Editorial Ariel • Riaz Khadem. Alineación Total. Editorial Norma. <p>Martin Lindstrom. Compradición. Editorial Norma.</p>