

**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 | | |

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| 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 |

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| | 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 | Discovery Based Learning | Summative Assessment |
| | | | | Planning Fundamentals. Strategic management Organizational structure and design Decision making. Motivation of Workers Leadership Work groups and teams Organizational environment and culture. Control Fundamentals | | 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 | Formative Assessment |
| | 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 |

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| | ILO02 ILO03 ILO06 | 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. | Knowledge | Planning Fundamentals. Strategic management Organizational structure and design Decision making. Motivation of Workers Leadership Work groups and teams Organizational environment and culture. Control Fundamentals | Theoretical Class | Summative Assessment Formative Assessment |
| | ILO02 ILO04 ILO06 | 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. | Knowledge | Personal Resources Area. Marketing Area Production and Operations Area Financial Area. | Theoretical Class | Formative Assessment |
| | ILO01: Global Vision: Demonstrate an understanding of multicultural environments both in local and global contexts. | | | | | |

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| | <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> |
| Bibliography | <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. Compradicción. Editorial Norma.</p> |