

UNIVERSIDAD DEL SAGRADO CORAZÓN
BUSINESS ADMINISTRATION DEPARTMENT

SYLLABUS

TITLE:	Organizational Dynamics
CODE:	ADM 102
HOURS/CREDITS:	Three (3) credits, three (3) hours per week , one (1) semester

DESCRIPTION

Fundamental concepts of the managerial processes and practices in a competitive organizational world. Study of the functions related to planning, organizing, leading and controlling. Discussion of the external and internal environments in which they operate and the decision-making process. Emphasis on the value of corporate social responsibility, ethics, and organizational structures in a globalized competitive world.

JUSTIFICATION

Modern organizations require agile solutions to the challenges and opportunities that arise. The study of management as a discipline, allows future business leaders to understand the skills and processes required in the development of new opportunities in a competitive business world.

COMPETENCIES

Cross-disciplinary competencies

1. Oral communication in Spanish and English (Level I)
2. Written communication in Spanish and English (Level I)
3. Team work (Level I)

OBJECTIVES

By the end of the course, students will be able to:

1. Understand the definition of management and the functions performed through the management process.
2. Analyze the different aspects that involve the managerial functions of planning, organizing, leading and controlling.
3. Recognize the human resources as the most important asset in an organization.
4. Value the entrepreneurial spirit as part of the economic development of a nation.
5. Acknowledge the value of an ethical culture and social responsibility, in the decision-making process.

6. Encourage and raise awareness about managing, having the natural environment in mind.
7. Recognize the use of technology as part of the decision-making process.
8. Understand multicultural diversity and its impact on the globalized organization.

CONTENT OVERVIEW

1. Introduction
 - A. Management Concept
 - B. Managerial functions
 - C. Managing Process
 - D. Understanding a Competitive World
2. External and internal environments
 - A. Organizational culture
 - B. External and internal environments
3. Managerial decision making
 - A. Characteristics of managerial decisions
 - B. Decision making phases
 - C. Barriers to effective Decision making
 - D. Other elements related to decision making
4. Planning and Strategic Management
 - A. Fundamentals of Planning
 - B. Levels of Planning
 - C. Strategic Planning
5. Ethics, Corporate responsibility and Sustainability
 - A. Ethics and social responsibility
 - B. Social Enterprises
 - C. Sustainability
6. International Management
 - A. Diversity
 - B. The digital world and it's challenges
 - C. Outsourcing
 - D. Operating in an oversea market
7. Entrepreneurship
 - A. Why and how to become an entrepreneurship
 - B. Common management challenges
 - C. Corporate entrepreneurship

8. Organization Structure
 - A. Basic concepts
 1. Division of labor
 2. Differentiation and integration
 3. Departmentalization
 4. Authority
 5. Delegation
 6. Decentralization
 7. Adjusting to change
 8. Organizational culture
 - B. Organizational structures
 1. Horizontal vs vertical structures
 - C. Human Resources Management

INSTRUCTIONAL STRATEGIES

- Conferences
- Critical analysis of readings and videos
- Case analysis
- Oral and written presentation
- Teamwork exercises

GRADING

Exams	25%
Exercises and Case analysis	50%
Final Project	<u>25%</u>
Total	100 %

COMPETENCIES ASSESSMENT

Rubrics for Oral & Written Presentation
 Teamwork and Research competencies

TEXTBOOK:

Bateman, Thomas S., Snell, Scott A., Konopaske, Robert;(2019) *Management, Leading& Collaborating in a Competitive World* (13th ed.,) McGraw-Hill Education

REFERENCES

- Caproni, P. (2012). *Management skills for everyday life* (3rd ed.). Boston: Prentice Hall.
- Hunger, J. D., & Wheelen, T. L. (2012). *Concepts in strategic management and business policy: Toward global sustainability* (13th ed.). Boston: Prentice Hall.
- Judge, T. A., & Robbins, S. P. (2012). *Essentials of organizational behavior*. Boston: Prentice Hall.
- Kolind, L. (2006). *The second cycle: Winning the war against bureaucracy*. New Jersey: Pearson Education, Inc.
- McKee, A. (2012). *Management: A focus on leaders*. Boston: Prentice Hall.
- Pearson Education, Inc. (2008). *John F. Kennedy school of government, Harvard University: Case studies in public policy and management*. New Jersey: Pearson Education, Inc.
- Porth, S. J. (2012). *Strategic management* (4th ed.). New Jersey: Pearson Education, Inc.
- Robbins, S. P., De Cenzo, D. A., & Coulter, M. (2011). *Fundamentals of management* (7th ed.). Boston: Prentice Hall.
- Shane, S. A. (2009). *Technology strategy for managers and entrepreneurs, case Western University*. Boston: Prentice Hall.
- Whetten, D. A., & Cameron, K. S. (2011). *Developing management skills* (8th ed.). Boston: Prentice Hall.
- Business Performance Management. (2017). *Business Finance: Best practices for finance executives*. Recuperado de <http://bpmmag.net>.
- Harowitz, S. (2011) *Who's Really Stealing Company Assets?* Recuperado de https://sm.asisonline.org/migration/Pages/who_E2_80_99s-really-stealing-company-assets-008806.aspx

BIBLIOTECA

Las bases de datos electrónicas a las cuales la Biblioteca Madre María Teresa Guevara está suscrita directamente y a través del Consorcio COBIMET, incluyen libros, documentos, artículos de revistas y periódicos, y otros recursos de información relacionados con los temas del curso.

Para utilizar las bases de datos siga los siguientes pasos:

Para acceder desde Sagrado:

- escriba la dirección <http://biblioteca.sagrado.edu/>

- seleccione **Biblioteca Virtual** y aparecerá la página en la cual podrá comenzar a hacer sus búsquedas de información y acceder a las bases de datos.

Para acceder desde fuera de la Universidad o utilizando computadoras personales:

- escriba la dirección **<https://portal.sagrado.edu>**
- escriba su nombre del usuario y la contraseña
- seleccione el ícono de **Biblioteca Virtual**
- aparecerá la página en donde podrá comenzar a hacer sus búsquedas de información y acceder a las bases de datos

REASONABLE ACCOMMODATION

Students who need special assistance or auxiliary services shall apply to the Associate Dean of Student Affairs at the beginning of the course or as soon as acquiring knowledge thereof, but not later than the third week of classes.

ACADEMIC HONESTY, CHEATING, AND PLAGIARISM

Any student who fails to follow the dishonesty, fraud and plagiarism policy exposed to the following sanctions: receive grade of zero on the assessment and / or rework on the course, note F (*) in the course: suspension or expulsion as defined in the document Academic Honesty Policy, number: 205-001 DAEE dated effective August 2005.

**Rights Reserved USC
December 2018**