

SYLLABUS

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| TITLE: | Organizational Dynamics |
| CODE: | ADM 102 |
| PREREQUISITE: | N/A |
| CREDITS: | 3 credits 45 hours contact 1 term |

DESCRIPTION

Fundamental concepts and practices in the world of organizations. Study of the functions that make up the management process related to planning, organization, control, and direction. Discussion of the external and internal environments in which they operate, as well as decision making. Emphasis on the value of ethics and corporate social responsibility, as well as organizational structures and designs in a globalized competitive world.

JUSTIFICATION

Modern organizations require appropriate solutions to the multiple problems they face. As an academic discipline, the study of management allows students to develop the necessary skills make a contribution to the modern world in the search for opportunities within globalized environments.

COMPETENCES

The course develops in the student the following competencies:

- **Ethical sense and social justice**
- **Research and exploration**

OBJECTIVES

At the end of the course, students will be trained to:

1. Define the term "management" and the functions of the management process: planning, organization, direction, and control.

2. To understand that the most important factor in any organization is the human being.
3. Value the importance of entrepreneurial businesses as an alternative that contributes to economic development.
4. Model a culture of ethics and social responsibility, not only in human behavior, but also in decision making within the organization, including the importance of maintaining a green company for the protection of the environment.
5. Develop analytical and reasoning skills that will allow them to make use of technological information in decision making.
6. Understand multicultural diversity and its impact on a globalized organization.

CONTENTS

- I. Introduction
 - A. Management or Administration
 1. Definition
 2. Management Functions
 3. Management Process
 - B. Competitive Advantage in Globalized Environments
- II. Analysis and Understanding of the Organizational Environment
 - A. External Environments
 - B. Internal Environments
- III. Decision-Making
 - A. Features
 - B. Stages of Decision-Making
 - C. Leadership Styles
- IV. Planning
 - A. Concepts and Processes
 - B. Vision and Mission
 - C. Alignment of Strategic Plans
 - D. SWOT Analysis
 - E. Strategic Management for Competitive Advantage
- V. Ethics and Corporate Social Responsibility

- A. Basic Concepts
 - B. Corporate Social Responsibility
 - C. Natural Environments and Sustainability
- VI. International Management
- A. Definitions and Concepts
 - B. Social Enterprises in a Globalized World
 - C. Diversity (Multicultural) Management
- VII. Organizational Design and Structure
- A. Basic Concepts
 1. Division of Labor
 2. Restructuring
 3. Departmentalization
 4. Authority
 5. Delegation
 6. Decentralization
 7. Resistance to Change
 8. Transformation of the Organizational Culture
 - B. Organizational Structure
 1. Vertical and Horizontal
 - C. Human Resources Management
- VIII. Entrepreneurial Mindset
- A. Entrepreneurial Businesses
 - B. Strategic Planning Management

METHODOLOGY

The following strategies of the active learning methodology are recommended:

- Conferences
- Simulations, Games
- Teamwork and SWOT Analysis
- Analysis of Cases and Organizational Situations
- Internet Resources, Movies
- Reading Texts
- Reviews, Essays, Critical Analysis
- Entrepreneurial Project Development
- Discussion of the Topics Presented
- Collaborative Project and Tasks

- Teamwork
- Exercises for Partial Exams

EVALUATION

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| Partial works | 30% |
| Written works | 30% |
| Participation | 15% |
| Final project | <u>25%</u> |
| TOTAL | 100% |

LEARNING ASSESSMENT

The institutional assessment rubric is applied to the core activity of the course.

BIBLIOGRAPHY

TEXT

Bateman, T. S., Snell, S. A., & Komopaske, R. (2019). *Management: Leading & Collaborating in a Competitive World* (13th ed.). New York, NY: McGraw-Hill.

Caproni, P. (2012). *Management skills for everyday life* (3rd ed.). Boston: Prentice Hall.

Daft, R.L. (201*). *Management* (13th. ed.). Boston, MA: Cengage Learning

Hunger, J. D., & Wheelen, T. L. (2012). *Concepts in strategic management and business policy: Toward global sustainability* (13th ed.). Boston: Prentice Hall.

Robbins, S. P. & Judge, T. A. (2017). *Essentials of organizational behavior* (14th ed.). Pearson.

Kolind, L. (2006). *The second cycle: Winning the war against bureaucracy*. New Jersey: Pearson Education, Inc.

Koontz, H., Weihrich, H. & Cannice M. (2012). *Administración: Una perspectiva global* (14ta ed.). España: McGraw Hill.

McKee, A. (2014). *Management: A focus on leaders* (2nd. ed). 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., & Coulter, M. (2020). *Management* (15th ed.). Pearson.

Shane, S. A. (2009). *Technology strategy for managers and entrepreneurs, case Western University*. Boston: Prentice Hall.

Whetten, D. A., & Cameron, K. S. (2020). *Developing management skills* (10th ed.). Boston: Pearson.

OTHER RESOURCES

Business Performance Management. (2017). *Business Finance: best practices for finance executives*. Retrieved from <http://bpmmag.net>.

Harowitz, S. (2011) *Who's Really Stealing Company Assets?* Retrieved from https://sm.asisonline.org/migration/Pages/who_E2_80_99s-really-stealing-company-assets-008806.aspx

Find more information resources related to the course topics on the library page <http://biblioteca.sagrado.edu/>

REASONABLE ACCOMMODATION

To obtain detailed information on the process and the required documentation, you must visit the corresponding office. To guarantee equal conditions, in compliance with the ADA (1990) and the Rehabilitation Act (1973), as amended, all students who need reasonable accommodation services or special assistance must complete the process established by the Vice Presidency for Academic Affairs.

ACADEMIC HONESTY, FRAUD AND PLAGIARISM

Any student who misses the policy of honesty, fraud and plagiarism is exposed to the following sanctions: received a grade of zero in the evaluation and/ or repetition of the work in the course, grade of F (*) in the seminar: suspension or expulsion as established in the Academic Honesty Policy document (DAEE 205-001) effective August 2005.

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