



Universidad
de Navarra

Gestión empresarial 1-Grupo B (ISSA)

Teaching guide 2023-24

PRESENTATION

Description: in this subject the student will make a first approach to the business world and in it she/he will study the structure and operation of the company at all levels, he/she will learn to identify and analyze processes and she/he will have a first experience in project management.

Degree: *Grado en Gestión Aplicada* - Bachelor in Applied Management

Faculty: ISSA School of Applied Management

Course: 1º

Semester: 1º

ECTS: 12

Requirements: none

Professors: [Juan F. Carías Álvarez](#), [Fernando Ruiz Pérez](#), [Pau Cassany Figa](#), [Fergal Kavanagh](#) & [Clemente Boyero Puerto](#)

Type of subject: *Básica*

Module: *Empresa*

Matter: *Empresa y Entorno*

Language: Bilingual

[Class schedule](#)

COMPETENCES

BASIC COMPETENCES

CB1 Students must have demonstrated that they possess and understand knowledge in an area of study that builds on the foundation of general secondary education and whose content often comes from advanced textbooks, but also includes cutting-edge knowledge in this field of study.

CB2 Students must know how to apply their knowledge to their work or vocation in a professional manner and must possess the competences that are usually demonstrated by means of preparing and defending arguments and solving problems within their area of study.



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CB3 Students must have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific and ethical issues.

GENERAL COMPETENCES

CG1 Students must have a reflective, critical attitude that makes it possible for them to identify assumptions and assess situations based on evidence, with a creative and constructive point of view toward problem solving in business administration and management.

CG2 Students must achieve an advanced user level of the ICTs required for management.

CG3 Students must organize and plan their work; they must have the time management and organizational skills required in business administration and management.

CG4 Students must look for, analyze and summarize information from different sources within the field of business administration and management.

SPECIFIC COMPETENCES

CE1 Students must understand the structure and functioning of the company at the strategic, tactical and operational levels, the mechanisms of inter-functional cooperation and the company's interactions with the environment in a global context.

CE3 Students must identify the basic features of an organizational culture and reflect them in their daily work.

CE8 Students must effectively manage the documents associated with the organization's management systems and processes in accordance with the principles of total quality.

PROGRAM

1. Lean management
 1. Introduction
 2. Process analysis
2. Data analysis
 1. Data sheets
 2. Descriptive statistic
 3. Data presentation
3. Project management
 1. Tasks identification
 2. Assignment of responsibilities
 3. Follow-up assignments

EDUCATIONAL ACTIVITIES

	HOURS	ATTENDANCE



AF1 lectures and/or seminars	120	100%
AF2 Individual or group assignments and personal work	156	0%
AF3 Tutorials	12	100%
AF4 Oral presentations and defenses	3	100%
AF5 Activities in companies and organizations	12	100%

ASSESSMENT

ORDINARY CALL

Assessment of the subject consists of two parts (continuous assessment and SE3). **In order to pass the subject, students must pass both parts.** Students who fail a part receive a grade of 4.0. The following table shows the weight of each part.

	WEIGHT
Continuous assessment	70%
SE3 Partial and final assessment	30%

The breakdown of continuous assessment is as follows:*

	TOTAL
SE2 Problem solving and/or case studies	5%



SE4 Self-assessment and peer assessment	5%
SE5 Assessment of individual and/or team assignments and projects*	55%
SE6 Oral presentation and oral defense**	5%

* The assessment of assignments and projects corresponds to those turned in during the semester according to the project calendar.

** The grade of the oral presentation and defense corresponds to the presentation format defined in the project.

EXTRAORDINARY CALL

Certain situations may arise, like the ones described below. However, **in order to pass the subject, it is necessary to pass both parts (continuous assessment and SE3)**. Students who fail either part will receive a final grade of 4.0.

1. Students fail the subject when they receive a grade of less than 5.0 in the partial and final assessment, but pass the continuous assessment.

In this case, the grade in the continuous assessment remains valid and the student must take an exam on the entire subject. The weight of the continuous assessment and the partial and final assessment remains valid as in the ordinary session.

2. Students fail the continuous assessment.

In this case, the grade of the partial and final assessment remains valid and, on the day of the exam of the extraordinary session, students must submit the assignment specified by the professors. The weight of the continuous assessment and the partial and final assessment remains valid as in the ordinary session.

3. Students fail both parts of the subject.

In this case, on the day of this session, students must take the exam and submit the assignment specified by the professors. The weight of the continuous assessment and the partial and final assessment remains valid as in the ordinary session.

4. Students request to attend the extraordinary session who received a grade of 5.0 or higher on the exam in the ordinary session. In this case, the final grade of the subject is the one from this session, which may be higher or lower than or the same as (including a failing grade) the grade on the exam in the ordinary session. In addition, students who request to attend an exam, but fail to show up will be recorded as a "No Show" and will have to take the subject again.

In this assessment, on the day of this session, students must take the exam for the partial and final assessment and submit the assignment specified by the professors. The weight of the continuous assessment and the partial and final assessment remains valid as in the ordinary session.

PLAGIARISM AND COPYING



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In the event of plagiarism in the submission of assignments and other irregularities such as cheating during exams, it will be penalized in accordance with the regulations, and such infringement will be recorded in the academic record.

OFFICE HOURS

Previous appointment by email with the professor:

Juan Francisco Carías: jfcarias@unav.es ([Appointments by Calendar](#))

Fernando Ruiz Pérez: [Appointments by Calendar](#)

Fergal Kavanagh: fkavanagh@unav.es - Appointments [here](#)

Clemente Boyero Puerto: cboyero@unav.es

BIBLIOGRAPHY AND RESOURCES

The Toyota Way to Service Excellence: Lean Transformation in Service Organizations. Jeffrey Liker, Karyn Ross. McGrawHill 2016. [Localízalo en la Biblioteca](#)

Machine That Changed the World: The Story of Lean production - Toyota's Secret Weapon in the Global Car Wars That is Now Revolutionizing World Industry. James P. Womack, Daniel T. Jones, Daniel Ross. Free Press 2007. [Localízalo en la Biblioteca](#)

Lean Thinking: Banish Waste and Create Wealth in Your Corporation. James P. Womack, Daniel T. Jones. Free Press 2003. [Localízalo en la Biblioteca](#)

The Toyota Way: 14 Management Principles from the World's Greatest. Jeffrey Liker. McGrawHill 2004. [Localízalo en la Biblioteca](#)

Toyota Production System: Beyond Large-Scale Production. Taichi Ono. CRC Press 1988. [Localízalo en la Biblioteca](#)

Toyota Kata. Managing people for Continuous Improvement and Superior Results. Mike Rother. McGrawHill 2009. [Find it in the library](#).