

Teaching guide

IDENTIFICATION DETAILS

Degree:	Business Analytics		
Field of Knowledge:	Social and Legal Science		
Faculty/School:	Legal and Business Science		
Course:	Business Organization and Management I: the Role of Business Analyst		
Type:	Basic Training	ECTS credits:	6
Year:	1	Code:	5311
Teaching period:	First semester		
Area:	Business		
Module:	Basic training		
Teaching type:	Classroom-based		
Language:	English		
Total number of student study hours:	150		

Teaching staff	E-mail
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SUBJECT DESCRIPTION

The subject of Organization and Business Administration I: the Role of Business Analyst is divided into three parts: 1) introduction to business organization, 2) introduction to finance, and 3) the role of business analyst. After studying all the functional areas of organization, the subject focuses on the economic-financial areas of the company, as well as financial aspects that affect the management of personal finances. Finally, it is studied the roles and responsibilities of a business analyst.

Regarding the financial part, it is divided into three parts too:

The first part focuses on the analysis and interpretation of the balance and the income statement of a company

and in view of these, know how to analyze the situation in which the company is and to make a diagnosis of it. To do this, each of the items in the financial statements is analyzed, making them see what they represent and their balanced relationship with the rest. Students are made to understand the most important and significant ratios and to read them together in order to gain a complete idea of the company's situation.

In the second part focuses on students understand that a euro today is not equivalent to a euro within a few years and they know how to establish the equivalence of different amounts of money at different times in time. This allows them to address the problem of different financial operations as loans, capitalizations, valuation of shares and financial evaluation of real investments. This part is also very useful for the management of personal finances. They are prepared in this way to understand the essentials of the financial subjects they will find throughout the degree.

In the third part, the student will understand the concepts of fixed and variable cost to be able to apply them in making decisions in the company. You will see how the benefits of the company depend on its cost structure, ie the ratio between fixed and variable costs, making them reflect on the situations in which it may have advantages or disadvantages having a structure more or less biased towards costs fixed or variable.

GOAL

It is intended that, upon completion of the subject of Organization and Business Administration I, students have reached sufficient capacity, knowledge and skills to start in the financial management of the company and their personal finances that allow them to make correct decisions taking into account both the economic and ethical aspects involved in them.

PRIOR KNOWLEDGE

No prior knowledge is required

COURSE SYLLABUS

UNIT 1. INTRODUCTION TO BUSINESS ORGANIZATION (4 sessions)

What is a company?

An introduction to functional areas of organizations.

The environment of companies.

UNIT 2. INTRODUCTION TO FINANCE (21 sessions)

First Part: Analysis of the patrimonial masses of the financial statements

Balance sheet

The concept and types of assets. Amortization.

The concept and types of liabilities: Loans and short-term bank loans. Long-term bank loans. Other forms of long-term financing. Bonds and obligations. Social capital. Issuance premiums. Legal, Statutory and Voluntary

Reserves.

Dividends.

Introduction to financial markets. Money market, Bonds market, Stocks market. Primary and secondary market.

Profit and loss account. Sales. Accrual principle. Revenues and expenses.

Types of profits.

The concept of cash flow.

Second Part: Time value of money

Comparison of today's money with tomorrow's money value. Profitability, inflation and risk.

Loans and capitalization.

Investments and cash flow. Net Present Value and Internal Rate of Return.

Third Part: Costs and exploitation decisions.

Fixed and variable costs.

Contribution margin.

Breakeven point. The importance of leverage.

Decisions of exploitation with idle capacity.

Decisions of exploitation at full capacity.

UNIT 3. THE ROLE OF BUSINESS ANALYST (5 sessions)
 Roles and responsibilities of a business analyst.
 Skills of a business analyst.

EDUCATION ACTIVITIES

PRESENTIAL ACTIVITIES

Expository Classes
 Resolution of Exercises
 Teamworks
 Personalized tutoring
 Group tutoring
 Intermediate tests of evaluation and Final Exam

NON-PRESENTIAL ACTIVITIES

Theoretical study
 Practical study
 Teamwork
 Virtual work in network

DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
60 hours	90 hours

SKILLS

Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

Students must have developed the learning skills needed to undertake further study with a high degree of independence

General Skills

Capacity for organising, systematization and planning in identifying problems, levers and models in the context of big data.

Capacity for leadership and teamwork in the information society.

Capacity for communicating in a native or foreign language in the information society.

Capacity for autonomous learning in the information society.

Specific skills

Know and understand the basic principles of business analytics and its essential concepts and tools, geared towards identifying and assessing opportunities in all the functional areas of the business: general and strategic management, human resources, finance, marketing, production and operations.

Know and understand the fundamentals of the administration and management of businesses: organisation, planning, management oversight and the study of the functional areas of the business.

LEARNING RESULTS

Delimita correctamente las relaciones entre las distintas áreas funcionales de la empresa en un contexto adecuado.

Desarrolla un pensamiento riguroso frente a los problemas que se presentan en las áreas económico-financieras de las empresas.

Utiliza con soltura y propiedad el vocabulario de uso habitual entre los profesionales que trabajan en las áreas económico financieras de las empresas.

Identifica y emite juicios razonados sobre los problemas éticos que pueden presentarse en el ejercicio de la profesión de directivo de las áreas económico-financieras de las empresas.

Utiliza con soltura las técnicas correctas en el ámbito de sus finanzas personales, tanto en la obtención y amortización de préstamos de todo tipo como en lo que se refiere a inversión y ahorro, así como en el ámbito de las finanzas empresariales.

LEARNING APPRAISAL SYSTEM

CONTINUOUS EVALUATION SYSTEM:

ACTIVE AND INTELLIGENT PARTICIPATION IN THE DISCUSSION OF CASES IN CLASS: 10%

RESOLUTION OF EXERCISES: 20% (presented in the time and form set by the teacher)

WORKS 20%

FINAL EXAM (to apply continuous assessment requires a minimum of 5 out of 10 in the final exam) 50%

ALTERNATIVE CONTINUOUS EVALUATION SYSTEM:

This system only applies for those students who are: repeating the course; have an official 'dispensa' signed by the dean of the corresponding faculty; on an international exchange program. It is the student's responsibility to be informed regarding course requirements, deadlines and exam dates, as well as to contact his/her teacher.

RESOLUTION OF EXERCISES 20%

WORK: 10%

FINAL EXAM (to apply the average with the exercises, and requires a minimum of 5 out of 10 points in the final exam) 70%

PUPILS OF SECOND AND SUCCESSIVE REGISTRATION:

In this case, students can choose between any of the two previous systems, after communicating to the teacher the first two weeks of class.

EXTRAORDINARY EXAM

The same criteria will be applied as in the previous cases.

INFORMATION ABOUT PLAGIARISM

Any plagiarism (*) by the student in an evaluation activity will be sanctioned and will imply a 0 in the qualification of that part of the subject, canceling the call in progress. This behavior, in addition, will be communicated to Direction that in turn will communicate to the General Direction, following the protocol established by the Francisco de

Vitoria University.

(*) "Plagiarism" is considered any type of copy of questions or exercises of examination, memories of work, practices, etc., either totally or partially, of works alien to the student with the deception of making the teacher believe that they are own.

BIBLIOGRAPHY AND OTHER RESOURCES

Basic

Robbins, S. and Coulter, M. (2015): "Management". Prentice Hall.

Peterson Drake, P. and Fabozzi F.J. (2011): "The Basics of Finance: An Introduction to Financial Markets, Business Finance, and Portfolio Management". John Wiley & Sons.

Kolitz, D. (2016): Financial Accounting. A Concepts-based introduction". Routledge.