



## Course syllabus

Faculty Board of Business, Economics and Design  
School of Business and Economics

1EB004 Driva – förvalta en etablerad affärsverksamhet, 30  
högskolepoäng

Enterprising and Managing an Existing Business, 30 credits

### **Main field of study**

Business Administration, Social Psychology

### **Subject Group**

Business Administration

### **Level of classification**

First Level

### **Progression**

G1F

### **Date of Ratification**

Approved by the Board of the School of Business and Economics 2009-12-10

Revised 2011-05-13. Reading list revised

The course syllabus is valid from autumn semester 2011

### **Prerequisites**

To have completed 52,5 credits of the first year on Enterprising and Business Development Programme with passed results.

## Expected learning outcomes

The student shall have broad knowledge of:

- information processing and different perspectives on companies' information system. How information systems can be used to develop an enterprise
- organizational culture, competence and competence development in companies
- quality processes and quality methods

The student shall have basic skills in:

- applying bookkeeping techniques in computerized bookkeeping systems
- basic financial analysis of companies
- analyzing present circumstances out of change perspective
- different ways to convey information with different methods and to different groups
- using and developing concepts to understand different contexts and situations
- handling labour legislative questions
- scientific methods with focus on data collection, analysis and interpretation

- Taking different perspectives on enterprising and changing perspective in order to increase the understanding of the potentials of enterprising.
- Supporting others in their development of different abilities.
- Analysing corporate culture and competence from a management as well as from an employee perspective

The student shall understand:

- the purpose of accounting
- the financial information of companies
- the creation of quality in a company and its processes
- the concepts of competence and culture from the theoretical perspectives of organization and social psychology

## Content

The course is divided in four different modules.

### **Module 1: Finance, information and analysis 9,5 credits**

Within the framework of this sub course the students shall build an apparatus of concepts around accounting, and an ability to work with financial analysis and calculus. The work should integrate an understanding of the importance of information system and information use. The ability to work with scientific based data collection and interpretation is trained. The student works with an economic perspective to understand economical prerequisite and situation.

### **Module 2: System of quality 4,5 credits**

The starting point for the sub course is the development of knowledge about and of understanding for how quality is created in a firm and in its different processes. The students should analyze the system of quality and process development in their firm out of a co-worker perspective.

### **Module 3: Cultural understanding, competence and la-bour legislation 10 credits**

The students work out of different perspectives on organisational culture. This to be able to develop knowledge to understand and be able to conduct a cultural analysis on its partnership firm. Within the sub course the student shall use different perspectives and different means to present information. The students shall out of the notion of competence and with support of knowledge about human resource management and leadership, develop knowledge about company organizing and the development of human resources. The student should obtain basic knowledge within the labour legislative area. This concerning participation, collective agreement, security of employment, workinghours, vacation, and protection against discrimination.

### **Module 4: Integration - enterprising and managing an existing business 6 credits**

The student works in cooperation with the partner firm to develop and implement a project related to one of the theoretical areas in the course. The practical work is related to basic concepts and models in business administration, labour legislation, social psychology, and/or information science.

### **Common for modules 1-4**

Within the different sub element the students shall, with support of the different theoretical perspectives, carry out studies of the partner firm. The student shall learn to convey and present information in various ways and use different perspectives in order to describe and understand enterprising. In the different studies the student shall include the different sub subject of business administration, social psychology, law and information science.

The students shall through the various sub courses and their related projects build on the

theoretical knowledge within the different subjects.

The course corresponds to:  
Business administration, 18 credits  
Legal Science, 6 credits  
Information science, 3 credits  
Social psychology, 3 credits

### Type of Instruction

The training is conducted in partnership with firms, which has been selected to participate in the education. The fundamental ambition is that the student should, through different sorts of assignments, demand and on by own hand seek needed knowledge. This learning process of the students is supported with a study handbook, lectures, seminars, reflections meetings, tutoring, and use of literature. Participation in seminars is mandatory. Other elements can be mandatory, which is stipulated in the schedule of the course. Participation in exam seminars is always mandatory.

### Examination

The course is assessed with the grades Fail (U), Pass (G) or Pass with Distinction (VG).

Examination is given through the project reports, oral reports, alternative examinations and different forms of applications.

The grading is based on assessment of the written exams, reports and the student's ability to present and discuss report contents. Results are graded using one of the terms Passed with distinction, Pass or Fail, and A-F according to the ECTS scale.”

Students who do not achieve a satisfactory result in the examinations are permitted to make a second attempt approximately 5-8 weeks after the normal examination date. The student will have a minimum of five occasions for written exams in relation to the syllabus to which the student was accepted. Usually 3 occasions per academic year.

### Course Evaluation

A written evaluation is conducted and compiled in a report, which is filed at the department. The result and actions, if taken, are communicated to the teacher responsible for the course and presented to the students in the way most appropriate according to the teacher responsible for the course. Other types of evaluations, such as continuous during the course or oral communication with the students, can occur and is encouraged to secure continuous quality improvement.

### Required Reading and Additional Study Material

#### Module 1 (9,5hp)

Carlson, M., *Att arbeta med företagsanalys*, Liber ekonomi, senaste upplagan, 250 pages

Chaffey, D. & Wood, S. *Business Information Management*, Pearson Higher Education, 130 pages

Thomasson, J., Larsson, O., Rohlin, L., *Den nya affärsredovisningen*, Liber, Stockholm, 270 pages

Artikelkompendie: *Informatik*, 150 pages

Artikelkompendie: *Företagsekonomi*, 300 pages

#### Module 2 (4,5hp)

Bergman, B., Klefsjö, B. *Kvalitet från behov till användning*, Studentlitteratur, Lund, 200 pages

Evans, J. R., Lindsay, W. M., *The management and control of quality*, South Western, 600 pages

Gummesson, E., *Many-to-Many Marketing. Från one-to-one till many-to-many i nätverksekonomin marknadsföring*, 70 pages  
Kotler, P., *Framework of Marketing management*, PrenticeHall, New York, 200 pages  
Ljungberg, A. & Larsson, E. *Processbaserad verksamhetsutveckling*, Studentlitteratur, Lund, 100 pages  
Mattsson, S-A., *Logistik i försörjningskedjor*, Studentlitteratur, 50 pages  
Grönroos, C., *Service management och marknadsföring*, Liber, Malmö, 448 pages

#### Module 3 (10hp)

Alvesson, M., *Organisationskultur och ledning*, Liber, Stockholm, senaste upplagan  
Bolman, L. G., Deal, T. E., *Nya perspektiv på organisation och ledarskap: Kreativitet, val och ledarskap*, Studentlitteratur, Lund, 200 pages  
Göransson, H., *Arbetsrätten. En introduktion*, Norstedts Juridik AB, Stockholm  
Millqvist, G., *Sakrättens grunder: en lärobok i sakrättens grundläggande frågeställningar avseende lös egendom*, Norstedts juridik, senaste upplagan, 190 pages  
Schein, E. H., *Organizational Culture and Leadership*, Chichester: John Wiley and Sons LTD, 2004  
Smiciklas, M., *Associationsrättens grunder: bolag, föreningar och stiftelser*, Studentlitteratur, Lund, senaste upplagan, 195 pages  
Wolvén, L-E., *Att utveckla mänskliga resurser i organisationer*, Studentlitteratur, Lund, 300 pages

One of following law books, latest edition:

*Sveriges Rikes Lag*, Nordstedts Juridik, Stockholm, 3500 pages  
*Svensk Lag*, Iustus, Uppsala, 1400 pages  
*Sveriges Lagar*, Thomson Fakta Informationsförlag, Stockholm, 3500 pages  
Artikelkompendie: Socialpsykologi 300 pages

#### Module 4 (6hp)

All literature