



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 2012-06-25. Reading list revised

The course syllabus is valid from autumn semester 2012

Prerequisites

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

Objectives

On completion of the course, students should be able to:

- Carry out process mapping and quality measurement in a limited operation as well as identify and analyse defects in quality and critically discuss action proposals.
- Understand current accounting, utilise computer-based accounting systems as well as analyse an operation's economy.
- Identify and assess the information management and information systems of an organisation in order to subsequently create improvements concerning the ways in which information systems can be used to develop the operation
- Analyse and discuss issues concerning corporate law, property law and criminal law connected to financial crimes
- Analyse and assess the culture, skills and skills development of an organisation
- Utilise and develop organisation-specific concepts with a basis in relevant theory
- Support others in their development of different skills
- Analyse the culture and skills of an organisation from a managerial and employee perspective
- Analyse and discuss labour law issues

- Analyse and discuss issues surrounding sustainability connected to an operation
- Apply scientific methods with particular reference to analysis and interpretation of both qualitative and quantitative data
- Integrate knowledge through adopting different perspectives and be able to shift perspective in order to, on the basis of this, create greater understanding for the operation
- Analyse existing relations on the basis of a perspective of change
- Analyse an operation's specific approach to problems on the basis of different theoretical perspectives and account for the consequences of adopting these perspectives

Content

The course is divided up into the following elements:

- Quality systems
- Economy, information, corporate law, property law, criminal law and analysis
- Cultural understanding, skills development and labour law
- Integration – manage and administer an established operation

Students should, through the different modules and related projects, build on the theoretical knowledge within the various subjects.

The course is made up of:

Business Administration, 18 credits

Law, 6 credits

Social Psychology, 3 credits

Business Information Technology, 3 credits

Type of Instruction

Teaching is carried out in partnership with businesses. The basic ambition is for students, through different types of assignments, to question and independently seek knowledge. Students should independently develop and form their education and take responsibility for the various elements of the education as well as their own learning. Students' learning process is supported through the study handbook, lectures, seminars, reflection meetings, supervision and the use of literature. Participation in certain elements is obligatory and is specified in the course schedule.

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. For the grade pass, the expected learning outcomes have to be reached; the grade is based upon the degree to which the learning outcomes are met. The weighing of the grades to the course grade is following the principles in the document "Principer för betygsrapportering dnr 2011/160.

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 by 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

Latest edition, if nothing else mentioned

Alvesson, M., *Organisationskultur och ledning*, Liber, Stockholm

Angelöw, B., Jonsson, T., *Introduktion till socialpsykologin*. Studentlitteratur, Lund

Armstrong, G., Kotler P., *Marketing. An introduction*, Pearson/Prentice Hall, 550 pages

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

Bolman, L. G., Deal, T. E., *Nya perspektiv på organisation och ledarskap: Kreativitet, val och ledarskap*, Studentlitteratur, Lund, 200 pages

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

Chaffey, D. & White, G. *Business Information Management*, Pearson Higher Education, 130 pages

Ehn, B & Löfgren, O. *Kulturanalyser*, Gleerups, Malmö

Grönroos, C., *Service management och marknadsföring*, Liber, Malmö, 448 pages

Göransson, H., *Arbetsrätten - En introduktion*, Norstedts Juridik AB, Stockholm, 130 pages

Ljungberg, A. & Larsson, E. *Processbaserad verksamhetsutveckling*, Studentlitteratur, Lund, 100 pages

Mattsson, SA., *Logistik i försörjningskedjor*, Studentlitteratur, 110 pages

Millqvist, G., *Sakrättens grunder: en lärobok i sakrättens grundläggande frågeställningar avseende lös egendom*, Norstedts juridik, 190 pages

Schein, E. H., *Organizational Culture and Leadership*, Chichester: John Wiley and Sons LTD

Smiciklas, M., *Associationsrättens grunder: bolag, föreningar och stiftelser*, Studentlitteratur, Lund, 195 pages

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

Wolvén, LE., *Att utveckla mänskliga resurser i organisationer*, Studentlitteratur, Lund, 300 pages

One of the following laws, 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: Informatik, 150 pages

Artikelkompendie: Företagsekonomi, 150 pages
Vetenskapliga artiklar: 100 pages