



Course syllabus

School of Business and Economics

Department of Organisation and Entrepreneurship

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 2009-12-10

Revised 2013-05-28 by School of Business and Economics. Reading list revised and updated standard texts

The course syllabus is valid from autumn semester 2013

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
- 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.

Results are graded using one of the terms Passed with distinction, Pass or Fail, and A-F according to the ECTS scale.

For the grade pass, the objectives have to be reached; the grade is based upon the degree to which the objectives are met. The weighing of the grades to the course grade is following the principles in the document "Principer för betygsrapportering dnr ELNU 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 course evaluation is carried out and compiled in a report, which is archived at the faculty. The results and possible measures taken are communicated by the course coordinator and presented to the students the next time the course is given, or in another way deemed suitable by the course coordinator. Other types of course evaluations, for example regular evaluations throughout the course or discussions with students, will be included and encouraged with the aim of ensuring continuous quality development.

Required Reading and Additional Study Material

Required reading

Latest edition, if nothing else mentioned

Alvesson, M. *Organisationskultur och ledning*. Liber. Stockholm. 304 pages.

Andersson, D.E. & Lennerfors T.T. *BeGreppbart – Etik*. Liber. Stockholm. 128 pages.

Angelöw, B. & Jonsson, T. *Introduktion till socialpsykologin*. Studentlitteratur. Lund. 270 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.

Bonnedahl, K-J. *Från ekonomiskt till hållbart, från exploatering till samexistens. En bok om att tänka om*. Studentlitteratur. Lund. 399 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. 180 pages.

Grafström, M., Göthberg, P. & Windell, K. *BeGreppbart-ANSVAR*. Liber. Stockholm. 128 pages.

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

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

Jensen, T. & Tollefsen, A. *BeGreppbart – Globalisering*. Liber. Stockholm. 128 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*. John Wiley and Sons LTD. Chichester. 436 pages.

Slack, N., Brandon-Jones, A., Johnston, R. & Betts, A. *Operations and process management. Principles and practice for strategic impact*. Pearson Education. Harlow. 540 pages.

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 bodies of law, latest edition:

Sveriges Rikes Lag, Norstedts Juridik, Stockholm, 3500 pages.

Svensk Lag, Iustus, Uppsala, 1400 pages.

Sveriges Lagar, Thomson Fakta Informationsförlag, Stockholm, 3500 pages.

Compendium of articles: Informatics, 150 pages.

Compendium of articles: Business Administration, 150 pages.

Scientific articles: 100 pages