



## Course syllabus

School of Business and Economics

Department of Organisation and Entrepreneurship

1EB013 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 School of Business and Economics 2014-12-11

The course syllabus is valid from autumn semester 2015

### **Prerequisites**

To have completed 52.5 credits of the first year on Enterprising and Business Development Programme with passed results

## Objectives

After completing this course the student 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
- explain financial accounting, apply 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
- 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
- accounting
- financial information
- business information systems
- corporate law
- labour law
- cultural understanding, skills development
- integration – manage and administer an established operation

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

The course consists of:

Business Administration, 18 credits

Legal Science, 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. Obligatory parts are stated in the schedule.

## Examination

The course is assessed with the grades A, B, C, D, E, Fx or F.

Examination is given through the project reports, oral reports, and written assignments.

The grade A constitutes the highest grade on the scale and the remaining grades follow in descending order where the grade E is the lowest grade on the scale that will result in a pass. The grade F means that the student's performance is assessed as fail.

After each regular examination there will be at least one new examination in close proximity to the date the results of the regular exam were posted. A minimum of five occasions for written exams will be offered in relation to the syllabus to which the student was accepted. Usually three occasions per academic year are offered. Students that fail reports can complement after instructions from the examiner to obtain a pass grade.

Grading criteria for the A–F scale are communicated in writing to the student by the start of the course/module at the latest, as well as how grades on separate elements of examination are weighed to a final course grade.

## 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.

### Credit Overlap

This course cannot be part of a degree in combination with another course in which the content fully or partly correspond to the content of this course: The course overlaps 1EB004 with 100 %.

### 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.

Arvidsson, P., Carrington, T. & Johed, G. *Den nya affärsredovisningen*. Liber. Stockholm. 380 sidor.

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.

Braungart, M. & McDonough, W. *Cradle to Cradle; Remaking the way we make things*. Random House UK. 192 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.

Hemström, C. & Giertz, M. *Bolag - Stiftelser - Föreningar, En introduktion*. Norstedts Juridik. 138 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.

Schein, E. H. *Organizational Culture and Leadership*. John Wiley and Sons LTD. Chichester. 436 pages.

Sigeman, T. & Sjödin, E. *Arbetsrätten - en översikt*. Norstedts Juridik. 260 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.

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.

Scientific articles in Business Information Technology 150 pages and Business Administration 250 pages.