A) COURSE

Course Id:	Course
5900	PRINCIPLES OF ADMINISTRATION

Class Hours per Week	Lab hours per week	Complementary practices	Credits	Total hour course
3	0	3	6	48

B) GENERAL COURSE INFORMATION:

	EE (IEA)	ME (IM)	MME (IMA)	EME (IME)	MTE (IMT)
Level:	VI	I	I	VI	VI
Course Type (Required/Elective)	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Prerequisite Course:	PROBABILITY AND INFERENCE STATITICS				
CACEI Classification:	CI	CI	CI	CI	CI

C) COURSE OBJECTIVE

At the end of the course, the student will be capable of:
The student of the careers of Mechanical and Electrical Area know and understand the principles underpinning the management knowledge, as a framework that allows a start and develop future as an efficient and effective administrator, and that this knowledge will provide access to upper management courses.

D) TOPICS (CONTENTS AND METHODOLOGY)

1. ORGANIZATIONS AND ADMINISTRATION.		5 Hours
Specific Objective:	Students will gain a conceptual understanding of organizations, the evaluation criteria and administrative performance of the various streams of management thinking.	
1.1 What is the Administration and its importance. 1.2 The organizations. 1.3 Administrators. 1.4 Administrative performance. 1.5 Management skills. 1.6 The administrative process. 1.7 Approaches and Management Schools.		
Readings and other resources	Books, Articles, Further literature, Internet Links.	
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.	
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.	

2. ADMINISTRATIVE DECISIONS	4 Hours

Specific Objective:	Students will understand what the management decision making and its importance. Understand the process and types of decision-making, and learn quantitative tools commonly used in the evaluation of alternatives.

2.1 Concept of decision making.
2.2 The manager as decision maker.
2.3 The process of administrative decision making.
2.4 Types of decisions.
2.5 Personal characteristics desirable for effective decision making.
2.6 Tools quantitative decision making.

Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.

3. PLANNING.	10 Hours

Specific Objective:	Students will understand the planning process and its importance in the management of organizations, to know the different types of plans and understand the importance of forecasting and planning base.

3.1 Objectives and goals.
3.2 Objectives of the organizations key.
3.3 Areas of goal.
3.4 Types of Objectives.
3.5 Principle Objective.
3.6 Establishing Quality Objectives.
3.7 Organizational Objectives Vs Individual objectives (integration of targets).
3.8 Definition of planning.
3.9 Product planning.
3.10 Types of plans in terms of duration.
3.11 Strategic planning and tactical planning.
3.12 Steps in the planning process.
3.13 Forecasting and factors to consider.

Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.

4. ORGANIZATION.	9 Hours

Specific Objective:	Students will understand the process of organizing, know your elements and the relationship between them, understand the concepts of authority and responsibility and the different types of authority and accountability relationships in the organization.

4.1 Definition of organization.
4.2 Bureaucracy Vs organization.
4.3 Elements of organization.
4.4 Organizational Structure.
4.5 Department and departmentalization criteria.
4.6 Extent of command.
4.7 Responsibility and authority.
4.8 Authority line and staff authority.
4.9 Contingent liabilities.

Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.

5. STAFFING.	5 Hours

U n i v e r s i d a d A u t ó n o m a d e S a n L u i s P o t o s í
C o l l e g u e o f E n g i n e e r i n g
Mechanical and Electrical Department
Analytical Program

Specific Objective:	Students will learn the basics of staffing.

5.1 Analysis of work.
5.2 Description and job profile.
5.3 Staff recruitment.
5.4 Sources of recruitment.
5.5 The recruitment process.

Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.

6.- LEADERSHIP	**10 Hours**
Specific Objective:	Students will understand the concept of leadership and its importance, understand each of its key elements, most widely known theories about motivation and leadership, and understand the interpersonal communication process, the factors that influence it, and understand also the concept of organizational communication.

6.1 Definition and steering components.
6.2 Leadership
6.2.1. Definition.
6.2.2. Sources of Authority.
6.2.3. The focus of personality traits.
6.2.4. Management theories (Theories X, Y and Z) ..
6.2.5. Supervisors types or styles of leadership.
6.2.6. The Administrative mesh.
6.2.7. Focus on Situational Leadership.
6.2.8. Continuum theory autocrat - Democrat Tannebaung and Schmidt.
6.2.9 Life cycle theory of leadership.
6.3 Motivation.
6.3.1. Concept of Motivation.
6.3.2. The model needs and goals.
6.3.3. Theory of Hierarchy of Needs Maslow.
6.3.4. Theory of power, affiliation and achievement Mc.Celland.
6.3.5. Theory of motivators and hygiene factors of Herzberg.
 6.3.6. Model situational motivation
        Porter-Lawler.
6.4 Communication.
6.4.1. Concept of interpersonal communication.
6.4.2. The interpersonal communication process.
6.4.3. Interpersonal communication successful and unsuccessful.
6.4.4. Microbarreras and macrobarreras for successful interpersonal communication.
6.4.5. Formal and informal organizational communication.

Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.

7.- CONTROL.	**5 Hours**
Specific Objective:	Students will understand the process control, the qualities of an effective control system, and the effects that can cause dysfunctional control systems and the importance of providing these in your design.

7.1 Definition of control.
7.2 Types of control.
7.3 Criteria control.
7.4 Qualities of an effective control system.
7.5 Effects dysfunctional control systems.
7.6 Contingency factors in the control process.

Readings and other resources	Books, Articles, Further literature, Internet Links.
Teaching Methodologies	Exhibition themes, concept analysis, problem resolution and discussion, group work and individual.
Learning Activities	Readings of texts, tasks and work in teams, projects are carried out.

E) TEACHING AND LEARNING METHODOLOGIES

Exposure type conference by the teacher, the principal elements of each subject, giving the opportunity and encouraging participation and discussion by students, for which the teacher should start asking some kind (s) of students who comment on the subject studied the question.

The method used for the settlement of cases, for which each of the topics the group will handle the resolution of at least one case, which must be disclosed and discussed in class. It will make use of audiovisual and multimedia techniques.

F) EVALUATION CRITERIA:

Evaluation:	Schedule	Suggested Form of Evaluation and weighing	Topics
1er. Evaluation Partial	Session 16	Exam 80% , Homework 20%	Unity 1,2 y 3
2º Evaluation Partial	Session 32	Exam 80% , Homework 20%	Unity 4
3er. Evaluation Partial	Session 48	Exam 80% , Homework 20%	Unity 5,6 y 7
Evaluation Final Ordinary		100% Average partial evaluations	
Other Activity:			
Exam Extraordinary	Week 17 of the semester in progress	100% Exam	100% Program
Exam of title	According to schedule school secretary	100% Exam	100% Program
Exam regularization	According to schedule school secretary	100% Exam	100% Program

G) BIBLIOGRAPHY AND ELECTRONIC RESOURCES

KOONTZ HAROLD/ WEIHRICH HEINZ, Administración una Perspectiva Global, editorial Mc. Graw Hill, Doceava Edición, México.

CERTO C. SAMUEL, Administración Moderna, editorial Prentice-Hall, Novena Edición.
Torres Hernandez, Zacarías
Teoría General de la Administración
Grupo Editorial Patria, Primera Ed., México

CASTILLO RAMÍREZ, ARTURO
Principios de Administración. Apuntes.
Fac. de Ingeniería, UASLP.

HERNÁNDEZ Y., RODRÍGUEZ SERGIO., Introducción a la administración. Mc.Graw-Hill, México.
ROBBINS STEPHEN P.,The administrative process.
Prentice hall, Inc., U.S.A.,RUE LESLIE W., BYARS LLOYD L., Administración teoría y aplicaciones. Alfaomega, México.

STEPHEN P. ROBBINS., FUNDAMENTOS DE ADMINISTRACIÓN, CONCEPTOS Y APLICACIONES DE CENZO DAVID A. Editorial Prentice-Hall Primera Edición, 1996.

SOFTWARE:
Microsoft Office (Word, Excel y Power Point).
Para la presentación de tareas y trabajos de investigación.

Main Books

Complementary Books