



**NATIONAL UNIVERSITY OF ENGINEERING**  
**COLLEGE OF PETROLEUM AND PETROCHEMICAL ENGINEERING**  
**PETROLEUM AND NATURAL GAS ENGINEERING PROGRAM**

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**PA511 – BUSINESS ORGANIZATION AND MANAGEMENT**

**I. GENERAL INFORMATION**

<b>CODE</b>	: PA511 Business Organization and Management
<b>SEMESTER</b>	: 9
<b>CREDITS</b>	: 3
<b>HOURS PER WEEK</b>	: 4 (2 Theory – 2 Practice)
<b>PREREQUISITES</b>	: PP221 (General and Petroleum Economy)
<b>CONDITION</b>	: Compulsory

**II. COURSE DESCRIPTION**

The course is intended to provide students with basic knowledge of the administrative sciences. The students will be able to perform a critical analysis of the managerial functions in an organization, the roles, the skills and the managerial competencies that must have an petroleum or petrochemical engineer. Understanding stakeholders in an organization, social responsibility and ethical values in business, planning, organization, leadership in leadership, delegation of functions, importance of teamwork and control of organizations of the Hydrocarbons sector. With these instruments the student will be able to understand and evaluate the “moderate management” and the “arrangement” in a petroleum company operator and of services. The methodology seeks to foster productive thinking where the student will have a more active role in learning and the teacher will be a facilitator. Research will be done with exposure, control of readings and videos, debate or group workshops, role of games and permanent and integral evaluation.

**III. COURSE OUTCOMES**

At the end of the course, students:

1. Identify and describe the managerial roles, skills and competences, understand the importance of the knowledge of the basic principles of the administration, its evolution and values the current management in the petroleum companies.
2. Analyze interest groups, social responsibility and ethical values; Organize, adapt, apply the knowledge, express, share and value the importance of the oil company operator and services.
3. Include the concepts of planning, organization, direction and control. Adapt to the reality and the oil environment.
4. Participate in the solution of cases, express opinion, debate, present works, collaborate in the workshops, assume the role play and integrate doing team work.
5. Prepare an integrative project or work, express the conclusions and values the national and international oil company.

**IV. LEARNING UNITS**

**1. INTRODUCTION TO ADMINISTRATION / 10 HOURS**

Administration and management. / Evolution of Administrative Theory.

**2. CURRENT ADMINISTRATION / 12 HOURS**

Organizational environment and interest groups. / Social responsibility and ethics. / Globalization and administration and other aspects of business management: Quality management, Reengineering, Benchmarking, Outsourcing, Information Technology.

### **3. PLANNING / 8 HOURS**

Strategic Planning and Plans: Mission, Vision, objectives and goals. / SWOT Analysis. / Competitive advantages.

### **4. DIRECTION AND LEADERSHIP / 4 HOURS**

Motivation and Leadership. / Teamwork, communication and negotiation.

### **5. DIRECTION AND LEADERSHIP / 4 HOURS**

The control process and its importance.

### **6. RESEARCH WORK / 6 HOURS**

## **V. PRACTICAL EXPERIENCES**

There will be 6 classified reading practices presented in class.

## **VI. METHODOLOGY**

The course will be developed in sessions of theory and practice. The student will be assigned in advance the readings on the topics to be discussed and in the class will appreciate the knowledge through their participation. The teacher will promote discussion, critical comment among the students and will make the theoretical expositions with examples of the oil sector. They will use videos, internet, special readings; To solve exercises, cases, reports and exhibitions. Within the classroom, the students will put into practice teamwork and role play. The student must develop and present an integrating work or project.

## **VII. EVALUATION FORMULA**

Evaluation system: G. The final average FA is calculated as follows:

$$FA = (ME + FE + AP) / 3$$

ME: Mid-term exam      FE: Final exam  
AP : Average grade of practices (5 out of 6).

## **VIII. BIBLIOGRAPHY**

- 1. DONNELLY, James / GIBSON, James / IVANCEVICH, John.**  
"Foundations of Management and Business Administration". 1998.
- 2. HITT, Michael / IRELAND, Duane / HOSKISSON, Robert.**  
"Strategic management. Concept of Competitiveness and Globalization ". 1999.
- 3. FREIJE URIARTE, Antonio / FREIJE OBREGON, Immaculate.**  
"Strategy and Business Policies". 1997.
- 4. MAGAZINES OR WEB ADDRESSES**  
Economic Week, Management, FORTUNE 500, FORBES 500, PERUPETRO, OSINERGMIN, BP OUTLOOK 2035, IEA, NYMEX.