


## ASIGNATURA DE PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

<b>1. Competences</b>	Develop and direct organizations through the ethical exercise of leadership, with a systemic approach to contribute to the achievement of strategic objectives.
<b>1. Term</b>	Eighth
<b>2. Theory hours</b>	18
<b>3. Practical hours</b>	27
<b>4. Total hours</b>	45
<b>5. Weekly hours</b>	3
<b>6. Objective</b>	The student will manage the processes within the operating unit through planning, organization and control techniques to achieve organizational objectives.

LEARNING UNITS	Horas		
	Theoretical	Practical	Total
<b>I. Strategic planning</b>	8	12	20
<b>II. Work organization</b>	4	6	10
<b>III. Analysis y evaluation</b>	6	9	15
<b>Total</b>	<b>18</b>	<b>27</b>	<b>45</b>


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<b>APROBÓ:</b>	C. G. U. T. y P.	<b>FECHA DE ENTRADA EN VIGOR:</b>	Septiembre de 2020	

# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS


## LEARNING UNITS

<b>1. Learning Unit</b>	<b>I. Strategic planning</b>
<b>2. Theoretical Hours</b>	8
<b>3. Practical Hours</b>	12
<b>4. Total</b>	20
<b>5. Objective</b>	The student will efficiently manage time to improve performance and fulfillment of personal and organizational goals.

Topic	knowledge	Skills	Values
Basic concepts of strategic planning	Describe the concepts of: <ul style="list-style-type: none"> <li>● Strategic planning</li> <li>● Strategy</li> <li>● Tactic</li> <li>● Mission, vision and values</li> <li>● Objectives, goals and strategies</li> <li>● Ackoff planning styles:                             <ol style="list-style-type: none"> <li>a) reactivist (past)</li> <li>b) inactivist (present)</li> <li>c) preactivist (future)</li> <li>d) interactivist (integration)</li> </ol> </li> </ul>	Categorize the orientation of the planning style that the organization has.	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical.

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Topic	knowledge	Skills	Values
organizational models .	Describe the characteristics of organizational models: <ul style="list-style-type: none"> <li>● Marketing</li> <li>● Production</li> <li>● Finance</li> <li>● Human resources</li> <li>● Four axes: <ol style="list-style-type: none"> <li>a) social,</li> <li>b) strategic,</li> <li>c) administrative and</li> <li>d) technological</li> </ol> </li> <li>● Three axes: <ol style="list-style-type: none"> <li>a) mission,</li> <li>b) transformation design and</li> <li>c) organizational structure)</li> </ol> </li> </ul>	Propose the ideal organization model for the characteristics and needs of the organization	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical.
Analysis of the environment	Explain the impact of the environment on the organization: <ul style="list-style-type: none"> <li>● educational</li> <li>● cultural</li> <li>● economical</li> <li>● political</li> <li>● social</li> <li>● environmental</li> <li>● technological</li> </ul> Identify the prospect to build the following scenarios <ul style="list-style-type: none"> <li>● real</li> <li>● possible (feasible)</li> <li>● probable (futureable)</li> <li>● desirable (futureable).</li> </ul>	Determine the environmental trends that affect the organization by building the desirable scenario.	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical

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<b>APROBÓ:</b>	C. G. U. T. y P.	<b>FECHA DE ENTRADA EN VIGOR:</b>	Septiembre de 2020	

# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

## EVALUATION PROCESS

Learning Outcome	Learning Process	Evaluation tools and instruments
<p>Based on a practical case, the student will prepare a report that integrates:</p> <ul style="list-style-type: none"> <li>● analysis of the organizational model</li> <li>● analysis of the characteristics of the environment</li> <li>● strategic plan containing:                             <ul style="list-style-type: none"> <li>● mission</li> <li>● vision</li> <li>● values</li> <li>● objectives</li> <li>● strategies</li> <li>● goals</li> <li>● actions</li> <li>● resources</li> <li>● responsible</li> <li>● deadlines</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Understand concepts associated with strategic planning.</li> <li>2. Analyze scenarios that affect the organization.</li> <li>3. Design project strategic</li> </ol>	<p>Project Checklist</p>


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**PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS**  
*TEACHING-LEARNING PROCESS*

<b>Methods and teaching techniques</b>	<b>Media and teaching materials</b>
Collaborative team simulation Case analysis Research	PC Audio visual equipment and supplies board printed (cases)

*LEARNING SPACE*

<b>Classroom/virtual classroom</b>	<b>Languages Lab/Work shop</b>	<b>Company</b>
<b>X</b>		


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# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

## LEARNING UNITS

<b>1. Learning Unit</b>	<b>II. Work organization</b>
<b>2. Theoretical Hours</b>	4
<b>3. Practical Hours</b>	6
<b>4. Total</b>	10
<b>5. Objective</b>	The student will design the internal operation of the work area based on the techniques and tools of planning and organization, to achieve the objectives of each operating unit


Topic	knowledge	Skills	Values
Work organization	Describe the forms of work organization based on the topics: <ul style="list-style-type: none"> <li>● tactical objectives</li> <li>● measurement goals or indicators</li> <li>● processes</li> <li>● procedure</li> <li>● program</li> <li>● activity and homework</li> <li>● resources involved in the different processes: <ul style="list-style-type: none"> <li>● human resources (managers)</li> <li>● material resource (supplies)</li> <li>● financial resource (costs)</li> </ul> </li> <li>● Gantt chart</li> </ul>	Determine a work program for the area or department consistent with the strategic planning defined by senior management.	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical.
Strategies and alternatives	Describe the concept of strategy and the elements for its design according to H.I. Ansoff: <ul style="list-style-type: none"> <li>● field of activity</li> <li>● growth vector</li> <li>● competitive advantages</li> <li>● synergistic effect</li> </ul>	Develop strategies to improve: <ul style="list-style-type: none"> <li>● processes</li> <li>● procedures</li> <li>● programs</li> <li>● activities and tasks</li> </ul>	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical

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# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

## EVALUATION PROCESS

Learning Outcome	Learning Process	Assessment Instruments
<p>The student will prepare a report based on a practical case in which:</p> <p>Redesigns the work schedule for the area or department:</p> <ul style="list-style-type: none"> <li>● program objectives</li> <li>● associated goals</li> <li>● compliance strategies or alternatives</li> </ul> <p>Work organization</p> <ul style="list-style-type: none"> <li>● particular programs</li> <li>● procedures</li> <li>● activities</li> <li>● tasks</li> </ul> <p>Resource allocation</p> <ul style="list-style-type: none"> <li>● human</li> <li>● material</li> <li>● financial</li> <li>● time</li> </ul>	<ol style="list-style-type: none"> <li>1. Understand the elements that make up the planning and organization of work.</li> <li>2. Identify the objectives of the processes associated with the area.</li> <li>3. Analyze improvement strategies.</li> <li>4. Integrate strategies to the sequence of activities and associated resources</li> </ol>	<p>Project Checklist</p>

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# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

## TEACHING-LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Simulation Case analysis Research	PC Audio visual equipment and supplies board Printed (cases)

## LEARNING SPACE

Classroom/virtual classroom	Languages Lab/Work shop	Company
X		

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## LEARNING UNITS

<b>1. Learning Unit</b>	<b>III. Analysis y evaluation</b>
<b>2. Theoretical Hours</b>	14
<b>3. Practical Hours</b>	32
<b>4. Total</b>	46
<b>5. Objective</b>	Students will be able to discuss about sports, contrast ideas, make decisions and come to conclusions. They will be able to write reports and formal letter, the reason for writing, asking for and giving information.


Topic	knowledge	Skills	Values
SWOT	Identify the SWOT analysis technique and its application in the workplace: <ul style="list-style-type: none"> <li>● strengths</li> <li>● opportunities</li> <li>● weaknesses</li> <li>● threats</li> </ul>	Make a diagnosis by interpreting the results of the SWOT analysis of the area or department and make proposals for improvements.	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical.
Evaluation	Identify Ken Blanchard's Balanced Scorecard technique, considering: <ul style="list-style-type: none"> <li>● staff and group performance</li> <li>● process results</li> <li>● financial goals</li> <li>● performance indicators</li> <li>● fulfillment times</li> <li>● feedback</li> <li>● supervision</li> </ul>	Evaluate the results using the Balanced Scorecard technique and make a proposal for improvement	Proactive Respect Responsibility, Initiative Punctuality Critical Spirit of personal improvement Analytical.

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## EVALUATION PROCESS

Learning Outcome	Learning Process	Assessment Instruments
<p>The student will prepare a report based on a practical case in which:</p> <p>Evaluates the current situation of the area through SWOT Balanced Scorecard</p> <ul style="list-style-type: none"> <li>● staff and group performance</li> <li>● process results</li> <li>● financial goals</li> <li>● performance indicators</li> <li>● fulfillment times</li> </ul> <p>Proposal of alternatives for improvement</p>	<ol style="list-style-type: none"> <li>1. Understand the techniques for the analysis and evaluation of the work.</li> <li>2. Analyze the results of the evaluation to make proposals for improvement.</li> <li>3. Prepare an improvement proposal.</li> </ol>	<p>Study of cases Checklist</p>

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# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

## TEACHING-LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Collaborative teams Case analysis Research	PC Audio visual equipment and supplies Flip charts board printed (cases)

## LEARNING SPACE


Classroom/virtual classroom	Languages Lab/Work shop	Company
X		

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## PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

### CAPABILITIES DERIVED FROM THE PROFESSIONAL COMPETENCES WHICH CONTRIBUTE TO THE SUBJECT


Capability	Performance Criteria
Coordinate work teams by defining planning and supervision to increase competitiveness	<p>Prepare a plan by work team with the following characteristics:</p> <ul style="list-style-type: none"> <li>- objectives</li> <li>- goals</li> <li>- strategies</li> <li>- sequence of activities</li> <li>- times of completion and delivery of results</li> <li>- resources needed, time required and costs</li> <li>- channels and means of communication for new agreements and delivery of results</li> <li>- forms of supervision.</li> </ul>
Evaluate the results of the work team with control techniques under a systemic approach to strengthen its performance	<p>Prepares a dashboard for the compliance of indicators that contains:</p> <ul style="list-style-type: none"> <li>- quantitative targets (indicators)</li> <li>- specific compliance dates</li> <li>- names of those responsible</li> <li>- analysis of the causes of the deviations in the fulfillment of the goals with a systemic approach (qualitative)</li> <li>- strategies or alternatives applied</li> <li>- results obtained after applying the alternatives</li> <li>- feedback to the working group</li> </ul>

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# PLANEACIÓN Y ORGANIZACIÓN DEL TRABAJO BIS

## REFERENCES

Author	Year	Title	City	Country	Editorial
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Terry & Franklin	(1985)	<i>Principios de Administración</i>	Distrito Federal.	México	CECSA
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Stephen P. ,	(1998)	<i>La administración en el mundo de hoy</i>	Distrito Federal.	México	Prentice Hall
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Stephen P., Coulter M.	(1996)	<i>Administration.</i>	Distrito Federal.	México	Prentice Hall

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