

Business Organisation

Code: 100521
ECTS Credits: 6

Degree	Type	Year	Semester
2500258 Labour Relations	OB	2	2

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: Yes

Teachers

Gustau Folch Elosua

Prerequisites

It is recommended to have passed the courses Business Economics and Introduction to Economics.

Objectives and Contextualisation

The purpose of the course is to provide students with a theoretical and practical understanding of the organizational theory and design, which is a field that is devoted to examining, explaining and guiding the management of organizations.

Competences

- Carrying out analysis, diagnostics, lending support and taking decisions in terms of organisational structure, labour organisation, motion study and working hours studies.
- Clearly expressing ideas or facts in a compelling way.
- Drawing up and formalising reports and documents.
- Identifying, analysing and solving complex problems and situations from an (economic, historical, legal, psychological, and sociological) interdisciplinary perspective.
- Leading a group of people, by using the appropriate methods to guide individuals or groups towards the attainment of a goal.
- Maintaining a direction and performance that reflect the effort to do the tasks with efficiency and quality.
- Organising and managing the available time.
- Retain the ethical values and moral standards in decision-making.
- Students must be aware of the impact and implications of decisions and activities in other company areas.
- Students must be capable of deciding, sharply taking decisions and judging.
- Students must be capable of initiative, creativity and entrepreneurial spirit.

- Students must be capable of recognising and guiding the needs of people from their immediate environment.
- Students must be effective in a changing environment and when facing new tasks, responsibilities or people.
- Verbally communicating and defending a project.
- Working autonomously.
- Working effectively in teams.

Learning Outcomes

1. Applying the administrative and organisational tools.
2. Clearly expressing ideas or facts in a compelling way.
3. Designing new organisational forms.
4. Drawing up and formalising reports and documents.
5. Knowing the organisational forms, organisation and working methods.
6. Leading a group of people, by using the appropriate methods to guide individuals or groups towards the attainment of a goal.
7. Maintaining a direction and performance that reflect the effort to do the tasks with efficiency and quality.
8. Organising and managing the available time.
9. Retain the ethical values and moral standards in decision-making.
10. Students must be aware of the impact and implications of decisions and activities in other company areas.
11. Students must be capable of deciding, sharply taking decisions and judging.
12. Students must be capable of initiative, creativity and entrepreneurial spirit.
13. Students must be capable of planning and using the current indicators for the managing of human resources.
14. Students must be capable of recognising and guiding the needs of people from their immediate environment.
15. Students must be effective in a changing environment and when facing new tasks, responsibilities or people.
16. Verbally communicating and defending a project.
17. Working autonomously.
18. Working effectively in teams.

Content

1. The study of organizations

1.1. Concept of organization

1.2. Evolution of organizational thinking

1.3. Main theoretical approaches

2. Organizational design

2.1. Differentiation and integration

2.2. Dimensions of the organizational structure

2.3. Contingency factors

3. Organizational forms

- 3.1. Types of organizational structures
- 3.2. Organizational configurations
- 3.3. New organizational forms

4. Job design

- 4.1. Job characteristics
- 4.2. Job design methods
- 4.3. Time and work methods

Methodology

The teaching methodology and course assessment could be modified in case health authorities require it.

In order to achieve the course objectives, the following teaching methodologies will be used:

1. Theoretical lectures.
2. Discussion of exercises and cases, and practical activities about organizations.
3. Tutoring support.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Theoretical sessions	22.5	0.9	1, 9, 5, 3, 2, 13, 10
Type: Supervised			
Seminar, tutoring and participation	22.5	0.9	1, 16, 15, 5, 3, 2, 8, 13, 6, 10, 12, 17, 18
Type: Autonomous			
Personal study and preparation of assignments	100	4	1, 9, 5, 3, 2, 8, 13, 10, 17

Assessment

The final grade of the course will be computed as the weighted average of the marks obtained in: (1) a final exam, which will account for 50% of the grade, (2) the participation and delivery of exercises and cases during the course, which will weigh 25%, and (3) a mid-term exam, which will account for 25%. If the grade of the final exam is less than 3.5, the student will not pass the course.

If the weighted average grade is equal to or greater than 5, the student will pass the course. If this average is less than 3, the student will not pass the course. If the average is equal to or greater than 3 and less than 5, the student will have the chance to retake the assessment. The teachers will decide on the type of retake. If the student passes the retake, the final mark will be 5.

Students will be considered as Non-evaluable when they do not participate in any of the assessment activities.

Students who cheat (or try to cheat) during an exam will get a grade of 0 in the course and will lose the right to re-assessment. In practical exercises affected by plagiarism the student will get a 0 in the practical exercise and a warning. The same will happen if the student is unable to justify and explain his or her own argumentations. In case the students persists in this behavior, he or she will fail the course (0) and will lose the right to re-assessment.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Exercises and cases	25%	2	0.08	1, 16, 15, 5, 3, 2, 7, 8, 13, 14, 4, 6, 10, 12, 11, 17, 18
Final exam	50%	2	0.08	1, 9, 5, 3, 2, 7, 8, 13, 10, 17
Mid-term exam	25%	1	0.04	1, 5, 3, 2, 13

Bibliography

Mandatory:

Jones, G. (2013): *Organizational theory. Design and change*. Pearson, 7th edition.

Recommended:

Burton, R.M., Obel, B.; Hakonsson, D.D. (2015): *Organizational Design. A Step-by-Step Approach*. Cambridge University Press, 3rd edition.

Hodge, B.J., Anthony, W.P., Gales, L.M. (2003): *Organization theory: a strategic approach*. Prentice Hall.

Software

Microsoft office