



## Teaching Guide

Identifying Data				2015/16	
<b>Subject (*)</b>	Organización de Empresa	<b>Code</b>	660G01003		
<b>Study programme</b>	Grao en Relacións Laborais e Recursos Humanos (Coruña)				
Descriptors					
<b>Cycle</b>	<b>Period</b>	<b>Year</b>	<b>Type</b>	<b>Credits</b>	
Graduate	1st four-month period	First	FB	6	
<b>Language</b>	Spanish				
<b>Teaching method</b>	Face-to-face				
<b>Prerequisites</b>					
<b>Department</b>					
<b>Coordinador</b>	Rivas Moar, José María	<b>E-mail</b>	jose.maria.rivas@correo.udc.es		
<b>Lecturers</b>	Rivas Moar, José María	<b>E-mail</b>	jose.maria.rivas@correo.udc.es		
<b>Web</b>	<a href="http://www.erlac.es/">http://www.erlac.es/</a>				
<b>General description</b>	Provide students of Labor Relations and Human Resources about ideas and concepts of organizational structure, planning, management and monitoring of actual organizations. The aim is help them join the company nowadays.				

## Study programme competences

Code	Study programme competences
A10	Organización e dirección de empresas.
A13	Transmitir e comunicarse por escrito e oralmente usando a terminoloxía e as técnicas adecuadas.
A15	Dirixir grupos de persoas.
A21	Realizar análises e diagnósticos, prestar apoio e tomar decisións en materia de estrutura organizativa, organización do traballo, estudo de métodos e estudo de tempos de traballo.
A31	Aplicar os coñecementos á práctica.
B1	Resolución de problemas.
B2	Capacidade de análise e síntese.
B3	Capacidade de organización e planificación.
B4	Capacidade de xestión da información.
B5	Toma de decisións.
B8	Razoamento crítico.
B9	Traballo en equipos.
B12	Motivación para a calidade.
B13	Adaptación a novas situacións.
B14	Aprendizaxe autónomo.
C1	Expresarse correctamente, tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma.
C3	Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.
C4	Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común.
C6	Valorar criticamente o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse.
C7	Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.

## Learning outcomes

Learning outcomes	Study programme competences		
Organization and Management	A10		
Transmit and communicate using appropriate terminology and techniques	A13		
Lead groups of people	A15		



Analysis and diagnostics, support and take decisions about organizational structure, organization of work, study of methods and times.	A21		
Apply knowledge to practice	A31		
Solve problems		B1	
Analysis and synthesis		B2	
Organization and planning		B3	
Information management		B4	
Decision making		B5	
Critical thinking		B8	
Teamwork		B9	
Motivation for quality		B12	
Adapt to new situations		B13	
Self study		B14	
Express themselves correctly in the official languages			C1
Use basic ICT tools for the exercise of the profession			C3
Unfold for the exercise of responsible citizenship			C4
Critically assess knowledge and technology in order to solve problems.			C6
Assume importance of life-long learning			C7

Contents	
Topic	Sub-topic
LESSON 1. THE COMPANY	1.1. Introduction 1.2. The company as a system 1.3 Business classes
LESSON 2. THE ORGANIZATION	2.1 Definition 2.2 Value creation 2.3 Organizational effectiveness 2.4 Executives and organizational authority
LESSON 3. THE ENVIRONMENT OF ORGANIZATIONS	3.1 Introduction 3.2 The specific environment 3.3 The general environment 3.4 The environment and strategic direction
LESSON 4. DESIGN OF AN ORGANIZATION	4.1 The organizational structure of the company 4.2 Functional structure 4.3 Divisional structure 4.4 Matrix structure
LESSON 5. BUSINESS STRATEGY	5.1 Introduction 5.2 Design strategies 5.3 Competitive strategies
LESSON 6. PLANNING	6.1 Definition 6.2 Types of plans 6.3 Stages 6.4 Goals
LESSON 7. BUSINESS MANAGEMENT	7.1 Foundations 7.2 Decision making



LESSON 8. CONTROL FUNCTION	8.1 Foundations 8.2 Control types 8.3 Effective control system
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Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours
Seminar	A21 A31 B2 B8 C1 C4	3	5	8
Guest lecture / keynote speech	A10 A15 A21 B5 B8 B12 C4 C7	18	10	28
Supervised projects	A13 B4 B9 C1	1	24	25
ICT practicals	B2 B3 B4 B8 C3 C6	0	45	45
Objective test	A31 B1 B13 B14	2	40	42
Personalized attention		2	0	2

(\*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
Seminar	Making synthesis or summarized from external speech, reading an article or news.
Guest lecture / keynote speech	Explanation of the contents of the subject with sessions of 1.5 hours in the classroom
Supervised projects	Work and exhibition group on matters related to the subject.
ICT practicals	Doing exercises, case studies, problems, surveys and issues. They will be made in the practical sessions and the Moodle platform.
Objective test	Objective test with three parts: short questions, multiple choice questions and exercises or case studies.

Personalized attention	
Methodologies	Description
Supervised projects	- Explanation of the chapters included in the course.
Seminar	- Resolution of doubts in the practical application of concepts.
Objective test	- Monitoring the work group. - Monitoring the exhibition of the works. - Tracking solving tests, exercises, and issues. - Attention will be given in class hours and hours tutorials.

Assessment			
Methodologies	Competencies	Description	Qualification
Supervised projects	A13 B4 B9 C1	Correction of the content of the work, the degree of compliance model and exposure assessment.	15
Seminar	A21 A31 B2 B8 C1 C4	Correction work delivered by students	10
Objective test	A31 B1 B13 B14	Evaluation of exam.	60
ICT practicals	B2 B3 B4 B8 C3 C6	Support for the resolution of class problems and assessment of the issues raised in the moodle platform.	15

Assessment comments



To pass the course, 5 points are required.

- The seminar is attending lectures, discussion of an article, news, etc. Its value is 15%.

- The supervised projects will be done in groups. It will be exposed publicly. You will get a group result about content and presentation. Individual results will be obtained with exposure. Its total value is 15%

- The practical part consists of exercises, case studies, issues, etc. They will be made in practical classes and Moodle (scoring the implementation of the proposed activities). Its value is 15%.

- Objective tests are two. Its value is 60%.

The final grade is the weighted sum of the four methodologies.

## Sources of information

<b>Basic</b>	<ul style="list-style-type: none"><li>- Gareth R. Jones (2013). Teoría Organizacional. Diseño y cambio en las organizaciones. Pearson</li><li>- Stephen P. Robbins y Mary Coulter (2000). Administración. Pearson</li><li>- José Moyano, S. Bruque, J.M. Maqueira, F.A. Fidalgo, P.J. Martínez (2011). Administración de empresas. Un enfoque teórico-práctico. Pearson</li><li>- Carrasco Hernandez, A. Jimenez Jimenez, D. (Coordinadores) (2007). Manual de Organización y Métodos de Trabajo. Murcia. Diego Marin Libro-Editor</li></ul>
<b>Complementary</b>	<ul style="list-style-type: none"><li>- Idalberto Chiavenato (2006). Teoría General de la Administración. Mc Graw Hill</li><li>- J.M. Aguirre de Mena, M.M. Rodríguez y D. Tous (2002). Organización y Métodos de Trabajo. Piramide</li><li>- Eduardo Bueno Campos (2010). Curso básico de Economía de la Empresa. Piramide</li></ul>

## Recommendations

### Subjects that it is recommended to have taken before

### Subjects that are recommended to be taken simultaneously

Introducción á Economía/660G01002

Historia Social e Política contemporánea/660G01009

Teoría das Relacións Laborais/660G01010

### Subjects that continue the syllabus

### Other comments

(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.