



Teaching Guide

Teaching Guide				
Identifying Data				2017/18
Subject (*)	Organisational Design		Code	611G02029
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	2nd four-month period	Third	Obligatoria	6
Language	SpanishGalician			
Teaching method	Face-to-face			
Prerequisites				
Department	EconomíaEmpresa			
Coordinador	Barbeito Roibal, Susana Maria		E-mail	susana.barbeito@udc.es
Lecturers	Barbeito Roibal, Susana Maria Gago Cortés, María Carmen Guillen Solorzano, María Nieto Uria Ribeiro De Almeida, Arturo J.		E-mail	susana.barbeito@udc.es m.gago@udc.es maria.guillen@udc.es a.nietouria@udc.es
Web				
General description	A materia centrase no análise das estruturas organizativas das empresas no mundo real.			

Study programme competences

Code	Study programme competences
A1	Manage an enterprise or small organization, understanding their competitive and institutional position and identifying their strengths and weaknesses
A2	Integrate in any functional area of micro-firms or SMEs and perform fluently any management task commissioned
A3	Evaluate and foreseeing, from relevant data, the development of a company.
A4	Elaborate advisory reports on specific situations of companies and markets
A5	Write projects about specific functional areas (e.g. management, marketing, financial) of the company
A6	Identify the relevant sources of economic information and to interpret the content.
A8	Derive, based on from basic information, relevant data unrecognizable by non-professionals.
A9	Use frequently the information and communication technology (ICT) throughout their professional activity.
A10	Read and communicate in a professional environment at a basic level in more than one language, particularly in English
A11	To analyze the problems of the firm based on management technical tools and professional criteria
B1	CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study
B2	CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demonstrated by means of the elaboration and defense of arguments and solving problems within their area of work
B3	CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical
B4	CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled
B5	CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy
B6	CG1-Perform duties of management, advice and evaluation in business organizations
B7	CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization
B8	CG3- Know how to make decisions, and, in general, assume leadership roles.
B10	CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.
C1	Express correctly, both orally and in writing, in the official languages of the autonomous region
C4	To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good



C5	Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs
C6	Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions
C7	Assume as professionals and citizens the importance of learning throughout life.
C8	Assess the importance of research, innovation and technological development in the economic and cultural progress of society.

Learning outcomes			
Learning outcomes		Study programme competences	
Aplicar á análise dos problemas criterios profesionais baseados no manexo de instrumentos técnicos e difundir o uso das novas tecnoloxías		A3 A9 A11	B1 B2
Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida y fomentar los valores del esfuerzo, trabajo, formacion continua e iniciativa privada			B3 B4 C4 C5 C6 C7 C8
Saber facer a presentación oral e escrita dun proxecto de xestión e análise da estrutura organizativa dunha empresa e comunicarse con fluidez non seu contorno		A10 A11	B5 B6 C1 C5
Expresarse correctamente, tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma.			B7 B8 C1
Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria.			C4
Saber deseñar organigramas e realizar análise das competencias dos diferentes postos de traballo, base para emitir informes e proxectos de xestión		A1 A2 A4 A5 A6 A8	B10

Contents	
Topic	Sub-topic
TEMA 1: Introducción á análise organizativa	1.1. Mecanismos de coordinación 1.2. Elementos básicos e partes fundamentais
TEMA 2: Parámetros de deseño organizativo	2.1. Deseño de postos. 2.2. Deseño da estrutura departamental 2.3. Deseño de vínculos laterais. 2.4. Descentralización
TEMA 3: Factores de continxencia	3.1. Idade 3.2. Tamaño 3.3. Sistema técnico 3.4. Contorno 3.5. O papel do poder
TEMA 4: Configuracións estruturais	4.1. Simple 4.2. Burocracia maquinal 4.3. Burocracia profesional 4.4. Divisional. 4.5. Adhocracia

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours



Objective test	A8 B7 B8	2	37	39
Seminar	A2 A3 A9 A10 A11 B10 C4 C5 C6 C7 C8	4	4	8
Guest lecture / keynote speech	A4 A5 A6 B1 B5 B6	17	17	34
Supervised projects	A1 B2 B3 B4 C1	6	60	66
Personalized attention		3	0	3

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

Methodologies	
Methodologies	Description
Objective test	Examen tipo test
Seminar	Organizaranse 4 horas de titorías presenciais para o seguimento dos traballos cuxas datas e horas serán comunicadas ao longo do curso.
Guest lecture / keynote speech	Presentación de conceptos teóricos básicos
Supervised projects	Traballos grupais con exposición oral.

Personalized attention	
Methodologies	Description
Seminar Supervised projects	Os seminarios e as titorías servirán para aclarar dúbidas e facer un seguimento dos traballos tutelados.

Assessment			
Methodologies	Competencies	Description	Qualification
Supervised projects	A1 B2 B3 B4 C1	Traballos en grupo e exposición oral dos mesmos.	50
Objective test	A8 B7 B8	Examen tipo test	50

Assessment comments
É de aplicación anormativa de avaliacións, revisión e reclamación das calificacións dos estudos de grado e mestrado universitario, de la UDC (30/04/14): Os alumnos coñecerán as cualificacións dos traballos antes da realización do exame (Xuño ou Xullo). Os criterios de avaliación e cualificación son, exactamente, iguais nas dúas oportunidades de exame (Xuño e Xullo). Considérase que un alumno está dentro da avaliación continua e, polo tanto, aplicaráselle o esquema de avaliación anterior, si realizou máis dun 20% dos traballos e casos prácticos encargados. Polo tanto, este alumno si non alcanza o cinco, estará "suspense" nas actas da materia aínda que non se presente ao exame. Este sistema de avaliación mantense tanto para a primeira oportunidade como para os alumnos que se matriculen a tempo parcial, deberán comunicalo o profesor. Nestes casos os profesores valorarán a adaptación dos criterios de avaliación. As guías para a realización dos traballos tutelados ou de calquera outra práctica ou exercicio proposto polo profesor estarán colgadas na plataforma Moodle, coa suficiente antelación. Os traballos grupais tutelados realízanse ao longo do curso e non é posible a súa realización fóse do período lectivo. Na defensa oral do traballo tutelado, participarán todos os membros do grupo responsable da súa elaboración. Calquera información, aviso ós alumnos, colgarase nesta plataforma. Enviarase un e-mail notificándoo. É altamente recomendable a asistencia a clase e o seguimento de todas as actividades programadas na materia. Para o cálculo da nota media final, será preciso obter unha nota mínima de 4 puntos sobre 10 puntos no exame (non se calculará a nota media dos alumnos que obteñan unha nota menor que esta en o exame). Para superar a materia, a nota media ponderada final deberá ser igual ou superior a 5 puntos sobre 10. Para aqueles alumnos que cumpran os requisitos esixidos para o acceso á proba adiantada, o criterio de avaliación será un 50% -50%. É responsabilidade do alumno consultar a dirección de e-mail ca UDC lle asigne. Recórdase que está prohibido acceder ao exame con calquera dispositivo que permita a comunicación co exterior e/ou o almacenamento de información. Así mesmo, recórdase que calquera alumno sorprendido realizando traballos ou exame mediante calquera procedemento fraudulento se lle asignará unha nota de cero na convocatoria.



Sources of information

Basic	- Mintzberg (Varios). La estructuración de las organizaciones. Ariel - Morales Fernández, E. J. y Ariza Montes, J. A. (2015). Diseño y organización de empresas. Ediciones Universitarias McGraw-Hill
Complementary	

Recommendations

Subjects that it is recommended to have taken before

Business Economics: Management and Organisation/611G02008

Subjects that are recommended to be taken simultaneously

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.