

SUBJECT TEACHING GUIDE

G897 - Structure and Organisational Behaviour

Degree in Business Administration and Management

Academic year 2019-2020

| 1. IDENTIFYING DATA | | | | | |
|----------------------------------|---|------------------|--------------------|------------------|--------------------|
| Degree | Degree in Business Administration and Management | | | Type and Year | Compulsory. Year 4 |
| Faculty | Faculty of Economics and Business Studies | | | | |
| Discipline | Subject Area: General Management Module: Training in Business Organisation | | | | |
| Course unit title and code | G897 - Structure and Organisational Behaviour | | | | |
| Number of ECTS credits allocated | 6 | Term | Semester based (1) | | |
| Web | | | | | |
| Language of instruction | Spanish | English Friendly | No | Mode of delivery | Face-to-face |

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| Department | DPTO. ADMINISTRACION DE EMPRESAS | | | | |
| Name of lecturer | RAQUEL GOMEZ LOPEZ | | | | |
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| Other lecturers | VANESA SANCHEZ SANTOS | | | | |

3.1 LEARNING OUTCOMES

- To identify the key mechanisms of coordination in organizations
- To understand the main parameters of the organizational design.
- To know the main factors that determine the structure of organizations and to understand their influence.
- To define the organizational behavior
- To describe the main elements of the processes of perception, decisiveness and motivation in real situations.
- To identify the key factors to explain the groups' behavior . Summarize the conclusions of main theories about leadership and to know the communication process and its components in order to analyze the different effects on the workplace.
- To analyze the process of conflict and to assess why it exists in organizations . To analyze the elements of organizational culture and its influence in the organization.

4. OBJECTIVES

Perceiving the diversity and complexity of the behavior of individual members of an organization and its interactions.

To identify the main design parameters, the organizational structures, and the strategic decisions of the organizations.

6. COURSE ORGANIZATION

CONTENTS

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| 1 | PART I: THE ORGANIZATIONAL STRUCTURE CHAPTER 1. THE NATURE OF THE ORGANIZATION CHAPTER 2. ORGANIZATIONAL DESIGN PARAMETERS CHAPTER 3. FACTORS DETERMINING THE STRUCTURE CHAPTER 4. STRUCTURAL FORMS OF THE ORGANIZATION |
| 2 | PART II: ORGANIZATIONAL BEHAVIOR CHAPTER 5. INDIVIDUAL PERFORMANCE, PERCEPTION AND DECISION MAKING CHAPTER 6. VALUES, ATTITUDES, SATISFACTION AND MOTIVATION CHAPTER 7. TEAMS, LEADERSHIP AND COMMUNICATION CHAPTER 8. POWER, CONFLICT AND NEGOTIATION |

7. ASSESSMENT METHODS AND CRITERIA

| Description | Type | Final Eval. | Reassessn | % |
|--|--------------|-------------|-----------|---------------|
| Description Exam Type: Multiple choice. Chapters from 1 to 4 | Written exam | No | Yes | 30,00 |
| Description Exam Type: Multiple choice. Chapters from 5 to 8 | Written exam | Yes | Yes | 30,00 |
| Description Practices, projects and exercises | Work | Yes | Yes | 40,00 |
| TOTAL | | | | 100,00 |
| Observations | | | | |
| <p>The course is designed to follow a continuous assessment so that the assistance to class is strongly recommended. The final mark of the course is the result of the sum of the two exams and the practices, projects and exercises (with their corresponding percentage). To pass the course is necessary to obtain a minimum score of 5 points. Students who do not pass the course in the ordinary examination can take the exam in the extraordinary examination about the Part I and Part II of the subject. The mark of the practices, projects and exercises is saved in the same terms as in the ordinary examination.</p> | | | | |
| Observations for part-time students | | | | |
| <p>Part-time students who choose to follow the continuous assessment must inform the teacher in the first two weeks of the semester.</p> <p>Part-time students who do not choose the continuous assessment should make a theoretical and practical examination. To pass the course is necessary to obtain a minimum of 5 points in each of the parts of the final exam (Theory and Practice)</p> | | | | |

8. BIBLIOGRAPHY AND TEACHING MATERIALS

| BASIC | |
|---|------------------------|
| Mintzberg, Henry (1988) La estructuración de las organizaciones. Ariel Economía. Traducido por Nieto. | Deborah Bonner, Javier |
| Robbins, Stephen (2004). Comportamiento organizacional. X Edición. Editorial: Pearson Educación | |