

## SUBJECT TEACHING GUIDE

### G897 - Structure and Organisational Behaviour

#### DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS

#### Double Degree in Law and Administration and Business Management Degree in Business Administration and Management

Academic year 2022-2023

1. IDENTIFYING DATA					
Degree	DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS			Type and Year	Compulsory. Year 5 Compulsory. Year 3
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

Department	DPTO. ADMINISTRACION DE EMPRESAS				
Name of lecturer	RAQUEL GOMEZ LOPEZ				
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Office	Edificio de las Facultades de Derecho y Ciencias Económicas y Empresariales. Planta: + 2. DESPACHO (E237)				
Other lecturers	ALBERTO GARCIA CERRO 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.

### 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

1	PART I: THE DESIGN OF THE ORGANIZATIONAL STRUCTURE AND COMMUNICATION UNIT 1. THE ESSENCE OF THE STRUCTURE AND FUNCTIONING OF THE ORGANIZATION UNIT 2. PARAMETERS OF THE ORGANIZATIONAL DESIGN UNIT 3. CONTINGENCY FACTORS UNIT 4. STRUCTURAL CONFIGURATIONS UNIT 5. COMMUNICATION
2	PART II: ORGANIZATIONAL HUMAN BEHAVIOR UNIT 6. LEADERSHIP UNIT 7. MOTIVATION UNIT 8. WORK TEAMS UNIT 9. POWER, POLITICS AND CONFLICT UNIT 10. CULTURE, CHANGE, LEARNING AND ORGANIZATIONAL DEVELOPMENT

## 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Description Exam Type: Multiple choice. Chapters from 1 to 5	Written exam	No	Yes	30,00
Description Exam Type: Multiple choice. Chapters from 6 to 10	Written exam	Yes	Yes	30,00
Description Practices, projects and exercises	Work	No	Yes	30,00
Description Continuous assessment activities	Others	No	No	10,00
<b>TOTAL</b>				<b>100,00</b>

### Observations

The course is designed to follow an approach of continuous assessment throughout the semester, so that continued attendance and completing intermediate tasks are necessary. Daily control assistance will be made, although the mere attendance is not part of the evaluation.

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 first part of the subject (units 1-5) will take an exam in the ordinary examination, examining part I (units 1-5) and part II (units 6-10) of the subject.

Students who do not pass the practice of the subject in the continuous assessment, will have to take an exam about the practice in the ordinary examination.

All students will be examined about the part II (units 6-10) of the subject in the ordinary examination.

Students need to make at least 75% of continuous assessment activities to be rated in this section (this is a non-recoverable part)

In the extraordinary examination, students will only be examined of the part of the subject that they have not passed in the ordinary examination.

In the event that the health and / or educational authorities do not allow attendance, the tests will be carried out electronically.

### Observations for part-time students

Part-time students who choose to follow the continuous assessment must inform the teacher in the first two weeks of the semester.

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 (part I and part II) and Practice)

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS

### BASIC

Mintzberg, Henry (1988) La estructuración de las organizaciones. Ariel Economía. Traducido por Deborah Bonner, Javier Nieto.

Pérez Gorostegui, E. (2018) Comportamiento humano y habilidades directivas. Editorial Ramón Areces

