

SUBJECT TEACHING GUIDE

G897 - Structure and Organisational Behaviour

DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS

Double Degree in Business Administration and Management and Labour Relations

Double Degree in Law and Administration and Business Management

Degree in Business Administration and Management

First Degree in Business Administration and Management

Academic year 2024-2025

1. IDENTIFYING DATA					
Degree	DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS Double Degree in Business Administration and Management and Labour Relations Double Degree in Law and Administration and Business Management Degree in Business Administration and Management First Degree in Business Administration and Management			Type and Year	Compulsory. Year 5 Compulsory. Year 5
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. SUBJECT PROGRAM

CONTENTS

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

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 Group practical assignments	Work	No	Yes	30,00
Description Continuous assessment activities	Others	No	No	10,00
TOTAL				100,00
Observations				
<p>The course is designed to follow a continuous assessment criterion throughout the semester, requiring regular class attendance and completion of intermediate tasks for optimal benefit. Daily attendance will be monitored, although mere attendance will not be part of the evaluation.</p> <p>All partial grades, if satisfactorily achieved, will constitute the final grade for the course. To pass the course, a minimum score of 5 out of 10 points is required.</p> <p>To complete the coursework throughout the semester, it is essential for students to form groups during the first two weeks of class.</p> <p>On the first day of class, all details regarding evaluation, group formation, and necessary considerations to pass the course will be explained. Students will receive detailed instructions from the first day of class, elaborating on the syllabus, including dates, group sizes, etc.</p> <p>Students who do not pass the course in the regular session must take an exam in the extraordinary session to recover all failed parts that can be retaken. All parts in which a minimum grade of 5 points has not been achieved will be considered failed parts.</p>				
Observations for part-time students				
<p>Part-time students must contact the course instructor within the first two weeks of class to discuss their situation. If they do not do so, they can still pass the course by obtaining a minimum of 5 points in each section of the final exam, which will cover the entire course content (Block I theory through multiple-choice questions, Block II theory through multiple-choice questions, and Practice through a case study and/or exercises).</p>				

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

