

28501 - Corporate organisation

Información del Plan Docente

Academic Year	2018/19
Subject	28501 - Corporate organisation
Faculty / School	108 - Facultad de Ciencias Sociales y del Trabajo
Degree	428 - Degree in Labour Relations and Human Resources
ECTS	6.0
Year	1
Semester	First semester
Subject Type	Basic Education

Module

1.General information

1.1.Aims of the course

CORPORATE ORGANISATION is an introductory subject to the field of business organisation. Then the aim is to give an overview of business organisations, developing in an elementary way ideas and concepts that will be explained more deepen later in other subjects.

The program will be divided into two differentiated blocks:

* In the first, we will provide basic knowledge about the fundamentals of Business Economics and the Theory of the Organization. We will focus on the development of the business concept and classes, besides analysing the role of the entrepreneur.

* In the second, we will study what currently represents the organizational function in business management. The concept and importance of the management process of the company will be analysed. We will describe the main management functions, highlighting its key importance to achieve an improvement in business activity.

1.2.Context and importance of this course in the degree

The main contribution of this subject is to provide the student with a first approximation to the real world of organisations, because it is there where the labor relations and the management of human resources take place.

1.3.Recommendations to take this course

Degree: Degree in Labour Relations and Human Resources

Course: 1st Semester: 1st Subject type: Basic education

Department: Management and Organization of Companies

ECTS credits: 6 ECTS

Tutorial timetable: Available on the web of the Faculty (<http://sociales.unizar.es/>)

Website (Virtual Platform) <http://add.unizar.es/>

Prerequisites (knowledge and / or prior skills): None

Language in which it is taught: Spanish

Other data of interest:

- Expected students: 70 per group

- Practical groups: 2 per group

2.Learning goals

2.1.Competences

The passing of this subject implies that the student is more competent in:

C2. Information management capacity.

C3. Capacity for organisation and planning.

C4 Oral and written communication in Spanish language.

C7 Ability to make decisions and manage problems.

C11 Teamwork.

C14 Autonomous learning.

C26 Ability to know, identify and understand the theoretical framework of the organisation and management of companies.

C32. Ability to advise trade union and business organisations and their affiliates.

C48 Ability to perform analyses and diagnoses, provide support and make decisions regarding organisational structure and work organisation.

C55. Develop skills for conflict management and resource management.

2.2.Learning goals

To pass this subject, the student must demonstrate the following results:

* To identify and understand the most relevant contributions of the Theory of the Organisation.

* To be able to make and apply productivity ratios.

* To understand the diversity of business and organisational functions, as well as the special characteristics of managerial work.

* To be able to understand the logical process of planning, design of organisational charts and assignment of functions.

* To be able to use and interpret information, make diagnoses and provide proposals for organizational improvement.

* To understand the strategic relevance of managerial functions in the organisation.

2.3.Importance of learning goals

This course contribute to the achievement of some of the objectives of the degree, specifically: * 01. To acquire the necessary knowledge to understand the complexity and the dynamic and interrelated nature of work from the organisational perspective. * 02. To train for the application of the theoretical and practical knowledge acquired in its various fields of action: management and direction of personnel and work organisation, both in the public and private sectors.

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

The assessment of the subject is distributed among assessment activities (25%) and the final examn (75%).

* **ASSESSMENT ACTIVITIES (25%):** Students must carry out different assessment activities that will contribute to the achievement of the learning goals.

These activities will be assessed and, therefore, their realisation will be mandatory. For its development, we will use active methodologies: case study, problem-based learning (PBL) and cooperative work for reflection and analysis. All of them must be done in groups and presented for evaluation in the time and manner that the professor will determine. *

Case study and PBL (15%): Throughout the course, different work sessions and/or assessments will be carried out, which will be informed with sufficient advance. Those students who can not attend the evaluation sessions for justified reasons should make and/or deliver the resolution of the activities to the professor, in the time and manner that he/she will determine. *T6 activities: Analysis and reflection of news (10%):

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The students will have to do a work of analysis and critical reflection on different economic-business news related to the contents of the subject.

At the end of the semester there will be an assessment session of this activity, in which students should:

- Give the work to the professor, fulfilling a series of content and form requirements that will be informed in a timely manner.
- Make an oral presentation of the work in class. In the evaluation of this activity the content and presentation of the written work (75%) and the oral presentation will be assessed. (25%). Those students who can not attend the evaluation session must also submit the work to the corresponding teacher and make the oral presentation of the same at another time that the teacher will determine, according to the circumstances that occurred to the student. In all these evaluable activities it will be valued that the student knows the concepts presented in the classes expository and be able to apply them.

* **FINAL EXAM (75%)**

The students will have to do a final exam on the date, time and place determined. It will be informed in advance.

It will consist of two parts:

- * An objective test type exam, which will serve to evaluate the degree of assimilation of the key concepts of the subject (60% of the final grade of the knowledge test). The wrong answers will have a penalty (-0.25 each wrong answer).
- * A part that will evaluate the student's ability to apply the theoretical concepts to the practice (40% of the final note of the knowledge test).

It will be necessary to pass both parts separately (obtain a minimum score of 5 out of 10 in each part).

Only in the case of passing the final test will it be possible to mediate the score with that of the assessment activities.

Those students who do not carry out the assessment activities throughout the semester, may present them or carry out them on the day of the final exam. To do so it will be necessary to apply for it to the professor in advance (minimum, 20 days before the exam date).

At the beginning of the course, more detailed information will be offered, which will also be published in the virtual platform (ADD).

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards achievement of the learning objectives. It is based on active participation, case studies, problem-based learning, puzzle method, teamwork, etc. that favors the development of the competences indicated in section 3 of this guide. A wide range of teaching and learning activities are implemented, such as lectures, practical activities, practice sessions, autonomous work, tutorials, and academic guidance.

Further information regarding the course will be provided on the first day of class.

4.2. Learning tasks

The course includes 6 ECTS, which means 150 hours of work for the student. These 150 hours are organized according to:

Work in the classroom (70 hours):

- Lectures (T1): 30 hours.
- Practice sessions (T2): 30 hours.
- Other practical activities (T6): 5 hours.
- Assessment: 5 hours.

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Homework (80 hours):

- Autonomous work: 50 hours.
- Group work (15 hours for T2 and 15 hours for T6): 30 hours.

4.3.Syllabus

The course will address the following topics:

TOPIC 1. CONCEPT OF COMPANY AND CLASSES

TOPIC 2. THE LOGISTIC PROCESS

TOPIC 3. THE LOGISTIC FINANCING PROCESS

TOPIC 4. THE MANAGEMENT FUNCTION IN THE COMPANY

TOPIC 5. THE DECISION-MAKING PROCESS

TOPIC 6. THE ORGANIZATIONAL STRUCTURE OF THE COMPANY

TOPIC 7. THE PLANNING OF THE BUSINESS ACTIVITY

TOPIC 8. CONTROL OF BUSINESS ACTIVITY

4.4.Course planning and calendar

For further details concerning the timetable, classroom and further information regarding this course please refer to the "Facultad de Ciencias Sociales y del Trabajo " website (<https://sociales.unizar.es/>).

4.5.Bibliography and recommended resources

BB	Bueno Campos, E. (2010). Curso básico de economía de la empresa: Un enfoque de organización (4ª ed.). Madrid: Pirámide.
BB	Cuervo García, Á. (Dir.). (2008). Introducción a la administración de empresas (6ª ed.). Cizur Menor (Navarra): Aranzadi.
BC	Aguirre Sábada, A.A., Castillo Clavero, A.M. y Tous Zamora, D. (1999). Administración de organizaciones: Fundamentos y aplicaciones. Madrid: Pirámide.

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- BC** Álvarez de Mon, S. (2009). El mito del líder: Profesionales, ciudadanos, personas: La sociedad alternativa. Madrid: Prentice Hall.
- BC** Bueno Campos, E. (2007). Organización de empresas: Estructura, procesos y modelos (2ª ed.). Madrid: Pirámide.
- BC** Bueno Campos, E., Cruz Roche, I. y Durán Herrera, J.J. (2002). Economía de la empresa: Análisis de las decisiones empresariales (Reimp.). Madrid: Pirámide.
- BC** Castillo Clavero, A.M. (Ed.). (2011). Introducción a la economía y administración de empresas. Madrid: Pirámide.
- BC** Fuente, J.M. de la, García-Tenorio, J., Guerras, L. A. y Hernangómez, J. (2002). Diseño organizativo de la empresa (1ª ed., reimp.). Madrid: Civitas.
- BC** García del Junco, J. y Casanueva Rocha, C. (2008). Fundamentos de gestión empresarial. Madrid: Pirámide.
- BC** Hernández Ortiz, M.J. (2000). Casos prácticos de administración y organización de empresas. Madrid: Pirámide.
- BC** Mintzberg, H. (2012). La estructuración de las organizaciones (1ª ed. en esta presentación). Barcelona: Ariel.
- BC** Pérez Gorostegui, E. (2009). Curso de introducción a la economía de empresa. Madrid: Editorial Universitaria Ramón Areces.
- BC** Roberts, J. (2006). La empresa moderna: Organización, estrategia y resultados. Barcelona: Antoni Bosch.

In addition to these books, throughout the course will be propose the reading of complementary articles on specific issues, published in current scientific journals.