

28501 - Business Organization

Information Teaching Plan

- **Academic year:** 2017/18
- **Academic center:** 108 - Faculty of Social Sciences and Labor
- **Degree:** 428 - Graduated in Labor Relations and Human Resources
- **ECTS:** 6.0
- **Year 1.** First semester. Basic formation

1. Basic Information

1.1. Introduction

Brief presentation of the subject

Business Organization subject is within the module Labor Organization, Management and Human Resources Management. This is a basic subject in the curriculum of the Degree of Labor Relations and Human Resources. This course aims to provide the student knowledge about the concept of enterprise, socio-economic reality and its internal organization, presenting a close vision of the professional reality developed by a Labor Relations and Resources Humans' graduated. So, it is an important basis for achieving a better understanding of the technical aspects of the organization and business management. The student will acquire the basis which will allow him to study other subjects throughout the degree, especially those that are within the same module.

1.2. Recommendations to study the subject

Degree: Degree in Labor Relations and Human Resources

Year: 1st Semester: 1st Character: Basic

Department: Business Management and Organization

ECTS: 6

Individual tutored hours: Check the website of the Faculty of Social Sciences and Labor.

Virtual platform: <http://add.unizar.es/>

Knowledge and / or previous skills: Any

Language: Spanish

Other data of interest:

- Students: 70 per group

- Practical Groups: 2 per group

1.3. Context and sense of the degree course

The main contribution of this course is to give the student a first approximation to the real world of organizations, because it's where labor relations and human resource management takes place.

1.4. Activities and key dates of the course

At the beginning of the subject teachers will inform about key dates of the evaluation activities, when the proposed works have to be submitted, etc. All this information will be available in the ADD.

2. Learning results

2.1. Learning results that define the subject

To pass this subject the student should demonstrate the following results ...

- Identify and understand the most important contributions of the Organization Theory.
- Be able to prepare and implement productivity ratios.
- Understand the diversity of business and organizational functions and special features of managerial work.
- To understand the logical process of planning, organizational design and assignment.
- Being able to understand and use information, make diagnoses and provide proposals for organizational improvement.
- Understand the strategic importance of leadership roles in the organization.

2.2. Learning outcomes' importance

This course is the beginning for achieving some of the degree's goals, specifically:

- 01 Acquire the necessary knowledge to understand the complexity and the dynamic and interrelated nature of the work from an organizational perspective.
- 02. Training for application of the acquired knowledge and skills in some areas: management and staff management and work organization, both in public and private sectors.

3. Objectives and competences

3.1. Objectives

The subject and its expected results reflect the following plans and objectives:

Business Organization is an introductory course to the field of business organization. Therefore it aims to give an overview of the company, developing elemental ideas and concepts that will be developed later in other subjects.

The program will be divided into two blocks:

- The first provides basic knowledge about the fundamentals of Business Administration and Organization Theory. We will focus on the concept of development and business classes, in addition to analyzing the role of the entrepreneur.
- In the second, the subject studies what the organizational role in business administration represents nowadays. The concept and the importance of process management of the company are analyzed. And also, the main management functions are described, highlighting the company importance to improve the company functioning.

3.2. Competences

After passing the subject, students will be more competent in ...

C2. Information management ability.

C3. Organizational and planning skills.

C4. Oral and written communication in native language.

C7. Ability to make decisions and manage problems.

C11. Teamwork.

C14. Autonomous Learning.

C26. Ability to recognize, identify and understand the theoretical framework of the organization and business management.

C32. Ability to advise unions and employers' organizations and their affiliates.

C48. Capacity for analysis and diagnostics, support and take decisions on organizational structure and work organization.

C55. Develop skills for conflict management and resource management.

4. Evaluation

4.1. Type of tests, evaluation criteria and levels of demand

The student must demonstrate that it has achieved the learning outcomes through the following evaluation activities.

The evaluation of the subject Business Organization is distributed in: training activities (25%) and knowledge tests (75%).

* **LEARNING ACTIVITIES (25%)**

Students must perform different training activities that contribute to achieve the expected learning outcomes. These activities will be evaluated and therefore, its realization will be mandatory. Active methodologies for its development will be used: case study, puzzle method and analyzes and group reflection. All of them must be done in groups and submitted for evaluation in the form and time determined by the responsible teacher of the subject.

• Case studies and puzzle activities T2 (15%) method:

Throughout the course different work sessions and / or evaluations will be done and they will be informed in advance. Students who can't attend the evaluation sessions must also send to corresponding teacher a resolution of the activities.

• Analysis and reflection readings news or activities T6 (10%):

Students must do a work of analysis and reflection on different news or economic and business readings related to the contents of the subject. This will be done in groups. At the end of the semester an evaluation session of this activity will be done and students will have to:

- Submit the work to the responsible teacher fulfilling the requirements of content and form (informed in advance)
- Make an oral presentation of class work.

In this activity the content and presentation of written work will be evaluated (75%) and also the oral presentation (25%). Students who can't attend the evaluation session must also submit the work to the corresponding teacher and make an oral presentation of it in another moment the teacher will determine, depending on the circumstances of the student.

In all these evaluable activities will be appreciated that students know the concepts presented in the lectures and they are able to apply.

*** KNOWLEDGE TEST (75%)**

Individual written test on the dates, time and place determined in the examination session January / February and September published by the Center, which will consist of two parts:

- A multiple choice test that will evaluate the assimilation degree of the key concepts of the subject (60% of the final mark of the knowledge test). Wrong answers will be penalized (-0.1 each wrong answer).
- One part will evaluate the student's ability to apply theoretical concepts into practice (40% of the final grade of the knowledge test).

It will be necessary to pass both parts separately (get a minimum score of 5 out of 10 on each part). Only in the case of passing the knowledge test will be possible to mediate your score with the training activities.

Students who do not make the training activities throughout the semester may present them or perform them the same day of the knowledge test, having communicated that to the teacher with enough time so the responsible teacher can reserve the exam class for more time.

At the beginning of the course more detailed information will be provided and also it will be published in the ADD.

5. Methodology, learning tasks, syllabus and resources

5.1. 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.

5.2. 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.

Homework (80 hours):

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

5.3. Syllabus

The course will address the following topics:

TOPIC 1. CONCEPT OF COMPANY AND CLASSES

- 1.1. The company as an organization
- 1.2. The company and the economic system
- 1.3. The company in Economic Theory
- 1.4. The figure of the entrepreneur
- 1.5. Types of organizations

TOPIC 2. THE LOGISTIC PROCESS

- 2.1. The logistic process of production
 - 2.1.1. The productive process
 - 2.1.2. Structure of income and costs: the break-even point (BEP) model
 - 2.1.3. Planning of the productive process
- 2.2. The logistic commercial process
 - 2.2.1. Nature and importance of commercial activity
 - 2.2.2. Strategic and tactical commercial variables

TOPIC 3. THE LOGISTIC FINANCING PROCESS

- 3.1. Nature and scope of the financial function
- 3.2. Financing decisions
- 3.3. Investment decisions

TOPIC 4. THE MANAGEMENT FUNCTION IN THE COMPANY

- 4.1. The managerial functions
- 4.2. Management levels
- 4.3. The nature of managerial work
- 4.4. Managerial systems

TOPIC 5. THE DECISION-MAKING PROCESS

- 5.1. Concept and structure of the decision system
- 5.2. Decision situations
- 5.3. Decision criteria

TOPIC 6. THE ORGANIZATIONAL STRUCTURE OF THE COMPANY

- 6.1. Structure definition
- 6.2. Fundamental parts of the organization
- 6.3. Mechanisms of differentiation and coordination
- 6.4. Design of the organizational structure

TOPIC 7. THE PLANNING OF THE BUSINESS ACTIVITY

- 7.1. Concept and planning process
- 7.2. Phases of the planning process
- 7.3. The objectives of the company
- 7.4. Creating value

TOPIC 8. CONTROL OF BUSINESS ACTIVITY

- 8.1. Concept and process of control
- 8.2. Stages of the control process
- 8.3. Types and methods of control
- 8.4. The information system

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/>).

5.5. Bibliography and recommended resources

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- Álvarez de Mon, S. (2009). El mito del líder: Profesionales, ciudadanos, personas: La sociedad alternativa. Madrid: Prentice Hall.
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- Castillo Clavero, A.M. (Ed.). (2011). Introducción a la economía y administración de empresas. Madrid: Pirámide.
- Cuervo García, Á. (Dir.). (2008). Introducción a la administración de empresas (6ª ed.). Cizur Menor (Navarra): Aranzadi.
- 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.
- García del Junco, J. y Casanueva Rocha, C. (2008). Fundamentos de gestión empresarial. Madrid: Pirámide.
- Hernández Ortiz, M.J. (2000). Casos prácticos de administración y organización de empresas. Madrid: Pirámide.
- Mintzberg, H. (2012). La estructuración de las organizaciones (1ª ed. en esta presentación). Barcelona: Ariel.
- Pérez Gorostegui, E. (2009). Curso de introducción a la economía de empresa. Madrid: Editorial Universitaria Ramón Areces.
- Roberts, J. (2006). La empresa moderna: Organización, estrategia y resultados. Barcelona: Antoni Bosch