COURSE DATA

Data Subject

Code	33568
Name	Organisational structure and workplace design
Cycle	Grade
ECTS Credits	6.0
Academic year	2023 - 2024

Study (s)

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Faculty of Social Sciences	2	Second term

Subject-matter

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	13 - Organisation design and human resource management	Obligatory

Coordination

Name	Department
CANET GINER, MARIA TERESA	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

The subject *Organizational Structure and Workplace Design* is a compulsory subject of the Social Sciences branch and it takes place in the second quarter of the second academic year of the degree in Labour Relations and Human Resources. It is worth 6 ECTS credits, approximately equivalent to a 150 hour workload.

Organizational Structure and Workplace Design intends to deepen the knowledge of the concepts related to organization design variables and business structure. It allows students to understand how the structure must adapt to the strategy, the changes it undergoes and how these affect the strategy; as well as how the design must correspond to the business structure and its human resources policy. These concepts will also be dealt in 3rd and 4th year subjects included in Itinerary B.

This subject then links to *Introduction to Business Operation* and *Business Management*, which deal with the administration sub-system.

In any case this subject provides students with a solid base on business structure and operation. The following table shows the subjects included in the module of Business Administration and their order in the degree.

Subject	Academic Year and Semester	Type
Introduction to Business Operation	1st year (2nd semester)	Basic
Business Management	2nd year (1st semester)	Basic
Organizational Structure and Workplace Design	2nd year (2nd semester)	Compulsory
The Role of Human Resources	3rd year (1st semester)	Compulsory
Strategic Business Management	3rd year (2nd semester)	Compulsory
Audit of the Human Resources Role	4th year	Optional
Quality Management and Human Resources	4th year	Optional
Policies, Strategies and Human Resources Management	4th year	Optional
Corporate Social Responsibility in the area of Human resources	4th year	Optional

ECTS stands for European Credit Transfer System, a basic tool for the encouragement of European cooperation in terms of quality achievement through the development of comparable methodologies and criteria. These credits represent the effective workload of students by measuring their results through comparable qualifications.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

Relationship with other subjects of the same degree
No enrolment restrictions have been specified.
Other types of prerequisites
Previous completion of the subjects Introduction to Business Operation and Management and Organization.

OUTCOMES

1309 - Degree in Labour Relations and Human Resources

- Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

- Students must be able to apply their knowledge to their work or vocation in a professional manner and have acquired the competences required for the preparation and defence of arguments and for problem solving in their field of study.

- Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

- Students must be able to communicate information, ideas, problems and solutions to both expert and lay audiences.

- Students must have developed the learning skills needed to undertake further study with a high degree of autonomy.

- Be able to learn independently and develop initiative and entrepreneurship.

- Be able to organise and plan.

- Be able to manage information and to write and formalise reports and documents.

- Be able to analyse, synthesise and reason critically.

- Be able to solve problems, apply knowledge to practice and develop motivation for quality.

- Be able to communicate orally and in writing.

- Be able to use new information and communication technologies.

- Be able to work in a team.

- Respect and promote the principles of fundamental rights, gender equality, equal opportunities and non-discrimination, democratic values and sustainability.

- Know and apply the principles of the professional code of ethics.

- Understand the fundamentals of business organisation.

- Know and apply human resources management policies and instruments.

- Be able to interrelate the knowledge from the different academic disciplines that analyse the work environment.

- Analyse and evaluate the factors that determine inequalities in the world of work.

- Be able to select and manage social and labour information and documentation.

- Be able to perform analyses and make decisions regarding organisational structure and work organisation.

- Be able to participate in the creation and design of organisational strategies, and to develop the human resources strategy of the organisation.

- Be able to advise and make decisions on human resource management concerning remuneration policy, personnel selection policy and staff design.

- Be able to lead working groups in the area of labour relations and human resources.

LEARNING OUTCOMES

Upon successful completion of the subject, students must achieve the following skills and competences:

a. Specific competences:

- Ability to identify and analyze the relationship among the different variables of organizational design and their incidence on structure.

- Knowledge of the major contingency factors that affect organizational design.

- Ability to decide how to redesign jobs.

- Knowledge on job evaluation, evaluation of performance and its utility in the design of jobs and in organizational structure in general.

- Knowledge of the relevance of the design variables and their influence on knowledge management in the organization.

b. Abilities and/or skills (related to other subjects).

- Use analysis and synthesis for problem-solving and decision-making. This way, students will get used to the analysis of real situations from a multidisciplinary perspective.
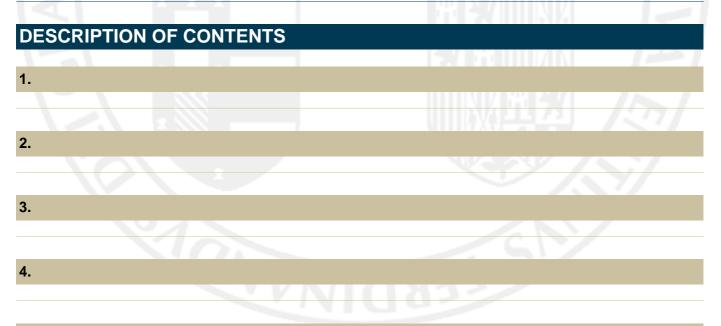
- Adapt to the new dynamics within the business environment through initiative, criticism and creativity to cope with organizational redesign. This implies the development of critical thinking.

- Ability to research and gather information in different sources through the application of different procedures.

- Stimulate the spirit of research by developing the ability to analyze new problems and carry out a systematic and precise reasoning.

- Stimulate group work. Group work requires attitudes such as collaboration, consensus, bargaining, conflict resolution and respect.

- Ability to discuss and express oneself in a coherent and intelligible way in order to build organized and understandable texts and to carry out oral presentations. Oral skills are essential for the professional future of students.

DESCRIPTION OF CONTENTS

1.

2.

3.

4.

5. Workplace design.

Variables in workplace design. Relationship between workplace design and Human Resources management. Analysis of jobs. Description and specifications of the job. Definition of general and specific competences of the job.

6.

7. Study and evaluation of jobs.

Concept and usefulness of the evaluation of jobs: wage equity. Main techniques of job evaluation.

8. Evaluation of performance.

Concept of performance evaluation. What to evaluate. Performance, attitude and potential. Evaluation process of performance. Evaluation tools.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	60,00	100
Attendance at events and external activities	8,00	0
Development of group work	10,00	0
Development of individual work	5,00	0
Study and independent work	10,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	15,00	0
Preparing lectures	10,00	0
Preparation of practical classes and problem	10,00	0
Resolution of case studies	10,00	0
Resolution of online questionnaires	2,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

The teaching methodology for this subject will combine lectures with other elements for encouraging student participation and engagement. The choice of this methodology encourages the teacher-student and student-student interaction as well as the development of skills and abilities.

- Lectures: teachers will present the students with the key concepts and contents of the subject. Each session will begin with the presentation of a diagram of the contents and will finish by highlighting the most relevant aspects covered. This will make understanding and identification of the main ideas easier. Teachers will make use of Aula Virtual to stimulate the students' participation by uploading documents and flowcharts to use in class. Student participation is an important aspect which will make lessons more active and dynamic.

For each session, students will have to produce an assignment related to the contents covered. Considering the importance of student participation, diagrams and flowcharts available online will help them build their own study materials and encourage autonomous learning.

- Tutorials: the objective of tutorials is to clarify concepts and doubts about concepts covered in class.

- Practical lessons: their aim is to apply the concepts learnt to real or fictitious cases and to develop the skills for working in groups and interpersonal communication. Teamwork and puzzle groups will be used to solve practical exercises in order to encourage cooperative learning. Audiovisual materials and texts will also be analyzed.

EVALUATION

The assessment method will include and combine all of the contents of the subject. It will be summative (testing of the level of formation acquired) and formative (feedback of the teaching-learning method). The summative function enables the assignation of a final grade. The following elements will be considered:

- Block A: 60% of the final grade will derive from a final written examination. It will consist in a series of questions on a business case. It can also include test-type questions.

- Block B (continuous assessment): 40% of the final grade will be based on the activities carried out in class. It consists of 2 parts. The first part (B1) accounts for 15% of the final grade and is based on attendance and active participation; the second part (B2) accounts for 25% of the final grade and it evaluates the following aspects: reports and oral or written presentations and the different activities carried out during the theoretical lessons.

This part of the continuous assessment is formative since it enables a feedback process for both students and teachers.

The final grade will be obtained through the combination of the grades of both blocks. It is mandatory to pass the written examination in order to pass the subject.

The following table shows the grading distribution:

Continuous Assessment	40%
Attendance and Participation	15%
Submission of Papers/Questionnaires on own work	25%

Written examination (students must pass it in order to consider the grade of the continuous assessment)	60%	
Total	100%	

REFERENCES

Basic

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Additional

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