

**COURSE DATA****Data Subject**

<b>Code</b>	33861
<b>Name</b>	Organisational Management
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2022 - 2023

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1007 - Degree in Information and Documentation	Faculty of Geography and History	1	Second term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1007 - Degree in Information and Documentation	14 - Business	Basic Training

**Coordination**

<b>Name</b>	<b>Department</b>
SANANDRES DOMINGUEZ, MARIA ELENA	105 - Business Administration 'Juan José Renau Piqueras'

**SUMMARY**

Organizations Management is a basic formation subject taught in the second semester of the first year of Information and Communication Degree. It is attached to Business Organization Area and has a total of 6 ECTS credits.

Since the professional future of a Graduate in Information and Documentation must be involved in the management of information of any kind of public or private organization, this subject will allow you to know this work environment both formal (policies and procedure) as well as informal level (culture of organizations), applying knowledge (organizational design, procedure manuals, task analysis, ..) and skills (development of organizational charts, diagrams of flow, ..) from the field of organizational management to the design of information systems.

This subject aims to analyse and understand the company considering it from a broad perspective, which



allows us to conceive it as a technical and economic unit, as a socio-political unit and as a decision unit. Thus, the conception of the company as a technical and economic unit is linked to the approach that the company has in subjects related to areas such as Economic Analysis, Accounting, Finance or Quantitative Methods (Mathematics and Statistics). The conception of the company as a socio-political unit entails the need to establish mechanisms that facilitate coordination and consensus among the different groups that come together in the company. The conception of the company as a decision unit implies the need to direct, plan, organise and control the different people that are part of the company and the activities to be carried out to obtain the objectives that have been established. This conception is more present in the subjects of areas such as Business Organization.

The course contents are structured along nine topics and can be divided into two broad parts: the first being about basic business concepts (company and business owner, types of companies, company and environment, decision making and business objectives, evolution and development of the company) and the second focusing on the main business functions (functional areas and their relationships).

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

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

### Other requirements

No prior knowledge is required.

## OUTCOMES

### 1007 - Degree in Information and Documentation

- Demonstrate organisational and planning skills.
- Have problem-solving skills.
- Be able to work in a team and to integrate into multidisciplinary teams.
- Acknowledge diversity and multiculturalism.
- Show skills for interpersonal relations.
- Show ethical commitment in the relationships with users and in information handling.
- Be able to learn independently.
- Be sensitive to environmental issues, sustainability and human rights.
- Show commitment to the principle of equal opportunities for men and women.
- Show commitment to the principle of universal accessibility.



## LEARNING OUTCOMES

- To have a basic knowledge about the company, its management and the main functional areas.
- Ability to describe and analyse the behavior of companies in a global environment.
- To critically evaluate the different business growth options.
- To know different sources of business information and be able to identify relevant information and apply it correctly.
- To transmit information to others, orally, in an interesting, creative and convincing way.
- Ability to synthesize business information in a written report and argue about it, through concepts or techniques of business organization.

## DESCRIPTION OF CONTENTS

### 1. BUSINESS ORGANIZATION AND BUSINESS MANAGEMENT

- 1.1. Company: concept and elements
- 1.2. Business management
- 1.3. The business organization as a system
- 1.4. Types of organizations

### 2. ENTREPRENEURSHIP, MANAGEMENT AND GOVERNMENT OF THE COMPANY

- 2.1. Concept of ownership and management
- 2.2. Business management: roles and levels
- 2.3. Top Management Teams
- 2.4. Corporate governance

### 3. THE ENVIRONMENT OF THE COMPANY

- 3.1. Definition of environment
- 3.2. General environment
- 3.3. Competitive environment
- 3.4. Types of environment
- 3.5. Introduction to corporate social responsibility (CSR)

### 4. THE EVOLUTION OF THE COMPANY

- 4.1. Creation of companies
- 4.2. Development of companies: growth directions and modes
- 4.3. Life cycle of companies and industry



## **5. OPERATIONS MANAGEMENT OF, QUALITY MANAGEMENT AND INNOVATION MANAGEMENT**

- 5.1. Production function
- 5.2. Supply and logistics function
- 5.3. Quality management
- 5.4. Innovation management

## **6. DIRECTION AND MANAGEMENT OF HUMAN RESOURCES**

- 6.1. HR uptake
- 6.2. HR motivation
- 6.3. HR Development
- 6.4. Support functions

## **7. COMMERCIAL AND FINANCIAL FUNCTION**

- 7.1. Commercial management
- 7.2. Financial management

## **8. THE MANAGEMENT FUNCTION**

- 8.1. Planning and control
- 8.2. Organization
- 8.3. Management and leadership

## **9. FIXING OBJECTIVES AND DECISION MAKING**

- 9.1. Goals: concept
- 9.2. Design of the goal system: mission, general goals and operational goals
- 9.3. The decision-making process
- 9.4. Typology of decisions
- 9.5. Introduction to strategic management

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theory classes	60,00	100
Development of group work	35,00	0
Preparation of evaluation activities	15,00	0
Preparing lectures	20,00	0
Preparation of practical classes and problem	20,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY**

Within the teaching-learning process, different methods will be used depending on the competencies that will be worked on each session; by combining lectures with other more participative methods.

Thus, we propose the next combination of teaching methodologies:

- Theory-oriented lectures: Combination of brainstorming to introduce new contents with master classes. On the one hand by using brainstorming we pretend that students link new knowledge to their previous knowledge, on the other hand using master classes allows us to consolidate the new knowledge. So it facilitates a significant learning experience and gets students a more active role in teaching-learning process, allowing them become more autonomous. For each unit, teacher will facilitate to students (through website) a schema-guide and the references that will allow them to build their own study materials. Through this procedure we want the students to develop the next generic competencies: critical thinking skill, ability to search and analyze information, self-learning skill and ability to use new information technologies.
- Practice-oriented lectures: allow students to put into practice the knowledge acquired in lectures, as well as enhancing their ability to teamwork and interpersonal communication. At the same time, these sessions are expected to improve the students' ability to organize and plan their own work. During practice sessions, the case study method will be used. Solving real cases individually and in groups. As well as other methods as: analysis and discussion of recommended readings, the use of videos to introduce some practices, roll-playing to solve any case about making decisions process.

Thereby we pretend to develop both, generic and specific competencies linked to the subject: Critical thinking skills; ethical commitment and social responsibility at work, respecting environment, human rights and promoting equality between men and women and Peace culture; ability to search and analyse information; spoken and written communication skills; ability to make decisions by applying the knowledge acquired in the subject; ability to develop work team (including interdisciplinary work); self-learning skills; Ability to use new information technologies; and finally Knowledge and understanding on the firm and its functional organization; its goals and techniques. Understanding the processes of firm's creation and development, as well as the innovation processes in firms.





## EVALUATION

The learning assessment will be based on the whole contents of the subject. At the same time, assessment must accomplish a double function: additive, by showing the training degree obtained, and formative, giving feedback to students. On the one hand the additive function will be carried out through final assessment, on the other hand the formative function will be carried out through continuous assessment.

Thus, the subject Fundamentals of Management assessment can be summarized as follows:

- Summary test (50% final mark). Summary test main function is assessing the achievement of formative goals. The written test can include both, questions with options and open questions. Anyway, questions can be referred to theoretical or practical contents. Preferentially, questions that involve relating concepts. This exam will be carried out on official date fixed by Facultat d'Economia. It is necessary a mark equal to 5 or higher (out of 10) to add continuous assessment score.

- Continuous assessment (50% final mark). Within this part, it will be valued the acquisition of generic and specific competencies named before. Teacher will offer regular feedback to the students, giving them information about the points to be improved as well as the marks obtained by them until that moment. The individual participation of the students in sessions will be valued too. In this sense, we consider that skills and social abilities are built during the course; so their assessment will become more important at the same time that the course advances.

The continuous assessment considers the participation of the student in class, as well as those works that require searching and analysing additional (in or out of the class), in order to solve cases, exercises, participate in debates, etc. So these activities will be considered as non-recoverable activities, as they intend to develop and evaluate competences and skills of information seeking and analysis, confronting different perspectives, arguing different ideas, or communicate ideas both orally and by writing. **All activities that require teamwork or oral presentations, as well as attendance and participation in class, will be considered non-recoverable activities of the continuous assessment. Their weight will be 50% of the value of the continuous assessment, i.e. 25% of the final mark for the subject.**

Following the article 6.9. of the assessment and qualification norms of the University of Valencia, the practice-oriented lectures are of compulsory attendance. It will be considered that a student has accomplished with this obligation if he/she attends at least 80% of the hours of the practice-oriented lectures and has properly justified the lack of attendance to the rest of the lectures.

The final grade will be calculated as the sum of the weighted evaluation methods. It is compulsory to pass the summary test to pass the course. **In the case that the student does not pass the summary test, the grade will be the one obtained in the exam, so the maximum grade will be 2.5 points. It is therefore a prerequisite to pass the synthesis exam in order to pass the course.**

This assessment starts from the premise that teaching at the University of Valencia is, by definition, oncampus lecture delivery method. In this sense, the student should be aware that attendance at both the theoretical and practical lectures is essential for proper monitoring of the contents of the course. The student must also consider the possibility to enroll part time when it is unable to attend all courses (60 credits). However, there is an exception for those students that justify it and request it. They have the possibility of being assessed without attending to all or part of the lectures. For these cases, students should proceed as follows:



- At the beginning of the course, student should inform (**always before the deadline set by the teacher in class**) to lecturer responsible for the course, the incidence that makes her/him unable to attend the class. This must be adequately justified in documentary form.
- The lecturer in charge, in the light of this information, will decide the possibility of evaluation without full or partial assistance to the lectures.

Students who are in this situation must submit for evaluation all work required by the lecturer (not necessarily the same to those required for the course) and may also be called to defend them orally to the lecturer, and conduct a knowledge test. The weight of the final grade work will be 50% and the test the remaining 50% knowledge. Students who do not attend Theoretical activities and / or practices, and individual and collective practical work, will read a series of supplementary texts.

## SECOND CALL

All students who sit the second sitting will take a synthesis exam worth 5 points. If they pass the exam, the mark obtained in the continuous assessment at the first sitting will be added. For these students, the final mark will be the result of the weighted sum of the marks obtained in the synthesis exam (50%) and the mark obtained in the continuous assessment in the first sitting (50%).

Students may recover the parts considered recoverable that have not been passed at the first sitting. In the case of students who have not passed the recoverable activities of the continuous assessment (minimum mark of 1.25 out of 2.5 of the recoverable parts), they must complement this with an additional test with a maximum value of 2.5 points. For these students, the final grade will be the result of the weighted sum of the marks obtained in the synthesis exam (50%), the additional test (25%) and the mark obtained by the student in the non-recoverable activities (25%).

## REFERENCES

### Basic

- Iborra, M.; Dasí, A.; Dolz, C. y Ferrer, C. (2014): Fundamentos de Dirección de Empresas. Conceptos y habilidades directivas. Ed. Paraninfo, Madrid.
- Boddy, D. (2012): Essentials of Management. A concise introduction. Pearson.
- Lloria, M.B. y Mohedano-Suanes, A. (2017): Introducción a la Dirección de Empresas. Casos prácticos. Ed. Pearson. Madrid.

### Additional

- El profesor puede recomendar referencias complementarias durante el curso / El professor pot demanar referències complementàries durant el curs / The teacher can recommend complementary references during the course.