



## COURSE DATA

### DATA SUBJECT

**Code:** 33568  
**Name:** Organisational structure and workplace design  
**Cycle:** Undergraduate Studies  
**ECTS Credits:** 6  
**Academic year:** 2025-26

### STUDY (S)

| Degree  | Center                       | Acad. year | Period         |
|---|------------------------------|------------|----------------|
| 1309 - Degree in Labour Relations and Human Resources | Facultat de Ciències Socials | 2          | Second quarter |

### SUBJECT-MATTER

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

### COORDINATION

CANTARERO SANZ SANTIAGO

## 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 3<sup>rd</sup> and 4<sup>th</sup> 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       |
|--|---|------------|
| <i>Introduction to Business Operation</i>                  | 1 <sup>st</sup> year (2 <sup>nd</sup> semester) | Basic      |
| <i>Business Management</i>                                 | 2 <sup>nd</sup> year (1 <sup>st</sup> semester) | Basic      |
| <i>Organizational Structure and Workplace Design</i>       | 2 <sup>nd</sup> year (2 <sup>nd</sup> semester) | Compulsory |
| <i>The Role of Human Resources</i>                         | 3 <sup>rd</sup> year (1 <sup>st</sup> semester) | Compulsory |
| <i>Strategic Business Management</i>                       | 3 <sup>rd</sup> year (2 <sup>nd</sup> semester) | Compulsory |
|  |   |            |
| <i>Audit of the Human Resources Role</i>                   | 4 <sup>th</sup> year                            | Optional   |
| <i>Quality Management and Human Resources</i>              | 4 <sup>th</sup> year                            | Optional   |
| <i>Policies, Strategies and Human Resources Management</i> | 4 <sup>th</sup> year                            | Optional   |



|   |                      |          |
|---|----------------------|----------|
| <i>Corporate Social Responsibility in the area of Human resources</i> | 4 <sup>th</sup> 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.

**COMPETENCES / LEARNING OUTCOMES**

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Advise and make decisions on human resource management concerning pay policy, staff selection and development policy, and staff planning.

Analyse, synthesise and reason critically.

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

Analyse and make decisions on organisational structure and work organisation.

Collaborate effectively in work teams, assuming responsibilities and leadership roles and contributing to collective improvement and development.

Develop an interrelated vision of the different academic disciplines that analyse the field of work.

Develop organisational and planning actions.



Know and apply human resource management policies and implementation tools.

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

Know and understand, within the field of the degree programme, gender inequalities in society; integrate different needs and preferences based on sex and gender into the design of solutions and problem solving.

Know the fundamentals of human resource management policies and the instruments for their implementation.

Know the fundamentals of work organisation and organisational structure.

Lead working groups in the field of labour relations and human resources.

Learn independently and develop initiative and entrepreneurial spirit.

Manage information, draft and formalise reports and writings.

Prepare and design organisational strategies, developing the organisation's human resources strategy.

Respect and promote fundamental rights, equality between men and women, equal opportunities and non-discrimination, democratic values and sustainability.

Select and manage social and labour information and documentation.

Solve problems, apply knowledge to practice and develop motivation for quality.

Understand the fundamentals of business organisation.

Use information and communication technologies.

## 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

### PRESENCIAL ACTIVITIES

| Activity                          | Hours        |
|-----------------------------------|--------------|
| Theoretical and practical classes | 60,00        |
| <b>Total hours</b>                | <b>60,00</b> |

### NON PRESENCIAL ACTIVITIES

| Activity                              | Hours        |
|---------------------------------------|--------------|
| Attendance at other activities        | 8,00         |
| Individual or group project           | 15,00        |
| Independent study and work            | 20,00        |
| Preparation of lessons                | 20,00        |
| Preparation for assessment activities | 17,00        |
| Resolution of case studies            | 10,00        |
| <b>Total hours</b>                    | <b>90,00</b> |

## 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

- Fernández, Rafael (coord.) y otros (1998): Organización y Métodos de trabajo, Ed. Cívitas, Madrid.
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- Triadó, Xavier y otros (2011): Administración de la empresa, Teoría y práctica, Mc GrawHill, 1ª edición, capítulos 5 y 6



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- Lloria, María Begoña y Mohedano-Suanes, Antonia (2017): Introducción a la dirección de empresas. Casos prácticos. Ed. Pearson, Madrid
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- Hodge, B.J., Anthony, W.P. y Gales, L.M. (2003): Teoría de la Organización. Un enfoque estratégico. Editorial Pearson, Prentice Hall, 6ª edición
- Iborra, María; Dasí, Angels; Dolz, Consuelo y Ferrer, Carmen (2014): Fundamentos de Dirección de empresas. Conceptos y habilidades directivas. Segunda Edición. Thomson. Capítulo 11.
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- Robbins, Stephen P. y Coulter, Mary K. (2014): Administración, México, Pearson.