



COURSE DATA

DATA SUBJECT

Code: 33861
Name: Organisational Management
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	1	Second quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	Business	BASIC

COORDINATION

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SUMMARY

Organisation Management is a basic training subject that is taught in the second semester of the first year of the Bachelor's Degree in Information and Communication. It is attached to the Business Organization Area and consists of a total of 6 ECTS credits.

Since the future professional of a Graduate in Information and Documentation must be involved in the management of information in any type of public or private organization, this subject will allow them to know this work environment both formally (policies and procedures) and informally (organizational culture), applying knowledge (organizational design, procedure manuals, etc.). Task analysis,..) and skills (elaboration of organizational charts, flow charts,..) from the field of organizational management to the design of information systems.

This subject aims to analyse and understand the organisation from a broad perspective, which allows us to conceive it as a technical-economic unit, as a socio-political unit and as a decision-making unit.

Thus, the conception of the organization as a technical-economic unit is linked to the focus of the company in 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 between the different groups that converge in the company. The conception of the company as a decision-making unit implies the need to direct, plan, organize and control the different people who are part of the company and the activities to be carried out to obtain the objectives that have been established.

The content of the subject is structured into eight topics that comprise two parts. The first, related to the fundamentals of the company (company and entrepreneurship, types of companies, company and environment, decision-making and business objectives, evolution and development of the company) and, the second, aimed at knowing the main functions of the company (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.

COMPETENCES / LEARNING OUTCOMES

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Acknowledge diversity and multiculturalism.

Be able to learn independently.

Be able to work in a team and to integrate into multidisciplinary teams.

Be sensitive to environmental issues, sustainability and human rights.

Demonstrate organisational and planning skills.

Have problem-solving skills.

Show commitment to the principle of equal opportunities for men and women.

Show commitment to the principle of universal accessibility.

Show ethical commitment in the relationships with users and in information handling.

Show skills for interpersonal relations.

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
- 1.5. Social and Solidarity Economy, Corporate Social Responsibility

2. ENTREPRENEURSHIP, MANAGEMENT AND GOVERNMENT OF THE COMPANY

- 2.1. Concept of ownership and management: entrepreneurship and management
- 2.2. Management: roles and levels
- 2.3. The management team
- 2.4. The governance of the company

3. THE ENVIRONMENT OF THE COMPANY

- 3.1. Definition of environment
- 3.2. General environment
- 3.3. Competitive environment
- 3.4. Types of environment

4. THE EVOLUTION OF THE COMPANY

- 4.1. The creation of companies. The business plan.
- 4.2. Development of the company: management and modalities
- 4.3. Business and Industry Life Cycle



5. OPERATIONS MANAGEMENT OF, QUALITY MANAGEMENT AND INNOVATION MANAGEMENT

- 5.1. The production function
- 5.2. The Procurement and Logistics Function
- 5.3. Beyond operations: Quality and innovation in the company

6. DIRECTION AND MANAGEMENT OF HUMAN RESOURCES

- 6.1. Recruitment
- 6.2. The motivation
- 6.3. Training
- 6.4. HR Management Support Functions

7. COMMERCIAL AND FINANCIAL FUNCTION

- 7.1. The commercial function
- 7.2. The Financial Function

8. THE MANAGEMENT FUNCTION AND DECISION-MAKING

- 8.1. Planning and control
- 8.2. Concept of objective. Lens System Design
- 8.3. the decision-making process
- 8.4. The organization
- 8.5. Management and leadership

WORKLOAD

PRESENCIAL ACTIVITIES



Activity	Hours
Theory	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	35,00
Independent study and work	0,00
Preparation of lessons	40,00
Preparation for assessment activities	15,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

In the teaching-learning process of Organizational Management, different teaching methods will be used. On the one hand, expository didactic forms will continue to be used in the case of theoretical classes, although other teaching methods will be used - didactic forms of participation - that seek the involvement of the student in the teaching-learning process. This second type of method favours interaction between the teacher and the student as well as between the students themselves, and is suitable for the development of generic competences. The methodology will be as follows:

- **Theoretical classes:** Brainstorming *methods will be combined* with master classes to introduce new content. The aim of *brainstorming* is for students to relate new knowledge to what they have previously learned. Master classes contribute to consolidating new knowledge. In this way, it is intended to provide a learning experience based on a more active and participatory role of the students, allowing the development of the autonomous learning skill. For each topic, the teacher will provide students (via Moodle) with a guide to the topic and useful references for individual study and the preparation of their own materials. The aim of this method is for students to develop generic competencies such as: critical thinking skills, information search and analysis skills, self-learning skills, and the ability to use new information technologies.
- **Practical classes:** they allow you to put into practice the knowledge acquired in the theoretical classes and highlight the ability to work in a group and interpersonal communication skills. It is also intended that these sessions contribute to improving the student's ability to organize and plan the student's work. Normally, the development of practical classes will use the case method as a fundamental method, with the resolution, first of all, individually and then in groups. Other teaching forms will also be used, such as the analysis and discussion of readings in class or *role-playing*. In addition, the video will be used for the presentation of some practices.

With the aim of developing some of the generic and specific competences established in the subject, a **monographic team work will be carried out** focused on the design and development of a business plan



linked to an idea, sector or professional field related to the profile of the students.

This project will allow the knowledge acquired throughout the course to be applied in an integrated way, while promoting analytical skills, decision-making, autonomous learning and teamwork. Special attention will also be paid to procedural aspects such as planning, the distribution of responsibilities, group coordination and individual reflection.

The final result will be presented in written and oral format, using various communication tools, and will be an opportunity to link the theoretical content with the organizational reality in which the students could develop professionally.

EVALUATION

The subject Management of Organizations will be evaluated based on the following elements:

FIRST CALL

- **Synthesis test (50% of the final grade).**

Its main function is to assess the degree of achievement of the training objectives. This test may include both multiple-choice questions and questions of development or restricted essay, and may address theoretical and practical content. Priority will be given to issues that require students to establish relationships between different concepts of the subject. The exam will be held on the official date established by the Faculty within the academic calendar.

It will be **an essential requirement to obtain at least five points out of ten** in this test in order to be able to incorporate the corresponding grade into the continuous assessment.

- **Continuous assessment (50% of the final grade).**

This part will assess the evolution of the student body in the acquisition of specific competences, transversal competences and social skills contemplated in the teaching programme. Throughout the course, the teaching staff will request the delivery of different exercises, which can be carried out individually and/or in teams. Participation in various activities such as the analysis and debate of texts or videos, attendance at conferences, seminars, etc. will also be taken into account.

Continuous assessment will take into account both active participation in the classroom and the work carried out in or out of class, individually or in groups. These activities may include the resolution of cases, exercises, debates or other dynamics that require the search, analysis and argumentation of additional information.

Non-recoverable activities **will be considered** those that involve teamwork or oral presentations, as well as attendance and participation in the classroom. These activities will represent 50% of the



value of the continuous assessment, i.e. 25% of the final grade of the subject. The grade obtained in the continuous assessment will be maintained for both calls.

The final grade of the student body will be the result of the weighted sum of the marks obtained in the synthesis test and in the continuous assessment, provided that this test has been passed. If you do not pass the synthesis exam, only the grade of said exam will be counted, and therefore the maximum mark will be 2.5 points out of 10. Therefore, it is essential to pass the synthesis exam to pass the subject.

This evaluation is based on the premise that teaching at the Universitat de València is, by definition, face-to-face. In this sense, students must bear in mind that attendance at both theoretical and practical classes is essential for an adequate follow-up of the contents.

If you are unable to attend regularly for justified reasons, you can opt for the part-time enrolment modality. Even so, the possibility of being evaluated without the need to attend all or part of the classes is contemplated, provided that it is adequately justified. In this case, the following procedure must be followed:

- Inform the responsible teaching staff, at the beginning of the course and always before the established deadline, of the impossibility of attending class in whole or in part, providing the corresponding documentary justification.
- Based on this information, the teaching staff will decide whether to authorise an alternative assessment without attendance.

Students who take advantage of this modality must present all the work required by the teaching staff (which may differ from those worked on during the course) and may be called to defend them orally. They will also take an individual test on the contents of the subject. The final grade will be distributed as follows: 50% assignments and 50% knowledge test.

Those who do not attend the face-to-face activities, both theoretical and practical, in addition to carrying out the individual or collective work indicated, must read a series of complementary texts that will be provided by the teaching staff at the beginning of the course.

SECOND CALL

All students who take the second call must take a synthesis exam with a value of **5 points**. If this exam is passed, the grade obtained in the continuous evaluation during the first call will be added.

In this case, the final grade will be the result of the weighted sum of:

- the grade of the synthesis exam (50%), and
- the grade obtained in the continuous evaluation of the first call (50%).

Students will be able to recover those parts of the continuous assessment considered recoverable (50%)



that have not been passed in the first call. In the case of those who have not achieved the minimum grade required in these activities, they must complement that part by means of an additional test, with a maximum value of 2.5 points.

For this group of students, the final grade will be the weighted sum of:

- the grade of the synthesis exam (50%)
- the mark obtained in the additional test (25%), and
- the grade obtained in the non-recoverable activities of the continuous evaluation (25%).

REFERENCES

- 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.
- Laloux, F. (2015). Reinventing Organizations: A Guide to Creating Organizations Inspired by the Next Stage of Human Consciousness (2nd ed.). Harp.

Teachers will be able to recommend complementary references during the course.