

MANAGEMENT SKILLS
(HABILIDADES DE DIRECCIÓN Y GESTIÓN)

COURSE GUIDE: 2017-18

COURSE DETAILS			
Name :	Management Skills		
Code :	63102204	Plan :	Economia (2010)
Academic year :	2017/2018	Level :	Undergraduate level
Course :	2	Type :	Compulsory
Semester :	First semester		
TIME DISTRIBUTION IN ACCORDANCE WITH REGULATION			
ECTS :	6	In-class hours:	45
		Not in-class hours:	105
		Total time (in hours):	150
USE OF VIRTUAL PLATFORM:		Teaching support	

LECTURER DETAILS			
Name	Raquel Antolin Lopez (working groups)		
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Name	Cynthia Giagnocavo (Lectures/Theory classes)		
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ACTIVITIES ORGANIZATION	
<i>Planned activities for learning and workload distribution per activity (in hours)</i>	
I. STUDENT'S ACTIVITIES (In-class / Online)	<ul style="list-style-type: none"> • Theory classes 31 • Working groups classes 14
	<i>Total In-class/Online time :</i> 45
II. STUDENT'S AUTONOMOUS ACTIVITIES (not in-class)	<ul style="list-style-type: none"> • Individual activities, case studies, etc. 105
	<i>Total not in-class time :</i> 105
TOTAL WORKING HOURS	150

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ELEMENTS OF INTEREST FOR COURSE LEARNING

Justification of contents

To identify the skills and competencies required to be effective in the managerial roles of any organization.

To deal successfully in demanding situations requiring problem solving, decision making, conflict management and negotiation, effective communication and team management.

To motivate, to lead groups, and to improve decision making in complex situations.

Other courses related

Introduction to Business Administration

Minimum knowledge required to deal with the Course

There is no specific knowledge required for registering in this course, although general education and B1 level in English are required, B2 level is highly recommended.

COMPETENCIES

General competencies

General objectives of the University of Almería

- Second language knowledge
- Basic knowledge of the profession
- Ethics

Other general objectives

- Ability to communicate and social skills

Specific competencies developed

AFB04: Develop and apply skills for the management of organizations

LEARNING OBJECTIVES/OUTCOMES

RD4: Elaboration and defense of arguments and resolution of problems within the study area

UAL1: Knowledge, skills, and attitudes that ease the learning of new theories, interpretations, methods and techniques in the different field disciplines as to satisfy effectively professional requirements.

UAL7: Understand and being understood in a verbal and written way using a language other than the mother language (It is especially important in the European convergence process for the expansion of the international dimension of the degrees)

UAL8: Ability to think and act according to universal principles that are based on a person's value and directed to his/her full development.

AFB04: Understand the roles and functions that entrepreneurs and managers develop in their organizations and develop the basic skills for the ethical exercise of these functions, including leadership, motivation, team management, communication and negotiation.

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CONTENTS	
Module I	Organizational culture and change
Module II	Motivation
Module III	Leadership
Module IV	Innovation and Entrepreneurship
Module V	Team Management
Module VI	Negotiation and Conflict Management
Module VII	Communication and IT Management
Module VIII	Control and Decision Making
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EVALUATION SYSTEM	
Assessment criteria	
<p>Option A should be the most common and is the preferred by the instructor.</p> <p>The student should attend a minimum of 80% of the theoretical classes (in hours) and take part in a minimum of 80% of the case studies and practical classes. If one student fails to attend to this minimum, for whatever reason, he or she should automatically follow the requirements of option B.</p> <p>Therefore, students that have not attended classes before October 20th, will be automatically in option B.</p> <p>Under this option A) the grade is composed of:</p> <ul style="list-style-type: none"> • 50% of the evaluation depends on the exams that will be held along the semester. Exams will consist of multiple choice questions with 4 options and just one correct answer. Correct answers sum up +1 point and incorrect answers subtract -0.33 points. <ul style="list-style-type: none"> a. There will be one or more partial exams (all of them will sum up to a 10% of the final evaluation). b. There will be one final exam that accounts for a 40% of the evaluation. • The remaining 50% consists of evaluations of in-class participation and involvement. This will be evaluated in master classes, case studies and practice classes. <ul style="list-style-type: none"> a. There will be several case studies that will be solved individually by the students. The solutions will be submitted (given) by the student at the start of the session in which the case 	

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will be solved. The teacher will evaluate the assistance and the number and quality of the interventions of the students.

b. During the theoretical classes, the teacher will ask open questions to be answered by the students. The teacher will evaluate the assistance and the number and quality of the interventions of the students.

c. During the working group sessions, practical activities related to the content of the course, will be carried out. The teacher will evaluate every activity, taking into account the attitude, implication, execution and participation of every student in the activity

The student needs to obtain a minimum of 4 out of 10 in each one of these 2 sets to pass the course AND an average minimum of 5 out of 10.

Option B): Final exam

Under this modality, students must pass one single exam with two parts. Students must obtain a minimum grade of 4 out of 10 in each part + and an average of 5 to pass the course.

1. Multiple choice exam (will count the 50% of the grade). Every question will have 4 possible answers, with one correct answer. Correct answers sum up +1 point and incorrect answers subtract -0.33 points.
2. Solving a case study (will count the remaining 50% of the grade)

The exam will be evaluated from 0 to 10. After that, the grade obtained will be pondered/adjusted by 0.9 to determine the final grade. Therefore, the maximum grade that is possible to obtain under option B) is 9 – Sobresaliente.

Marking system:

From 0 to 10, whereas:

- 10 – Matrícula de Honor – Excellent / A
- 9 - 10 Sobresaliente/ – Very good / B
- 7- 8.99 Notable/ – Good / C
- 5 – 6.99 Aprobado/ – Satisfactory D/E
- 0 – 4.99 Suspenso/ – Fail / F

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General Rules:

- Only students who are registered will be evaluated.
- In the event of using cell phones or other electronic devices, for purposes other than class activities during lectures, one half point will be taken off the final grade. In the case of a working group, the evaluation will be 0 for the corresponding assignment.
- Lecture materials will be available in the Aula Virtual and obligatory reading is indicated in the Syllabus.
- To pass exams, it will be necessary to study material found in the bibliography.
- A 4 out of 10 in continuous evaluation, indicates a pass for such part. Such evaluation cannot be repeated in subsequent courses to improve the grade.
- To write exams, it is obligatory to present OFFICIAL documentation with a photo.
- Telephones and other electronic devices which are not completely turned off are prohibited during exams. Detection of any such device during the exam will lead to the owner being expelled, and receiving a 0 grade. Severe disciplinary measures will be taken.

Marking system

	<i>Activity</i>	<i>150</i>	<i>Percentage</i>	
I. STUDENT 'S ACTIVITIES (In- class/Online)	• Seminars		0 hours	0%
	• Teaching group/Lectures		31 hours	80 %
	• Work group/ small group [example]		14 hours	20%
II. STUDENT'S AUTONOMOUS ACTIVITIES (Autonomous work)	• Individual work [example]		105 hours	0%

Assessment instruments**Theoretical contents :**

During the theoretical sessions, the instructor will explain the contents and answer the questions from the students. It will be positively valued if students prepare those contents in advance, by reading the referenced bibliography of the chapter and the slides (that will be facilitated at the start of the course).

During those sessions the instructor will ask open questions to the students, and responses will be evaluated.

Practical content:

Practical contents will be taught/evaluated in three different ways:

- a. There will be several case studies that will be solved individually by the students. The

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solutions will be submitted (handed in) by the student at the start of the session in which the case will be solved. The teacher will evaluate the assistance and the number and quality of the interventions of the students. Students may be asked on occasion to evaluate their fellow students' case studies and this will form part of the participative evaluation.

b. During the theoretical classes, the teacher will ask open questions to be answered by the students. The teacher will evaluate (1) the assistance and (2) the number and (3) quality of the interventions of the students.

c. During the working group sessions, practical activities will be held related with the content of the course. The teacher will evaluate every single activity in a specific manner, taking into account the attitude, implication, execution and participation of every student in the activity. Students proactiveness and active participation is essential to overcome working group sessions.

Exams:

Testing of:

- Acquired knowledge
- Capacity to analyse, synthesise and relate ideas.

Monitoring mechanisms

Handing in of assignments

Class participation

Tutorships

BIBLIOGRAPHY

Recommended bibliography

Mandatory Reading :

Management (*Luis Gomez-Mejia; David B. Balkin, Robert L. Cardy* ed. 2014)

Recommended Reading:

Robbins and Coulter. Management – Prentice Hall 12th edition Global ISBN-10:0-273-78702-0
ISBN-13: 978-0-273-78702-0

Bibliography existing in the library of the University of Almeria

Both above.

<http://almirez.ual.es/search/x?SEARCH=63102204>

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