

MANAGEMENT SKILLS
(HABILIDADES DE DIRECCIÓN Y GESTIÓN)

COURSE GUIDE: 2018-19

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			
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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)	• Theory classes 31
	• Working groups classes 14
	<i>Total In-class/Online time :</i> 45
II. STUDENT'S AUTONOMOUS ACTIVITIES (not in-class)	• 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.

Since this course is centered on learning about skills, the nature of the contents is highly applied and practical, being mostly focused on the development of skills both personal and professional.

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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PLANIFICATION	
Contents	
Module I	Introduction to management skills: Current challenges
Module II	Motivation
Module III	Leadership
Module IV	Team Management
Module V	Innovation, Entrepreneurship and Organizational change
Module VI	Negotiation and Conflict Management
Module VII	Communication & IT
Methodologies	
<p>Theory classes: These sessions will mainly consist in the theoretical explanation of each of the modules. However, some short activities will also be integrated on them (e.g., short case studies, debates, open questions), and several assessment tests. They are Participatory Master Classes. 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).</p> <p>Working group sessions: These sessions have a high dynamic and practical nature. The main objective is to develop and practice the managerial skills explained in theory classes. These sessions are characterized by a myriad of teaching methodologies: Teamwork, project development, case method, problem-based learning, video making, etc. 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.</p> <p>Besides, the student will have to do autonomous work out of class that basically will consist in:</p> <ul style="list-style-type: none"> • Studying the contents of the modules of the course • Application of knowledge through the development of different activities <p>Exams: Testing of:</p> <ul style="list-style-type: none"> • Acquired knowledge • Capacity to analyse, synthesise and relate ideas. 	

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EVALUATION SYSTEM

Assessment criteria

There are two types of options for both the ordinary and extraordinary calls:

Option A (Exam and continuous work):

It should be the most common and is the option preferred by the instructor.

The student should attend a minimum of 80% of the theoretical classes (in hours) and practical classes (in number of sessions). If one student fails to attend to this minimum, for whatever reason, he or she should automatically follow the requirements of option B.

Under this **option A**) the grade is composed of:

- Exam: 50% of the evaluation depends on the final exam. The exam will consist of multiple choice questions with 4 options and just one correct answer. Correct answers sum up +1 point and incorrect answers subtract 1/3 of the right questions (Learning objectives associated: RD4, UAL1, UAL8, AFB04).
- Continuous work: The remaining 50% consists of evaluations of in-class participation and involvement. This will be evaluated in different activity classes, tests, and practice classes. (Learning objectives associated: RD4, UAL1, UAL8, AFB04)
 - a. There will be different class activity such us partial exams, short case studies, etc. (all of them will sum up to a 10% of the final evaluation).
 - b. During the theoretical classes, the teacher will ask open questions to be answered by the students. The teacher will evaluate the number and quality of the students' interventions (10%)
 - 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 grade associated to this part is calculated as the average of the grades in each session. Missing classes will account as a 0 in that sessions. (30%)

The student needs to obtain a minimum of 4.5 out of 10 in each one of these 2 sets to pass the course AND a final average minimum of **5** out of 10. If the student fails any of the parts the grade will be "failing" regardless the grade in the other part.

Those students that have not reached at least a 4.5 on the continuous work will be automatically in option B, as well as, those students that have attended to less of 5 working sessions.

Option B): Final exam

Under this modality, students must pass one single exam. 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 1/3 of the right questions. (Learning objectives associated: RD4, UAL1, UAL8, AFB04).

The exam will be evaluated from 0 to 10. After that, the grade obtained will be pondered/adjusted by 0.8 to determine the final grade. The final grade after applying the ponderation of 0.8 should be equal or higher than 5. This means that students need to reach at least a 6.25 out of 10 in the exam as a minimum to pass the course. Therefore, the maximum grade that is possible to obtain under option B) is 8-Notable.

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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

General Rules (please read carefully):

- Only students who are officially registered in the corresponding English group can assist the English group and will be evaluated.
- Students must be punctual to attend both theory and working session classes. Students arriving late will not be allowed to enter.
- The professor will make the distribution of the students in the different working groups. Generally, the rule applied is based on the students’ surname; however, this rule might be changed in case adjustments are needed to balance the number of students in the working groups. The distribution on working groups will be posted on the Aula Virtual platform. Those students not appearing the first day of the working group assigned might lose their spot and might be re-allocating to another working group.
- Students must attend the working group assigned. Students attending other working groups will not be assessed. Exceptionally, students could attend a different group than the assigned for justified reasons and after being authorized by the professor.
- Students must access to the virtual platform regularly (to access to the contents, see notifications, and communicate with the professor).
- 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 session.
- To pass exams, it will be necessary to study the material found in the bibliography.
- The final exam is made only in the official date, time and location established by the Faculty of Economics and Business Administration. Therefore, under no circumstances would the exam be made in a different date, time or format, or any location other than the University of Almeria.
- A 4.5 out of 10 in continuous evaluation (participation, working group sessions, etc.), indicates a pass for such part (although to pass the course they need an average of 5). 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.

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Monitoring mechanisms
<ul style="list-style-type: none"> - Handing in of assignments - Class participation - Class activities - Tutorship - Virtual platform: forum
BIBLIOGRAPHY
Recommended bibliography
<p>Mandatory Reading: Management (Thirteen Edition - 2016). Stephen P. Robbins and Mary Coulter. Pearson. 2016 ISBN 10: 1-292-09020-0 ISBN 13: 978-1-292-09020-7</p> <p>Recommended Reading: Management. Luis Gomez-Mejia and David B. Pearson. 2012. ISBN 10: 0-13-217640-8 ISBN 13: 978-0-13-217640-8</p> <p>Management Fundamentals: Concepts, Applications, and Skill Development (Eighth Edition - 2017). Robert N. Lussier. Sage. 2017. ISBN: 9781506389394</p>
Bibliography existing in the library of the University of Almeria
http://almirez.ual.es/search/x?SEARCH=63102204

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