

Academic Year: ( 2023 / 2024 )

Review date: 22-03-2023

Department assigned to the subject: Business Administration Department

Coordinating teacher: BONACHE PEREZ, JAIME ALFONSO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

**REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)**

Not required.

**OBJECTIVES**

Skills to be acquired

General skills

\*CG10: Ability to relate well to people.

\*CG11: Ability to negotiate.

\*CG12: Ability to manage and leadership.

\*CG13: Tolerance and respect for diversity (gender, ethnic groups, culture).

\*CG19: Initiative and entrepreneurship

Specific skills:

\*CE1: To understand the fundamental concepts of microeconomics and business economics, as well as the application of these instruments to understand the environment in which an economic-business organization operates.

**LEARNING OUTCOMES**

The student identifies tools to improve management skills related to project management and effective coordination and management of people.

The student analyzes leadership from different approaches and styles in order to interpret the relationships between culture, leadership and organizational results.

**DESCRIPTION OF CONTENTS: PROGRAMME**

o Management Skills

o Leadership

**LEARNING ACTIVITIES AND METHODOLOGY****TRAINING ACTIVITIES OF THE SUBJECT**

AF3 Theoretical practical classes

AF6 Group work

AF7 Individual student work

Activity code / No. of total hours / No. of face-to-face hours /% face-to-face

AF3 42 42 100

AF6 58 0 0

AF7 50 0 0

TOTAL SUBJECT 150 42

**TEACHING METHODOLOGIES**

MD1 Lectures in the teacher's class supported by computer and audiovisual media, in which the main concepts of the subject are developed and the bibliography is provided to complement the students' learning.

MD2 Critical reading of texts recommended by the professor of the subject: Sentences and resolutions, press articles, reports, manuals and / or academic articles, either for later discussion in class, or to expand and consolidate the knowledge of the subject.

MD3 Resolution of practical cases, problems, etc. raised by the teacher individually or in groups

MD5 Preparation of works and reports individually or in groups

## ASSESSMENT SYSTEM

**% end-of-term-examination:** 40

**% of continuous assessment (assignments, laboratory, practicals...):** 60

To accomplish our goals, the course highlights both theory and applications combining a variety of learning techniques: lecture sessions, assignments, readings, and class discussions. Your final grade in the course will be based on both individual and group work, as follows:

### ORDINARY CALL:

- Class participation: 40%
- Individual performance: 10%
- Team performance: 10%
- Final exam: 40%

Individual and team performance will be evaluated through different assignments during the course. The final exam will be a closed-book exam that will help me assess your understanding of the core conceptual materials discussed in the class

EXTRAORDINARY CALL. The grade will be the better of the two following alternatives:

#### Alternative 1.

- Class participation: 40%
- Individual performance: 10%
- Team performance: 10%
- Final exam: 40%

#### Alternative 2.

- Final exam: 100%

## BASIC BIBLIOGRAPHY

- David A. Whetten, Kim S. Cameron Developing management skills, Prentice Hall-Pearson, 2015
- Lyle Spencer & Signe Spencer Competence at work, John Wiley and Sons, Inc., 1993
- Peter G. Northouse Introduction to leadership : concepts and practice, SAGE Publications, Inc; Edición: Third, 2014
- Ruth Wageman, Debra A. Nunes, James A. Burruss & J. Richard Hackman Senior leadership teams, Harvard Press, 2008

## ADDITIONAL BIBLIOGRAPHY

- Daniel Goleman Emotional Intelligence, Bantam Books, 2005
- Georg Vielmetter & Yvonne Sell Leadership 2030, Amacon, 2004