

**SUBJECT SYLLABUS
ACADEMIC OVERVIEW
INTERNATIONAL SCHOOL OF ECONOMIC & ADMINISTRATIVE SCIENCES**

COURSE NAME AND CODE: **Management Skills (962701)**

PROGRAM:

Bachelor of Administration & Service (BA&S)

LEVEL OF STUDY:

Undergraduate Programme

GENERAL ACADEMIC INFORMATION					
LATEST UPDATE	2020-2				
ACADEMIC DEPARTMENT	Administration & Organizations				
SUBJECT TYPE	Mandatory				
LANGUAGE	English				
SEMESTER	Programme		Semester		
	BA&S		7		
NUMBER OF ACADEMIC CREDITS	2				
HOURS OF ACADEMIC WORK	96	CONTACT HOURS	32	HOURS OF INDEPENDENT/AUTONOMOUS WORK	64
LEARNING PREREQUISITES	N/A				
INTERNATIONAL COMPONENT	<ul style="list-style-type: none">• National and international standards, policies, regulations and mores related to the professional field.• Vocabulary and technical language to communicate in different cultural contexts.• Intercultural challenges.• International guests				

SUSTAINABLE DEVELOPMENT GOALS (SDG)	4. Quality Education					
COURSE DETAILS						
COURSE DESCRIPTION	We seek with the MANAGEMENT SKILLS course, to generate an exchange of ideas, thoughts and approaches that help us to discern the importance of developing these skills in an organization; how we can be better managers and above all, from the basis that the person is the cornerstone of every organization and on the fact that on the shoulders of these people with jobs and positions of authority and responsibility the future of a society and a company is built with quality of life for all. The general manager who becomes aware of his inner conflicts will be in a better position to handle them and to manage their potential effects on behaviour. Competent management is the key determinant for organizational success, reducing staff turnover and increasing profits among others.					
KEY WORDS:	Management, Management Skills, Senior Management					
COMPETENCES DEVELOPED	EICEA ILOS or Programme ILOS	Course ILOS	Type	Content	Teaching and Learning strategy	Assessment Method
	ILO01 ILO03 ILO04 BA&S ILO07	Know the strengths and weaknesses in aspects that refer to emotional intelligence.	Knowledge	Personal skills Managers and their traits. Development of self-confidence and self-knowledge.	Discovery Based Learning	Formative and Summative Assessment
	ILO01 ILO02 BA&S ILO08	Identify problems and develop techniques to apply the decision-making process.	Skill	Interpersonal skills Problem resolution Assertive communication	Collaborative Learning	Formative and Summative Assessment
	ILO03 ILO04 BA&S ILO08	Know the communication process effectively within the organization.	Knowledge	Communication skills Leading positive change Effective Interviews and Presentation Skills	Discovery Based Learning	Formative and Summative Assessment
	ILO03 ILO04 BA&S ILO07	Recognize the different styles of leadership facing different scenarios.	Skill	Group skills Gaining power, leadership and influence (New trends in leadership) Building high performance teams	Collaborative Learning	Formative and Summative Assessment

	<p>ILO01: Global Vision: Demonstrate an understanding of multicultural environments both in local and global contexts.</p> <p>ILO02: Critical Thinking: Evaluate information using critical and analytical reasoning to address changing economic and business situations.</p> <p>ILO03: Teamwork: Understand and work with others of different backgrounds to solve problems, develop meaningful relationships, and share knowledge.</p> <p>ILO04: Ethics & Social Responsibility: Demonstrate awareness of ethical issues in business environments and contribute to the improvement of social conditions.</p> <p>BA&S ILO07: Understand the needs of people and organizations as well as the tendencies of service and hospitality, which prevail in the marketplace in order to design solutions that satisfy the needs of both internal and external customers.</p> <p>BA&S ILO08: Understand transformational leadership to improve organizations and human resource development.</p>
<p>BIBLIOGRAPHY</p>	<ul style="list-style-type: none"> • Robbins, S & Coulter, M.(2014): Management,12th Ed, Bostón, Prentice Hall • Hitt,Black and Porter. (2005). Management, 1st Ed.Prentice Hall • David A. Whetten, Kim S. Cameron, (2011) Habilidades Gerenciales, Ed7 Prentice Hall • David A. Whetten, Kim S. Cameron, (2007) Developing Management Skills, 7th Ed,Prentice Hall • Juan José Huerta, Gerardo Rodríguez, (2006) Desarrollo de Habilidades Directivas, 1ª edición <p>BASE DE DATOS</p> <ul style="list-style-type: none"> • Harvard Business Review / Sloan MIT • Harvard Deusto Business Review • Sidney Filkestein, (2016) Secrets of the superbosses. Harvard Business Review • Mathew Manimala, (2015) Liderazgo Distribuido. Harvard Deusto Business Review • https://www.youtube.com/watch?v=LrsjLA2NGTU Rethinking capitalism Harvard Business Publishing • https://www.youtube.com/watch?v=yyHmlcp2YCQ Selfwareness 101 • https://www.youtube.com/watch?v=S4UEJMuo0dA Steve Jobs Presentations • https://www.youtube.com/watch?v=2-ntLGOyHw4 Steve Jobs Presentations • https://www.youtube.com/results?search_query=presenting+like+steve+jobs Steve Jobs Presentations • https://www.youtube.com/watch?v=QJhKvfytQh4 la carreta