Management skills and general management

Master in Business Administration (MBA)

2021/2022

UNIVERSIDAD
NEBRIJA

TEACHING GUIDE

Subject: Management skills and general management

Title: Master in Business Administration (MBA)

Academic Course: 2021-2022

Character: Obligatory

Language: Spanish/English

Modality: Face-to-face/Blended/Distance

Credits: 6 ECTS

Semester: 1º

Teachers/Teaching Team: Prof. Mr. Manuel Álvarez Sáez / Prof. Mr. Antonio Díaz-Barcelo Caffarena PhD

1.   COMPETENCES AND LEARNING OUTCOMES

1.1. Competences

Basic Skills

CB7. That students know how to apply the knowledge acquired and their ability to solve problems in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study.

CB8. That students are able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments.

CB9. That students know how to communicate their conclusions and the knowledge and ultimate reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way.

CB10. That students possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous.

General Skills

CG2. The student must be able to systematically understand relevant company information, its context and how to apply it to complex situations, taking into account how it affects other departments.

CG7. The student must be able to perform different roles within a company team, particularly that of a leader.

CG8. The student must be able to recognize the need for change in the company or in one of its departments and must have the necessary skills to manage it.

CG11. Ability to integrate the values and policies of effective equality in the organization and governance of the company, especially between women and men and attention to disability.

Specific Skills

CE2. Generate new management skills and integrate them into the business and team management environment.

CE8. Ability to develop the vision, mission and cultural values of an organization, and thus be able to define objectives, policies and strategies necessary for the future of the company and the monitoring and control processes thereof.

CE13. Obtain, analyze and evaluate relevant information that allows you to develop knowledge applied to business sciences, oriented to the creation and management of companies.

CE14. Implement in professional practice, the knowledge and other skills acquired in the subjects.

1.2. Learning Outcomes

- Understand business management and leadership activities.
- Understand the configuration of companies through its fundamental component; people and their implications in organizational charts, development, design and organizational change, cohesion and dynamism of business organizations.
- Understand the functions of management, work techniques within organizations.
- Know and understand the determining social aspects of the process of adapting the company to the new challenges of business ethics
- Understanding of the context of reference of the social responsibility of the company.
- Master managerial skills: Understand team management, talent management, change management and time management from the general direction
- Understand the five basic areas of the company
- Know and understand the functions of general management

2. CONTENTS

2.1. Previous requeriments

None.

2.2. Description of the contents

- Introduction to management activities and business management.
- Study of the configuration of the companies through its fundamental co-rapporteur; The people and their implications in organization charts, development, design and organizational change, cohesion and dynamism of business organizations.
- Analysis of the functions of the management, techniques of work within the organizations.
- Study of the social aspects determining the process of adaptation of the company to the new challenges of business ethics
- Understanding of the reference context of the social responsibility of the company.
- Management skills: Team management, talent management, change management and time management from general management
- The five areas of the company and their impact on results: marketing, finance, operations, human resources, strategy and management
- Establish objectives and strategies for the company, especially in relation to its products and markets.

- To formulate or approve the rules and procedures of the company.
- Plan and organize the activities of the company, assign tasks to the staff and delegate responsibilities.
- Supervise and control budgets.
- Negotiate or approve contracts and agreements with suppliers, distributors, government agencies and other organizations.
- Study the competitiveness of the company in the market and the strategies of the competition and strive to find new markets.
- Hire, dismiss and promote staff and organize staff training.
- Supervise staff.
- Meet with other managers, organizational officers and staff members to discuss issues, coordinate activities and solve problems.
- Represent the company in meetings, congresses and seminars and serve as a liaison with other organizations.
- Manage the maintenance and repair of facilities, machinery, equipment and other resources
- Analyze the operations to evaluate the results and to develop and apply the changes

2.3. Teaching methodologies

During the course, activities, practices, reports or projects may be developed in which students show examples of application of the methods and techniques developed in the subject.

2.4. Formation Activity:

Formation Activity

Modality Face-to-face:

Formation Activity	Hours	Percentage of presence AF
AF1	35	100%
AF2	10	100%
AF3	10	25%
AF4	65	0%
AF5	20	0%
AF6	10	100%

Modality Blended:

Formation Activity	Hours	Percentage of presence AF
AF1	35	0%
AF2	10	0%
AF3	30	25%
AF4	55	0%
AF5	10	0%
AF6	10	50%

Modality Distance:

Formation Activity	Hours	Percentage of presence AF
AF1	35	0%
AF2	20	0%
AF3	20	0%

AF4	45	0%	
AF5	20	0%	
AF6	10	20%	

Teaching methodologies:

Modality Face-to-face: MD1; MD2; MD3; MD4
Modality Blended: MD1; MD2; MD3; MD4
Modality Distance: MD1; MD2; MD3; MD4

TEACHING METHODOLOGIES OF THE PROPOSED TITLE	
Code	Teaching Methodologies
MD1	Case Method
MD2	Cooperative Learning
MD3	Problem Based Learning (PBL)
MD4	Master class

3. EVALUATION SYSTEM

3.1. Grading system
The final grading system will be expressed numerically as follows:
  0 - 4.9 Fail (SS)
  5.0 - 6.9 Pass (AP)
  7.0 - 8.9 Notable (NT)
  9.0 - 10 Excellent (SB)
The mention of "academic honors" may be awarded to students who have obtained a grade equal to or greater than 9.0.

3.2. Evaluation criteria

Code	Evaluation System	Description
SE1	Development in individual work	Student performance in individual work in solving exercises or cases
SE2	Development in group work	Student performance in group work in solving exercises or cases
SE3	Final face-to-face test/exam	Face-to-face final test/exam

Modality Face-to-face:

To successfully pass any subject / subject, the student must pass the final exam in person. That is, in the final exam, a grade equal to or greater than 5 on a scale of 0-10 must be achieved, with 0 being the minimum grade and 10 the maximum.

Ordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	25	25
SE2	25	25
SE3	50	50

Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	50	50
SE2	0	0
SE3	50	50

Modality Blended:

Ordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	35	35
SE2	15	15
SE3	50	50

Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	50	50
SE2	0	0
SE3	50	50

Modality Distance:

Ordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	40	40
SE2	10	10
SE3	50	50

Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	50	50
SE2	0	0
SE3	50	50

In any case, passing any subject, without exception, for the three modalities is subject to passing the corresponding final face-to-face test/exams.

3.3. Restrictions

Minimum calification

To successfully pass any subject, the student must pass the final exam in person. That is, in the final exam/test, a grade equal to or greater than 5 on a scale of 0-10 must be achieved, with 0 being the minimum grade and 10 the maximum.

Assistance

The student who, unjustifiably, fails to attend more than 25% of the face-to-face classes may be deprived of the right to take the exam in the ordinary call.

Writing rules

Special attention will be paid in the written assignments, practices and projects, as well as in the exams/test both the presentation and the content, taking care of the grammatical and spelling aspects. Failure to comply with the acceptable minimums may result in points being deducted in said work.

3.4. Plagiarism warning

The Antonio de Nebrija University does not tolerate plagiarism or copying under any circumstances. Plagiarism is considered the reproduction of paragraphs from texts of authorship different from that of the student (Internet, books, articles, work of colleagues ...), when the original source from which they come is not cited. The use of quotes cannot be indiscriminate. Plagiarism is a crime.

If this type of practice is detected, it will be considered a Serious Misconduct and the sanction provided for in the Student Regulations may be applied.

4.   BIBLIOGRAFY

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