

SYLLABUS

Code-Course	053219 – Manpower and team Management and Development		
Thematic Area	Organisation and business management	Year	Third
Course Type	Mandatory	Credits	3 cr. ECTS
In-class Hours	30 hours	Hours of Individual Work	45 hours

BRIEF COURSE DESCRIPTION

In this course students will learn the basic principles of management by studying the most relevant elements in planning, organisation, coordination and control to maximise productivity of the company's resources. It is, therefore, important the role of management planning and people implication as a strategic resource in a company as it has a direct impact on providing economic value to the company.

GENERAL SKILLS

GS5 - Organise and coordinate work teams with a sense of leadership and solve possible group conflicts.

SPECIFIC SKILLS

SS19 – Understand the need for an appropriate planning and management of human resources by means of applying organisational management techniques.

LEARNING OBJECTIVES

- Learn the importance of work organization and precision...

THEMATIC CONTENTS

1. Work organisation: Planning.
2. Work organisation: Human resources recruitment and selection.
3. Decision making.

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LEARNING METHODOLOGY

This course methodology combines the theoretical approach of the contents studied in class with their practical applicability to tourism.

Time invested in this course will be divided as follows:

Students will dedicate 60% of the course time to face-to-face classes. Students will be taught the contextual and conceptual explanations about each of the points here specified. They will also carry out practical exercises individually or in teams.

Different methodologies are used in order to achieve the objectives of this course:

- Lectures focused on transferring knowledge and activate the students' cognitive processes.
- Case studies focused on the acquisition of knowledge by means of real or mock cases.
- Simulations of real situations to learn from experience.
- Group tasks to develop active learning in a cooperative form.
- Discussions, dialogues and reflection to develop a critical thinking and opinions.
- Written assignments.

ASSESSMENT SYSTEM

The assessment system assesses the student's achievement of learning outcomes regarding the subject's own competences.

Students may choose between continuous assessments throughout the year or a final examination at the end of the course.

Continuous assessment: the teaching-learning process is assessed by a continuous monitoring of the work done by the students throughout the course.

Final examination: it assesses the students' learning outcomes by means of a final exam at the end of the course. Students who cannot come to class regularly due to justified reasons will be assessed at the end of the course.

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Assessment systems	Continuous	Final
Definition and assessment of a job (creation of a manual)	15 %	15 %
Simulation of selection of personnel	15 %	15 %
Case study about decisions	10 %	5 %
Leadership exercise	20 %	15 %
Individual written test	40 %	50 %

Review and Reassessment of the Course

The student has the right to review all the evidences that have been designed for the assessment of learning.

If a student fails to achieve the learning objectives of the course, in order to opt for the reassessment of the course and submit a new reassessment task, it will be mandatory to fulfil one of these conditions:

A) Students must have been awarded a mean grade of 5.0 or higher in relation to the activities carried out throughout the semester without taking into account the final exam/s (both continuous assessment and single assessment) and having attended the final exam.

B) Students must have been awarded a final minimum grade of 4.0 in the overall course.

After the reassessment, the maximum grade is 5.0 in the overall course.

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