

# Syllabus

---

**Course:** Professional Skills

**Credits:** 6 ECTS

**Program:** Business Administration and Management

**Module:** Core Education

**Subject:** Professional Skills

**Code:** 802317

**Abbreviation:** MA10

**Subject coordinator:** Dolores Ruiz, PhD

**Academic Year:** 2022-2023

**Session:** October

**Semestre:** Second (first course, spring semester)

**Campus:** Barcelona

**Last review:** 04/04/2022

**Date of Approval:** 04/04/2022

**Date of Publication:** 30/04/2022

---

## 00 Table of Contents

---

00 Table of Contents .....	2
01 Faculty .....	3
01.1 Subject coordinator .....	3
02 Presentation .....	3
02.1 Description .....	3
02.2 Relevant Professional Applications .....	3
03 Competencies .....	4
03.1 Course Competencies .....	4
Basic Competencies.....	4
Specific Competencies .....	4
General Competencies .....	5
Transversal competencies.....	6
04 Program.....	6
05 Teaching methodology .....	7
06 Educational Activities .....	7
07 Assessment .....	8
08 Learning Resources.....	8
09 Code of Academic Conduct.....	9
10 Bibliography .....	11
10.1 Basic bibliography .....	11
10.2 Complementary bibliography .....	11

## 01 Faculty

---

### 01.1 Subject coordinator

**Dolores Ruiz, PhD**  
(druizl@eae.es)

## 02 Presentation

---

### 02.1 Description

Having a vision of who you are and what you want is key to success in life. We must understand what kind of leaders we are and/or are capable of being, how to work in a team, how to communicate our ideas in a multicultural environment and what ethical practices and values to consider when making decisions.

Soft Skills are as important as technical skills and that is the reason behind the "Professional Development" course is intended to understand models, methods and tools that can be implemented in a company to take advantage of intellectual capital. The objective of the program is to raise awareness and determine that students begin to develop the soft skills necessary to lead people and teams, and to lead successfully throughout their career.

### 02.2 Relevant Professional Applications

The set of learning received by the student is key to the performance of leadership and people management.

## 03 Competencies

---

### 03.1 Course Competencies

#### Basic Competencies

- CB02 - Students know how to apply their knowledge to their work or vocation in a professional way. They possess the competencies that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
- CB04 - Students can transmit information, ideas, problems and solutions to a specialized and non-specialized public.
- CB05 - Students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.

#### Specific Competencies

- CEDPR01 - Know how to communicate correctly with an adequate, clear and well-constructed discourse, both in content and form, in each situation and context.
- CEDPR02 - Develop written communication skills in Business Administration and Management.
- CEDPR03 - Being able to achieve a goal through an organized collective task, with roles and responsibilities distributed among the different members.
- CEDPR04 - Acquire autonomy and commitment to learn and be able to assess whether the information obtained is reliable or relevant. In addition, to identify if the approach is adequate to solve a problem in relation to the knowledge that is intended to be obtained.
- CEDPR05 - Being able to take actions for oneself in new and unforeseen situations, in order to improve processes and results.

- CEDPR06 - Set own goals and objectives to exceed established standards.
- CEDPR07 - Define objectives, develop strategies and plan tasks and schedules to achieve the objectives.
- CEDPR08 - Being able to actively listen, understand and recognize the thoughts, feelings and concerns of others.
- CEDPR09 - Develop an adaptation to changes and different situations, people or groups, enriching themselves with diversity.
- CEDPR10 - Being able to influence, direct and develop others through appropriate actions and behaviors, with involvement and management towards continuous improvement

## General Competencies

- CG02 - Communicating orally and in writing with others about learning outcomes, thinking development and decision making; participating in debates on topics of the specialty itself.
- CG03 - Being able to work as a member of an interdisciplinary team either as a member, or as performing tasks of management and development of people in order to contribute to developing projects with pragmatism and sense of responsibility, assuming commitments taking into account resources available.
- CG04 - Managing the acquisition, structuring, analysis and visualization of data and information in the field of specialty and critically assess the results of this management.
- CG05 - Detecting limitations and lack of knowledge and own competences and overcome them through critical reflection and the choice of the best performance to expand them.
- CG06 - Identifying obstacles and opportunities problems. Know how to propose improvements and find new strategies or solutions, planning and organizing tasks to achieve the objectives within the established deadlines. Committing to

quality work, through effort, perseverance and desire for personal and professional growth.

CG07 - Being able to perceive and understand the social situations of the people around them. Showing flexibility and adaptability to new challenges and professional demands in order to achieve efficiency in managing change and in the development of interpersonal skills

## Transversal competencies

CT03 – Managing talent and innovation.

CT04 - Integrating into any functional area of the company and / or organization and perform professionally any assigned management work.

## 04 Program

---

### **SELF AWARENESS**

Subject 1. Self-awareness: Definition, Structure, Benefits.

Subject 2. Emotions: Definition, Management

Subject 3. Emotional Intelligence: Definition, Empathy, Positivism.

Subject 4. Positive psychology: Definition, The meaningful life, Flow Theory

### **SOCIAL AWARENESS**

Subject 1. Ethic & Values: Definition, Concept application

Subject 2. Organizations: Mission, Vision, Values, Structure& communication

Subject 3. Systemic Thinking: Definition, Application, Benefits

Subject 4. Leadership: Assertiveness, Active listening, Feedback

Subject 5. Team work: Definition, Application, Methods

Subject 6. Creativity: Procedures, Application, Benefits.

Subject 7. Planning: Autocontrol, Commitment, and Initiative.

Subject 8. Application of Corporate Social Responsibility in the business management to ensure a better sustainable community and continuity in the awareness of its importance.

## 05 Teaching methodology

Considering the student's profile, the teaching model is articulated around four types of methodologies:

**ME1.** Participatory Exhibition Class

**ME2.** Co-operative work

**ME3.** Autonomous work

**ME4.** Problem-based learning

**ME7.** Assessment

## 06 Educational Activities

Considering the competencies of the subject and based on the proposed teaching methodologies, the following training activities are scheduled:

<b>Evaluation Activities</b>	<b>Hours</b>	<b>Classroom Teaching Tiem</b>
<b>AF1.</b> Contents presentation with student participation	24	100%
<b>AF2.</b> Problem solving, exercises and case studies with student participation.	24	100%
<b>AF4.</b> Study and preparation of teaching units	46	0%
<b>AF5.</b> Performance of exercises and case studies	25	0%
<b>AF6.</b> Problem solving	25	0%
<b>AF13.</b> Written/oral evaluations	6	100%

## 07 Assessment

Evaluation Items $0.6 \cdot EV1 + 0.2 \cdot EV2 + 0.2 \cdot EV3$	Specific assessed competencies	Weight
EV1. Final written exam of all subject matter	CB02, CB04, CB05, CEDPR01, CEDPR02, CEDPR03, CEDPR04, CEDPR05, CEDPR06, CEDPR07, CEDPR08, CEDPR09, CEDPR10	40%
EV2. Control or midterm written test	CG02, CG03, CG04, CG05, CG06, CG07	20%
EV3. Exercises, problems, reports development, assignments - Exercises and problems	CT03, CT04, CG02, CG03, CG04, CG05, CG06, CG07	40%

"The maximum grade that students will be able to obtain in the revaluation tests [...] shall be 5,0. In addition, "the grade of the revaluation tests shall in any case constitute the final grade of the subject". Thus, **only students who, having completed the midterm exam, the final exam and having carried out 100% of the continuous evaluation activities of the subject**, and have suspended (final grade of the subject below 5) will be entitled to the revaluation examination.

## 08 Learning Resources

Topics	Resources	Type
Topic	Transparencies, notes and exercises	Class and Blackboard



## 09 Code of Academic Conduct

The section 27.2 of the Universal Declaration of Human Rights stipulates that everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

Thus, the moral and patrimonial rights of the authors of literary, musical, artistic, scientific and academic creations, whether they have been published or not, are protected by means of different national and international regulations. In the case of Spain, the Legislative Royal Decree 1/1996, of April the 12th, approved the consolidated version of the Law of Intellectual Property, regularizing, clarifying and harmonizing the legal provisions for the time being in force on this matter.

In this respect, special attention must be given to previously obtaining the corresponding authorization from the owner of the copyrights of any material, particularly before its distribution to the students and by means of the virtual campus. EAE Barcelona takes no responsibility for the non-compliance with this rule on the part of the users, either members of the teaching community or students.

The following materials that can be duplicated without the requirement of previous authorization:

- Laws and regulations.
- Court decisions.
- Acts, agreements, deliberations and decisions from public bodies.
- Any material distributed under the Creative Commons license, whenever its author and credits are mentioned.
- Any material published under the ISBN of EAE Barcelona or EAE Madrid.
- Any material, whose rights belong to EAE Barcelona or EAE Madrid.
- Any work that is in the public domain.

Furthermore, the quotation right is the inclusion of extracts from protected documents or materials, in this particular case, elaborated by the members of the teaching community- with the exception of textbooks and university handbooks- when such extracts are used to accompany educational activities.

The excerpts that can be used on the basis of the quotation right must fulfil the following requirements

- They must be previously published works.
- The source and author must be mentioned, whenever it is possible.
- They must deal exclusively with the teaching field.
- The inclusion of the excerpt must necessarily come with an analysis or explanation of it.

Concerning the material elaborated by the professors, in case it has been published previously, the agreements with the magazine or publication where it appeared must be taken into account.

As is apparent from the preceding paragraphs, plagiarism is a fraudulent activity that may result in serious sanctions, both of academic and legal nature. Academic honesty is one of the pillars on which the School's commitment to education is based, and the members of its teaching community are particularly conscious and prepared to perceive this kind of actions. Keeping in mind the difficulty that arises when trying to conceptualize plagiarism, it has been considered appropriate to delimitate clearly its contents and significance in these regulations and policies.

Plagiarism is understood as the appropriation of someone else's works, pretending that they are one's own; that is to say, without explicitly confirming its source. Plagiarism can consist on the complete or partial unauthorized copy of someone else's work, or the presentation of a copy as an original own work, impersonating the true author. Some examples of plagiarism are:

- Presenting someone else's work as one's own, regardless of whether the copy is complete or partial.
- Paraphrasing a text using different words, with small changes in the language, without quoting the source in order to feign.
- Purchasing or obtaining a work and presenting it as one's own.
- Using someone else's ideas or sentences as the basis to write a work without quoting its author.

In line with the section 10 of the Academic Code of Conduct of Students of EAE Barcelona, without prejudice to the academic sanctions resulting from its application, the Academic Commission will promote the pertinent legal actions if the plagiarism violates the applicable regulation in matters of intellectual property.

## 10 Bibliography

---

### 10.1 Basic bibliography

- DIMOVA, Slobodanka. Book review: Assessing English for Professional Purposes. 2021.

### 10.2 Complementary bibliography

- Authentic Happiness: Using the New Positive Psychology to Realize Your Potential for Lasting Fulfillment. Martin Seligman, Nicholas Brealey Publishing, 2011
- Pablo Fernández Berrocal y Natalia Ramos Díaz. Desarrolla tu inteligencia emocional, Ed. Kairos. 2009.
- Santiago Ávila. Aprendiendo a liderar. Ed. Pearson 2015.
- Walter Riso. El derecho a decir no. Ed. Planeta. 2009.
- Idalberto Chiavetta. Introducción a la teoría general de la administración. McGraw-Hill.
- Keith Davis y John W. Newstrom. Comportamiento Humano en el Trabajo. McGraw-Hill.
- Fernando Trias de Bes. La buena suerte. Empresa Activa. 2004.
- Malcom Gladwell. Outliers: The story of success. Little, Brown and Company. 2008.
- Mai Moua. Cultural Intelligent Leadership. Business Expert Press. 2010.
- Linda K. Trevino and Katherine A. Nelson. Managing Business Ethics: Straight talk about how to do it right. John Wiley & Sons. 2007.