SUBJECT TEACHING GUIDE

309 - Managerial skills and professional certifications

Master's Degree in computing engineering

Academic year 2023-2024

1. IDENTIFYING DATA					
Degree	Master's Degree in computing engineering			Type and Year	Compulsory. Year 1
Faculty	Faculty of Sciences				
Discipline	ADMINISTRATION AND MANAGEMENT				
Course unit title and code	309 - Managerial skills and professional certifications				
Number of ECTS credits allocated	3	Term		Semester based (2)	
Web	http://moodle.unican.es/moodle2/				
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. MATEMATICAS, ESTADISTICA Y COMPUTACION
Name of lecturer	RAFAEL DUQUE MEDINA
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Other lecturers	JUAN HERNANDEZ MARQUES

3.1 LEARNING OUTCOMES
- Know the accreditations and certifications recognized by national and international levels.
- Know technical directives for work and coordination of multidisciplinary teams
- Know the moral, ethical and legal criteria that support the profession.
- Students will become aware of Corporate Social Responsibility

4. OBJECTIVES

Provide guidance on the development of the profession in the ICT field.
Identify professional certifications that enable a satisfactory professional development.
Discuss the ethical code of the profession and the corporate social responsibility aspects.
Present a set of skills that enable the students to acquire and develop the knowledge, tools, methods and basic attitudes of people management

6. COURSE ORGANIZATION

CONTENTS

1	PROFESSIONAL DEVELOPMENT IN THE FIELD OF ICT.
	  Career concept.
	  Itineraries in the ICT field.
	  Ethics and Code of Ethics.
	  Corporate Social Responsibility.

2	Professional certifications. Certified Information Systems Security Professional (CISSP). Microsoft Certified Solutions Expert (MCSE). Project Management Professional (PMP). Cisco Certified Network Associate (CCNA).

3	PROFESSIONAL SKILLS FOR PROFESSIONAL DEVELOPMENT.
	  Self-knowledge.
	  Vision and Strategic Thinking.
	  Communication and Information.
	  Systemic capacity.
	  Team management.
	  Negotiation.
	  Project management.
	  Control and Supervision.
	  Emotional and Social Intelligence.
	  Conflict management.
	  Change management.
	  Leadership Style

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Exam	Written exam	Yes	Yes	30,00
Exercises	Others	No	Yes	70,00
TOTAL				100,00

Observations
If the maximum number of highest grades ("Matricula de Honor") is reached in the ordinary evaluation period, students following the extraordinary evaluation will not be eligible to this grade.

Observations for part-time students
The evaluation method for part-time students will be the same used to evaluate the full-time students.

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC
PUCHOL, Luis y otros. El libro de las Habilidades Directivas. 3ª ed. Madrid: Díaz de Santos. 2010
Project Management Institute, A Guide to the Project Management Body of Knowledge (PMBOK 2021, séptima edición).