NATIONAL UNIVERSITY OF SAN MARCOS

FACULTY OF MATHEMATICAL SCIENCES

SYLLABUS

1. GENERAL INFORMATION

1.1 Course name	:	Methods of managing university personnel
1.2 Code	:	FG112
1.3 Academic Program	:	Scientific Computing
1.4 Credits	:	2
1.5 Prerrequisites	:	None
1.6 Type of Course	:	Mandatory
1.7 Area of Studies	:	Estudios Generales
1.8 Number of Weeks	:	16
1.9 Hours per week	:	1 HT; 2 HP;
1.10 Cycle	:	I
1.11 Learning modality	:	Face to face
1.12 Academic Period	:	2026-I
1.13 Semester Start Date	:	
1.14 Semester End Date	:	

2. PROFESSORS

Meetings after coordination with the professor

3. INTRODUCTION TO THE COURSE

The course University Personal Management Methods is theoretical-practical in nature and aims to empower students through the development of intrapersonal competencies and intellectual work strategies. The course integrates self-knowledge and strategic planning processes with advanced learning techniques and digital tools. Through this comprehensive approach, students will be able to manage their behavior in the face of change, optimize their academic performance, and conduct research with ethical rigor, fostering a strategic vision to face the challenges of the contemporary university and professional environment.

4. GOALS

- Develop a personal strategic plan integrating autonomous learning techniques and SWOT analysis.
- Apply cognitive and metacognitive strategies to optimize the processing, retention, and communication of scientific information.
- Enhance leadership, ethics, and collaborative work skills in face-to-face and virtual environments.
- Produce monographic research papers and effective presentations following academic integrity standards and use of ICTs.

5. COMPETENCES

ABET-6) An ability to function effectively on teams that establish goals, plan tasks, meet deadlines, and analyze risk and uncertainty. (Familiarity)

6. TOPICS

Unit 1: Strategic Management and Learning (12 hours)	
Competences Expected:	
Topics	**Learning Outcomes**
• Basic concepts of management and university learning. • Self-knowledge and personal diagnosis (SWOT). • Personal vision, mission, and values. • Cognitive processes, attention, and learning strategies. • Metacognition: Learning to learn and self-regulation.	• Identify the principles of management and cognitive factors involved in academic success [Familiarizarse]. • Develop a strategic planning matrix oriented towards individual development [Usar]. • Evaluate the alignment between personal values and continuous learning processes [Evaluar].
Readings : [**Alcaide2021**], [**Bernardo2020**], [**Fischman2018**]	

Unit 2: Intellectual Work Techniques and ICTs (12 hours)	
Competences Expected:	
Topics	**Learning Outcomes**
• Comprehensive reading, underlining, and note-taking. • Visual organizers: Concept and mind maps. • Time management and personal productivity. • Personal Learning Environment (PLE) and Web 2.0 tools. • Collaborative work in virtual environments.	• Recognize the usefulness of visual organizers and ICT tools in studying [Familiarizarse]. • Use synthesis techniques and time management to optimize performance [Usar]. • Design an efficient personal learning environment integrating digital and productivity tools [Evaluar].
Readings : [**Pallares2017**], [**Novak2019**], [**Lazzati2019**]	

Unit 3: Leadership, Ethics, and Research (12 hours)	
Competences Expected:	
Topics	**Learning Outcomes**
• Leadership: Styles, theories, and conflict management. • The monograph: Structure, search, and source selection. • Ethical use of information and plagiarism prevention (Citation standards). • Social responsibility and professional ethics in project management.	• Understand the methodological structure of research and the principles of effective leadership [Familiarizarse]. • Select reliable information sources for solving management problems [Usar]. • Write academic documents respecting intellectual property and ethical principles [Evaluar].
Readings : [**Cortina2021**], [**Montenegro2022**], [**Hernandez2018**]	

Unit 4: Communication and Decision Making (12 hours)	
Competences Expected:	
Topics	**Learning Outcomes**
• The decision-making process: Models and risks. • Inclusive academic communication: Synchronous and asynchronous. • Oral presentations and preparation of visual aids. • Emotional intelligence and proactive adaptation to change.	• Identify the critical stages for decision-making and effective communication [Familiarizarse]. • Apply assertive communication strategies to lead and present project results [Usar]. • Resolve conflict situations and make decisions based on critical thinking and emotional intelligence [Evaluar].
Readings : [**Bernardo2020**], [**Lazzati2019**], [**Zimbardo2017**]	

7. WORKPLAN

7.1 Methodology

Individual and team participation is encouraged to present their ideas, motivating them with additional points in the different stages of the course evaluation.

7.2 Theory Sessions

The theory sessions are held in master classes with activities including active learning and roleplay to allow students to internalize the concepts.

7.3 Practical Sessions

The practical sessions are held in class where a series of exercises and/or practical concepts are developed through problem solving, problem solving, specific exercises and/or in application contexts.

8. EVALUATION SYSTEM

********* EVALUATION MISSING ********

9. BASIC BIBLIOGRAPHY