

DEGREE IN BUSINESS MANAGEMENT AND ADMINISTRATION

THIRD YEAR

Campus CEADE, Isla de la Cartuja. Sevilla.

DEGREE IN BUSINESS MANAGEMENT AND ADMINISTRATION

Year	3 th
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Advanced Financial Accountancy	First Semester
Commercial Management II	First Semester
Human Resources Management	First Semester
Operations Management I	First Semester
Information Systems	First Semester
Financial Statement Analysis	Second Semester
Financial Management I	Second Semester
Management Accountancy	Second Semester
Options Training I	Second Semester

ADVANCED FINANCIAL ACCOUNTANCY

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Advanced Financial Accountancy
Module	Accountancy and Finance
Department	Social and Health Science
Semester	First Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.1. BASIC AND GENERAL SKILLS

CGI1 – Ability to analyse and synthesise
 CGI2 – Ability to organise and plan
 CGI7 - Problem solving skills
 CGI8 - Decision making skills
 CGI9 - Skills for analysing and gathering information from different sources
 CGP1 - Team working skills
 CGP6 - Judgement skills as well as the ability to question yourself
 CGS3 - Autonomous learning skills
 CGS5 - Quality motivation
 CGS4 - Creativity
 CGS5 - Quality motivation

2.2. CROSS SKILLS

CT1 - Written and oral communication in Spanish
 CT2 - Written and oral communication in a foreign language
 CT6 - Ethical commitment in the workplace
 CT7 - Sensitivity towards environmental and social issues

CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.3. SPECIFIC SKILLS

CE13 - Understanding the role of and the function of the accounting information systems within the company; exploitation, investment and financing operations carried out by the company; identifying the relevant accounting information sources and their content; relating accountancy with other subjects/ matters with the help of account statements

CE14 - Having a knowledge of accounting formal development and its interaction in society. Developing, preparing and interpreting account statements and other instruments of business information communication. Using information technologies to access and check account statements and other corporate reports as well as the information coming from other institutions and regulating and norm making organisations.

CE16 - Drawing up and interpreting reports about liquidity, profitability and solvency in organizations based on their financial statements.

3. CONTENT

Advanced Financial Accountancy: communication of account information. drawing up of, presentation and interpretation of financial statements which are an integral part of annual accounts. Other statements and corporate reports.

OPERATIONS MANAGEMENT I

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Operations Management I
Module	Company Organization I
Department	Social and Health Science
Semester	First Semester
Total Credits	6
Year	3 st

Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.4. BASIC AND GENERAL SKILLS

- CGI1 – Ability to analyse and synthesise
- CGi2 – Ability to organise and plan
- CGI7 - Problem solving skills
- CGI8 - Decision making skills
- CGI9 - Skills for analysing and gathering information from different sources
- CGP1 - Team working skills
- CGP3 - Working in an international context
- CGP4 - Social skills
- CGP6 - Judgement skills as well as the ability to question yourself
- CGP8 - Working under pressure
- CGS3 - Autonomous learning skills
- CGS5 - Quality motivation
- CGS6 - Skill to adapt to new situations
- CGS8 - Leadership

2.5. CROSS SKILLS

- CT1 - Written and oral communication in Spanish
- CT2 - Written and oral communication in a foreign language
- CT3 - Initiative and entrepreneurial spirit
- CT4 - Computer skills related to the field of study
- CT5 - Skill to work in diverse and multicultural environments
- CT6 - Ethical commitment in the workplace
- CT7 - Sensitivity towards environmental and social issues
- CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.6. SPECIFIC SKILLS

- CE01 - Drawing up of a diagnosis of the company's situation and results, identifying and diagnosing business problems and offering thought-out solutions.
- CE02 - Applying different problem solving methods to programming and to problems with production control and simple logistics by using basic models.
- CE04 - Performing the basic functions which make up the administration process: planning, managing, organization and control.
- CE05 - Understanding the most relevant perspectives in the study of organizations.
- CE06 - Understanding and applying the main current strategic thinking lines, the role competition plays and the search for competitive advantage; understanding the roots of

business success and failure, having a profound knowledge of the concepts and tools used in the formulation and development of a strategy.

CE07 - Understanding and applying good governance principles, social corporate responsibility and business ethics.

CE08 - Managing the company's innovation process

CE09 - Understanding and using principles and techniques related to entrepreneurial initiative and family business.

CE10 - Having a knowledge of and applying quality management techniques and tools and certification processes

CE11 - Determining objectives and policies, and planning human resources: analysis, valuation and planning of jobs, personnel selection, personnel training, executive development, degree planning, payments and incentive plans.

CE12 - Having a knowledge of information systems and their functions to help management: planning, analysis, design and implementation of information systems.

3. CONTENT

It deals with the main strategic decisions linked to the production process. The selection and design of the product, the selection and design of the process and the technology, decision capacity, location, floor distribution and job design, all of these, are analysed. The guidelines for quality control in the organization are established.

HUMAN RESOURCES MANAGEMENT

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Human Resources Management
Module	Company Organization
Department	Social and Health Science
Semester	First Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.7. BASIC AND GENERAL SKILLS

- CGI1 – Ability to analyse and synthesise
- CGi2 – Ability to organise and plan
- CGI7 - Problem solving skills
- CGI8 - Decision making skills
- CGI9 - Skills for analysing and gathering information from different sources
- CGP1 - Team working skills
- CGP3 - Working in an international context
- CGP4 - Social skills
- CGP6 - Judgement skills as well as the ability to question yourself
- CGP8 - Working under pressure
- CGS3 - Autonomous learning skills
- CGS4 - Creativity
- CGS5 - Quality motivation
- CGS6 - Skill to adapt to new situations
- CGS8 - Leadership

2.8. CROSS SKILLS

- CT1 - Written and oral communication in Spanish
- CT2 - Written and oral communication in a foreign language
- CT3 - Initiative and entrepreneurial spirit
- CT4 - Computer skills related to the field of study
- CT5 - Skill to work in diverse and multicultural environments
- CT6 - Ethical commitment in the workplace
- CT7 - Sensitivity towards environmental and social issues
- CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.9. SPECIFIC SKILLS

- CE01 - Drawing up of a diagnosis of the company's situation and results, identifying and diagnosing business problems and offering thought-out solutions.
- CE02 - Applying different problem solving methods to programming and to problems with production control and simple logistics by using basic models.
- CE04 - Performing the basic functions which make up the administration process: planning, managing, organization and control.
- CE05 - Understanding the most relevant perspectives in the study of organizations.
- CE06 - Understanding and applying the main current strategic thinking lines, the role competition plays and the search for competitive advantage; understanding the roots of business success and failure, having a profound knowledge of the concepts and tools used in the formulation and development of a strategy.
- CE07 - Understanding and applying good governance principles, social corporate responsibility and business ethics.
- CE08 - Managing the company's innovation process

CE09 - Understanding and using principles and techniques related to entrepreneurial initiative and family business.

CE10 - Having a knowledge of and applying quality management techniques and tools and certification processes

CE11 - Determining objectives and policies, and planning human resources: analysis, valuation and planning of jobs, personnel selection, personnel training, executive development, degree planning, payments and incentive plans.

CE12 - Having a knowledge of information systems and their functions to help management: planning, analysis, design and implementation of information systems.

3. CONTENT

The contribution of the Human Resources function to the company's competitiveness. The main human resources processes are analysed (selection, job analysis, planning, development and compensation design) and the effects which they have on the organization as a whole. A dashboard related to human resources management is designed to conclude the process.

INFORMATION SYSTEMS

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Information Systems
Module	Company Organization
Department	Social and Health Science
Semester	First Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.10. BASIC AND GENERAL SKILLS

- CGI1 – Ability to analyse and synthesise
- CGi2 – Ability to organise and plan
- CGI7 - Problem solving skills
- CGI8 - Decision making skills
- CGI9 - Skills for analysing and gathering information from different sources
- CGP1 - Team working skills
- CGP3 - Working in an international context
- CGP4 - Social skills
- CGP6 - Judgement skills as well as the ability to question yourself
- CGP8 - Working under pressure
- CGS3 - Autonomous learning skills
- CGS4 - Creativity
- CGS5 - Quality motivation
- CGS6 - Skill to adapt to new situations
- CGS8 - Leadership

2.11. CROSS SKILLS

- CT1 - Written and oral communication in Spanish
- CT2 - Written and oral communication in a foreign language
- CT3 - Initiative and entrepreneurial spirit
- CT4 - Computer skills related to the field of study
- CT5 - Skill to work in diverse and multicultural environments
- CT6 - Ethical commitment in the workplace
- CT7 - Sensitivity towards environmental and social issues
- CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.12. SPECIFIC SKILLS

- CE01 - Drawing up of a diagnosis of the company's situation and results, identifying and diagnosing business problems and offering thought-out solutions.
- CE02 - Applying different problem solving methods to programming and to problems with production control and simple logistics by using basic models.
- CE04 - Performing the basic functions which make up the administration process: planning, managing, organization and control.
- CE05 - Understanding the most relevant perspectives in the study of organizations.
- CE06 - Understanding and applying the main current strategic thinking lines, the role competition plays and the search for competitive advantage; understanding the roots of business success and failure, having a profound knowledge of the concepts and tools used in the formulation and development of a strategy.
- CE07 - Understanding and applying good governance principles, social corporate responsibility and business ethics.
- CE08 - Managing the company's innovation process
- CE09 - Understanding and using principles and techniques related to entrepreneurial initiative and family business.
- CE10 - Having a knowledge of and applying quality management techniques and tools and certification processes
- CE11 - Determining objectives and policies, and planning human resources: analysis,

valuation and planning of jobs, personnel selection, personnel training, executive development, degree planning, payments and incentive plans.
 CE12 - Having a knowledge of information systems and their functions to help management: planning, analysis, design and implementation of information systems.

3. CONTENT

Information System life cycle. Management integrated systems. Decision support systems. CRM and SCM. Expert systems and Business Rules.

FINANCIAL STATEMENT ANALYSIS

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Financial Statement Analysis
Module	Accountancy and Finance
Department	Social and Health Science
Semester	Second Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.13. BASIC AND GENERAL SKILLS

- CGI1 – Ability to analyse and synthesise
- CGi2 – Ability to organise and plan
- CGI7 - Problem solving skills

CGI8 - Decision making skills
 CGI9 - Skills for analysing and gathering information from different sources
 CGP1 - Team working skills
 CGP6 - Judgement skills as well as the ability to question yourself
 CGS3 - Autonomous learning skills
 CGS4 - Creativity
 CGS5 - Quality motivation

2.14. CROSS SKILLS

CT1 - Written and oral communication in Spanish
 CT2 - Written and oral communication in a foreign language
 CT6 - Ethical commitment in the workplace
 CT7 - Sensitivity towards environmental and social issues
 CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.15. SPECIFIC SKILLS

CE13 - Understanding the role of and the function of the accounting information systems within the company; exploitation, investment and financing operations carried out by the company; identifying the relevant accounting information sources and their content; relating accountancy with other subjects/ matters with the help of account statements

CE14 - Having a knowledge of accounting formal development and its interaction in society. Developing, preparing and interpreting account statements and other instruments of business information communication. Using information technologies to access and check account statements and other corporate reports as well as the information coming from other institutions and regulating and norm making organisations.

CE16 - Drawing up and interpreting reports about liquidity, profitability and solvency in organizations based on their financial statements.

3. CONTENT

Accountancy analysis techniques. Horizontal and vertical analysis. Trend analysis. Company comparative analysis. Liquidity analysis and working capital. Solvency analysis. Profitability analysis.

MANAGEMENT ACCOUNTANCY

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
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Subject	Management Accountancy
Module	Accountancy and Finance
Department	Social and Health Science
Semester	Second Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.16. BASIC AND GENERAL SKILLS

CGI1 – Ability to analyse and synthesise
 CGP6 - Judgement skills as well as the ability to question yourself
 CGS3 - Autonomous learning skills
 CGS5 - Quality motivation

2.17. CROSS SKILLS

CT1 - Written and oral communication in Spanish
 CT2 - Written and oral communication in a foreign language

2.18. SPECIFIC SKILLS

CE15 - Designing an account management system, interpreting, using and analysing the information coming from the system implemented for managing the organizations.

3. CONTENT

The techniques necessary for the calculation of cost, analysis and use of information in the planning and control process.

SKILLS DEVELOPMENT FOR THE ELABORATION OF THE END OF DEGREE DISSERTATION

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Skills Development for the Elaboration of the end of Degree Dissertation
Module	Professional Future Planning
Department	Social and Health Science
Semester	Second Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.19. BASIC AND GENERAL SKILLS

CGI1 – Ability to analyse and synthesise
 CGI2 – Ability to organise and plan
 CGI7 - Problem solving skills
 CGI8 - Decision making skills
 CGI9 - Skills for analysing and gathering information from different sources
 CGP1 - Team working skills
 CGP4 - Social skills
 CGP6 - Judgement skills as well as the ability to question yourself
 CGP8 - Working under pressure
 CGS3 - Autonomous learning skills
 CGS4 - Creativity
 CGS5 - Quality motivation
 CGS6 - Skill to adapt to new situations
 CGS8 - Leadership

2.20. CROSS SKILLS

CT1 - Written and oral communication in Spanish
 CT2 - Written and oral communication in a foreign language

CT3 - Initiative and entrepreneurial spirit
 CT4 - Computer skills related to the field of study
 CT6 - Ethical commitment in the workplace
 CT7 - Sensitivity towards environmental and social issues
 CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.21. SPECIFIC SKILLS

CE01 - Drawing up of a diagnosis of the company's situation and results, identifying and diagnosing business problems and offering thought-out solutions.
 CE05 - Understanding the most relevant perspectives in the study of organizations.
 CE06 - Understanding and applying the main current strategic thinking lines, the role competition plays and the search for competitive advantage; understanding the roots of business success and failure, having a profound knowledge of the concepts and tools used in the formulation and development of a strategy.
 CE07 - Understanding and applying good governance principles, social corporate responsibility and business ethics.
 CE09 - Understanding and using principles and techniques related to entrepreneurial initiative and family business.
 CE10 - Having a knowledge of and applying quality management techniques and tools and certification processes
 CE12 - Having a knowledge of information systems and their functions to help management: planning, analysis, design and implementation of information systems.

3. CONTENT

Skills Development for the Elaboration of the end of Degree Dissertation: development of the following skills: initiative and enterprising spirit; Bibliography and information research about the subject matter in question: definition of the objectives and problems which are being analysed; work design and delimitation of the method of choice; knowledge of data treatment computer programmes; writing and presentation techniques for the end of degree dissertation.

COMMERCIAL MANAGEMENT II

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Commercial Management II

Module	Management and Research
Departament	Social and Health Science
Semester	Second Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS

2.22. BASIC AND GENERAL SKILLS

CGI1 – Ability to analyse and synthesise
 CGI2 – Ability to organise and plan
 CGI7 - Problem solving skills
 CGI8 - Decision making skills
 CGI9 - Skills for analysing and gathering information from different sources
 CGP1 - Team working skills
 CGP4 - Social skills
 CGP6 - Judgement skills as well as the ability to question yourself
 CGP8 - Working under pressure
 CGS3 - Autonomous learning skills
 CGS4 - Creativity
 CGS5 - Quality motivation
 CGS6 - Skill to adapt to new situations
 CGS8 - Leadership

2.23. CROSS SKILLS

CT1 - Written and oral communication in Spanish
 CT2 - Written and oral communication in a foreign language
 CT4 - Computer skills related to the field of study
 CT6 - Ethical commitment in the workplace
 CT7 - Sensitivity towards environmental and social issues
 CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.24. SPECIFIC SKILLS

CE03 - Using commercial variables which allow the achievement of the desired objectives, mastering commercial research techniques, understanding consumer

behaviour and having a knowledge of sectorial marketing.

3. CONTENT

Commercial policy decisions; marketing- mix; product policy; pricing; distribution; communication; timing; commercial budget; control measures.

FINANCIAL MANAGEMENT I

1. SUBJECT DESCRIPTION

Degree	Business Management and Administration
Subject	Financial Management I
Module	Accountancy and Finance
Department	Social and Health Science
Semester	Second Semester
Total Credits	6
Year	3 st
Type	Compulsory Training
Language in classroom	Spanish

2. SKILLS:

2.25. BASIC AND GENERAL SKILLS

CGI1 – Ability to analyse and synthesise
 CGi2 – Ability to organise and plan
 CGP1 - Team working skills
 CGP3 - Working in an international context
 CGP6 - Judgement skills as well as the ability to question yourself
 CGP8 - Working under pressure
 CGS3 - Autonomous learning skills

2.26. CROSS SKILLS

CT1 - Written and oral communication in Spanish

CT2 - Written and oral communication in a foreign language

CT4 - Computer skills related to the field of study

CT8 - Acting in accordance with social responsibility criteria and the principles of equality between men and women and of equal opportunities and universal accessibility for people with disabilities, as well as those values which belong to peace and democratic cultures.

2.27. SPECIFIC SKILLS

CE16 - Drawing up and interpreting reports about liquidity, profitability and solvency in organizations based on their financial statements.

CE20 - Carrying out the company's financial management function: selecting investment projects and finance sources, having a knowledge of the workings of the national and international financial markets, carrying out financial operations in the business fields, carrying out integrated operations in the corporate financial field, interpreting a company's financial and stock exchange information.

3. CONTENT:

Selection of investment projects. Relationship between profitability and risk. Portfolio theory. Capital budgeting.