
List and description of courses

*Facultad de Administración y Dirección de
Empresas (FADE)*

**Faculty of Business Administration and
Management (FADE)**

Academic year 2019-2020

Bachelor in Business Administration and Management
Grado en Administración y Dirección de Empresas

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY
BEFORE CONTINUING TO THE FOLLOWING PAGE:**

In pages 3, 4 and 5 you will see a list of courses listed **by years and by terms**. Each year is divided in two terms (winter and summer):

- **1st term A (Winter): from September 4th, 2019 to January 24th, 2020**
- **2nd term B(Summer): from January 27th, 2020 to June 19th, 2020**

You can take ANY course you like from the list. From pages 6 to 11 you will see a brief description of each course, which might be useful for you.

All of our courses are taught in Spanish, and, some of them are taught in English too. Those taught in English are located in the end of this document: pages 12, 13, 14.

We also provide to our exchange students the opportunity to take a **Spanish course** held by the Language Centre of the Universitat Politècnica de València:

- Courses range from A2 to B2 levels. A1 level might be available too, just ask us if it's possible to take it when you arrive to Valencia.
- These courses can be included in your Learning Agreement, and they count 4.5 credits ECTS.
- The application to these courses will be done when you arrive to Valencia. So, you don't need to choose it now in the online platform.

To look up further information of the contents of each subjects, please look at this website: https://aplicat.upv.es/buscasiupv-app?p_idioma=i

In the link below you will find an on-line list of courses, and the corresponding **COURSE DESCRIPTION** that will be updated:
<http://www.upv.es/titulaciones/GADE/>

LIST OF COURSES

FIRST YEAR COURSES

WINTER SEMESTER (Semester A)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11742	Business Law	6
11735	Introduction to Business Administration	6
11737	Introduction to Finance	6
11738	Microeconomics I	6
13867	Mathematical Models for Business Administration I	6

SUMMER SEMESTER (Semester B)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11736	Introduction to Accounting	6
11740	Introduction to Statistics	6
11750	Financial Mathematics	6
11759	Microeconomics II	6
13868	Mathematical Models for Business Administration II	6

SECOND YEAR COURSES

WINTER SEMESTER (Semester A)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11748	Production and Operations Management	6
11746	Financial and Corporate Accounting	6
11757	World Economy	4,5
11739	Macroeconomics I	6
11741	Statistical Methods in Economics	6

SUMMER SEMESTER (Semester B)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11755	Labour Law	6
11762	Econometrics	9
11758	Spanish Economy	4,5
11747	Organization Strategy and Design	6
11760	Macroeconomics II	6

THIRD YEAR COURSES

WINTER SEMESTER (Semester A)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11745	Cost Accounting and Introduction to Auditing	6
11756	Tax Management in Companies	6
11753	Market Research	6
11761	Operational Research	6
11763	Quantitative methods to support decision making	6

SUMMER SEMESTER (Semester B)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11744	Accounting Analysis and Consolidation	6
11754	Marketing Management	9
11752	Financial Economics	6
ELECTIVE COURSES		
11769	Corporate strategic planning and strategy plan	4,5
11773	Project Management	4,5
11768	Consulting	4,5
	FOREIGN LANGUAGE: - English for Business Administration B1 *Check requirements in course description - French A1, A2 - German A1	4,5

FOURTH YEAR COURSES

WINTER SEMESTER (Semester A)			SUMMER SEMESTER (Semester B)		
<u>Code</u>	<u>Course name</u>	<u>ECTS</u>	<u>Code</u>	<u>Course name</u>	<u>ECTS</u>
11751	Financial Management	6	11809	Bachelor's Thesis	7,5
11749	Human Resource Management	6			
	FOREIGN LANGUAGE: - English for Business Administration B2 *Check requirements in course description - Italian A1, A2 - French B1, B2 - German A2, B1, B2	4,5			

ELECTIVE COURSES: FINANCIAL SERVICES AND CONSULTANCY					
11774	Banking and Stock Exchange	4,5	11784	Marketing for Companies and Professional Services	4,5
11785	Financial Risk Analysis	4,5	11781	Audit Procedures	4,5
			11776	Company Valuation	4,5
ELECTIVE COURSES: INDUSTRIAL AND SERVICE COMPANY ORGANIZATION					
11789	Foreign Trade Management	4,5	11798	Service Design: from the idea to the implementation (English taught)	4,5
11794	Marketing for Industrial Companies and Services	4,5	11792	Innovation and Competitiveness Ecosystems	4,5
			11793	Logistics	4,5
ELECTIVES			ELECTIVES		
13973	Digital Economy (English taught)	4,5	11801	Entrepreneurs and Company Setting Up	4,5
13964	Bachelor's Thesis Methodology	4,5	11803	Collaborative Networks (English taught)	4,5
11770	Quality Management	4,5	14254	Environmental Management Instruments	4,5
11767	Ethics and Corporate Social Responsibility (English taught)	4,5	11802	Leadership skills and team work	4,5
11765	Efficiency and Productivity Analysis	4,5	14255	Public and private contracts: practical aspects	4,5
			14256	Labour management in organizations	4,5

DESCRIPTION OF COURSES

FIRST YEAR

Sem.	Code	Course Name	ECTS Credits	Description
A	11742	BUSINESS LAW	6	Juridical ordinance. Basic Institutions of Civil Law. Mercantile, Labor and Fiscal Law.
A	11735	INTRODUCTION TO BUSINESS ADMIN.	6	Relation between the Company and its economic environment. Functional Areas: Production and Marketing.
A	11737	INTRODUCTION TO FINANCE	6	Relation between the Company and its economic environment. Functional Areas: Investment and Financing.
A	11738	MICROECONOMICS I	6	Price, consumption and production theory. Competitive equilibrium. Non-competitive markets. Economical effectiveness and welfare theory.
A	13867	MATHEMATICAL MODELS FOR BUSINESS ADMIN. I	6	Basic Calculus and Algebraic elements.
B	11736	INTRODUCTION TO ACCOUNTING	6	Basic knowledge of accountancy and comprehension of the financial and economical business information.
B	11740	INTRODUCTION TO STATISTICS	6	Descriptive analysis of statistic information related to economy. Knowledge of the different probability distributions.
B	11750	FINANTIAL MATHEMATICS	6	Mathematics in financial operations.
B	11759	MICROECONOMICS II	6	Price, consumption and production theory. Competitive equilibrium. Non-competitive markets. Economical effectiveness and welfare theory.
B	13868	MATHEMATICAL MODELS FOR BUSINESS ADMIN. II	6	Basic Calculus and Algebraic elements.

SECOND YEAR

Sem.	Code	Course Name	ECTS Credits	Description
A	11748	PRODUCTION AND OPERATIONS MANAGEMENT	6	How companies produce goods and services. Organization of production and basic knowledge of logistics.
A	11746	FINANCIAL AND CORPORATE ACCOUNTING	6	Accounting technique related to the situation and the results of the company and the flows during a period. Group accounting and balance consolidation. Merges and Absorptions.
A	11757	WORLD ECONOMY	4,5	Description of the international economy context and comprehension of the globalization.
A	11739	MACROECONOMICS I	6	Income determination model in a closed economy. Money, inflation and unemployment. Open economies. Political economy tools analysis.
A	11741	STATISTICAL METHODS IN ECONOMICS	6	Statistical inference. Simple regression and explanatory variables. Use of econometric software for general use computers
B	11755	LABOUR LAW	6	Company Law. Contracts, obligations, responsibilities. Labor contracts. Social Security.
B	11762	ECONOMETRICS	9	Multiple regression models: Validity of estimations and dynamic formation. Simultaneous equations model.
B	11758	SPANISH ECONOMY	4,5	Special reference to the sector aspects and geographic areas of the Spanish economy.
B	11747	ORGANIZATION STRATEGY AND DESIGN	6	Introduction to strategic management and to the design of an innovative and successful organization. The relationship between strategic management and organizational design.
B	11760	MACROECONOMICS II	6	Income determination model in a closed economy. Money, inflation and unemployment. Open economies. Political economy tools analysis.

THIRD YEAR

Sem.	Code	Course Name	ECTS Credits	Description
A	11745	COST ACCOUNTING AND INTRODUCTION TO AUDITING	6	Cost behavior and its allocation. Cost systems. Cost and decision-making. Audit procedure and techniques. The audit report.
A	11756	TAX MANAGEMENT IN COMPANIES	6	Business tax management and liquidation: Companies, VAT, others. Tax accounting.
A	11753	MARKET RESEARCH	6	Market investigation, segmentation, surveys creation.
A	11761	OPERATIONAL RESEARCH	6	Model formulation and Linear, Entire, Non Linear, and Multi-objective Programming solving techniques.
A	11763	QUANTITATIVE METHODS TO SUPPORT DECISION MAKING	6	Decision-making and games. Dynamic programming and Markov chains. Business management application.
B	11744	ACCOUNTING ANALYSIS AND CONSOLIDATION	6	Analysis of the business liquidity, financial soundness, debt. Profit and loss account analysis. The concept of the business group. Multi-group and associated business. Consolidation methods.
B	11754	MARKETING MANAGEMENT	9	Decisions in commercial policy. Commercial strategy: "marketing mix". Product price, distribution, policy and promotion. Market: applicable techniques.
B	11752	FINANCIAL ECONOMICS	6	Investment projects selection. Uncertainty and certain knowledge conditions.
ELECTIVE COURSES				
B	11769	CORPORATE STRATEGIC PLANNING AND STRATEGY PLAN	4,5	Business strategic plans development, business strategic analysis, and sectorial report analysis.
B	11773	PROJECT MANAGEMENT	4,5	Project life cycle, project types, Gantt diagram, PERT method, resources allocation.
B	11768	CONSULTING	4,5	Consultancy operation, the consultancy process, networking, the fees, the consultancy contract, marketing for consultancy, the assignments.
B		FOREIGN LANGUAGE	4,5	Description: Technical and economical text composition. Complex text reading. Oral comprehension and conversation. - English for Business Administration B1 offered to exchange students who do not have a B1 English level. - French A1, A2 and German A1 have nothing to do with Business (these are regular language as a foreign language courses).

FOURTH YEAR

Sem.	Code	Course Name	ECTS Credits	Description
A	11751	FINANCIAL MANAGEMENT	6	Investment project selection in certain and uncertain conditions.
A	11749	HUMAN RESOURCES MANAGEMENT	6	Human resources management as a strategic factor and its functions. Labor relationships and technologic change influence.
A		FOREIGN LANGUAGE	4,5	Description: Technical and economical text composition. Complex text reading. Oral comprehension and conversation. - English for Business Administration B2 is offered to exchange students who don't have a B2 English level. - Italian A1, A2, French B1, B2 and German A2, B1, B2 have nothing to do with Business, these are regular language courses.
B	11809	BACHELOR'S THESIS	7,5	This is the Final Research Project that Spanish students have to do to conclude their degree.
ELECTIVE COURSES: FINANCIAL SERVICES AND CONSULTANCY				
A	11774	BANKING AND STOCK EXCHANGE	4,5	Divided in two blocks where you study how works the operations of credit and debit, the risks and to know the structure and the management of the stocks markets.
A	11785	FINANCIAL RISK ANALYSIS	4,5	It provides quantitative techniques based on Mathematical Modeling to quantify the risk in financial investments. These techniques approach from the modeling of the dynamics of quoted underlying through stochastic models.
B	11784	MARKETING FOR COMPANIES AND PROFESSIONAL SERVICES	4,5	Service Marketing and for the professional services: auditing, consulting and the strategic management. The customer management, the design of the service and the fidelity of the final costumer.
B	11781	AUDIT PROCEDURES	4,5	To know the process of auditing in the main areas of work, as well as the different methods and the combination of testing ways.
B	11776	COMPANY VALUATION	4,5	You will study the main business valuation methodologies as well as their practical application through the construction of models. Likewise, it will be studied how to write a business valuation report as well as to interpret it and, if applicable, refute it.

ELECTIVE COURSES: INDUSTRIAL AND SERVICE COMPANY ORGANIZATION				
A	11789	FOREIGN TRADE MANAGEMENT	4,5	International Marketing. Commercial operations and International financial systems. Techniques for their appliance
A	11794	MARKETING FOR INDUSTRIAL COMPANIES AND SERVICES	4,5	You study the methods to create and strategic plan of industrial marketing focusing in the industrial view. It searches the way to solve the problems related with marketing management inside the industrial enterprise
B	11798	SERVICE DESIGN: FROM THE IDEA TO THE IMPLEMENTATION (ENGLISH TAUGHT)	4,5	This subject covers the design of value propositions in services through a customer-centred approach. Using different theoretical tools, students will learn how to analyse, improve and design services for companies in different industries.
B	11792	INNOVATION AND COMPETITIVENESS ECOSYSTEMS	4,5	To know and analyze the different policies of the innovation (country, region, clusters...) Also you analyze the concept of competitively and the importance in the country and focusing in Spain
B	11793	LOGISTICS	4,5	Different views from the nowadays logistic process: definitions and logistical concepts, logistical system in the enterprises and his management structure, as well as the evolution, the strategies and the relations between Departments.
OTHER ELECTIVES				
A	13973	DIGITAL ECONOMY (ENGLISH TAUGHT)	4,5	Its objective is focused on the application of economic analysis methods to the data generated in the digital economy to guide economic-business decision making, both at an operational and strategic level.
A	13964	BACHELOR'S THESIS METHODOLOGY	4,5	This subject is taken by Spanish students to help them to prepare for the thesis.
A	11770	QUALITY MANAGEMENT	4,5	Quality responds to new challenges: Promotes improvement and innovation; Place the client in the center; Ensures sustainability and competitiveness of companies and country.
A	11767	ETHICS AND CORPORATE SOCIAL RESPONSIBILITY (ENGLISH TAUGHT)	4,5	To improve the moral judgment of the Student and to develop the moral autonomy of the professional as well as improve the reputation and legality of the enterprise.
A	11765	EFFICIENCY AND PRODUCTIVITY ANALYSIS	4,5	Measurement and evaluation of the efficiency in the productive systems in enterprises and public administrations. Solve models trough Excel sheets.

ELECTIVES				
A-B	-	INTERNSHIP	Min 0,5 Max 13.5	You can do an internship in a company with or without academic recognition (25 Hours = 1 ECTS). All internships are paid. More information on: http://goo.gl/gpVgl0
B	11801	ENTREPRENEURS AND COMPANY SETTING UP	4,5	You learn the different ways to create your own company and how to make it successful.
B	11803	COLLABORATION IN THE NETWORK (ENGLISH TAUGHT)	4,5	Today, cloud computing, distributed applications, mobile devices, and virtual environments are changing how people interact and work together. This course will explore current networking tools and how to use them effectively
B	14254	ENVIRONMENTAL MANAGEMENT INSTRUMENTS	4,5	Economics, Sociology And Agrarian Policy
B	11802	LEADERSHIP SKILLS AND TEAM WORK	4,5	Business Organization
B	14255	PUBLIC AND PRIVATE CONTRACTS: PRACTICAL ASPECTS	4,5	Collaboration between private and public companies.
B	14256	LABOUR MANAGEMENT IN ORGANIZATIONS	4,5	Labour And Social Security Law

COURSES TAUGHT IN ENGLISH

The following courses are taught in English in the Bachelor Degree of Business Administration and Management for the 2019-2020 academic year:

FIRST YEAR – English Taught Courses

CODE	COURSE NAME	SEMESTER	CREDITS ECTS	REMARKS
11735	INTRODUCTION TO BUSINESS ADMINISTRATION	A	6	Restricted to School specific agreements
11737	INTRODUCTION TO FINANCE	A	6	Limited to students with FADE as their hosting school
11738	MICROECONOMICS I	A	6	Restricted to School specific agreements
13867	MATHEMATICAL MODELS FOR BUSINESS ADMINISTRATION I	A	6	Restricted to School specific agreements
11736	INTRODUCTION TO ACCOUNTING	B	6	Restricted to School specific agreements
11740	INTRODUCTION TO STATISTICS	B	6	Restricted to School specific agreements
11750	FINANCIAL MATHEMATICS	B	6	Restricted to School specific agreements
11759	MICROECONOMICS II	B	6	Restricted to School specific agreements
13868	MATHEMATICAL MODELS FOR BUSINESS ADMINISTRATION II	B	6	Restricted to School specific agreements

SECOND YEAR – English Courses

CODE	COURSE NAME	SEMESTER	CREDITS ECTS	REMARKS
11748	PRODUCTION AND OPERATIONS MANAGEMENT	A	6	Restricted to School specific agreements
11757	WORLD ECONOMY	A	4,5	Limited to students with FADE as their hosting school
11741	STATISTICAL METHODS IN ECONOMICS	A	6	Restricted to School specific agreements
11762	ECONOMETRICS	B	9	Restricted to School specific agreements
11758	SPANISH ECONOMY	B	4,5	Restricted to School specific agreements
11747	ORGANIZATION STRATEGY AND DESIGN	B	6	Restricted to School specific agreements

THIRD YEAR – English courses

CODE	COURSE NAME	SEMESTER	CREDITS ECTS	
11745	COST ACCOUNTING AND INTRODUCTION TO AUDITING	A	6	Restricted to School specific agreements
11753	MARKET RESEARCH	A	6	Limited to students with FADE as their hosting school
11761	OPERATIONAL RESEARCH	A	6	Limited to students with FADE as their hosting school
11763	QUANTITATIVE METHODS TO SUPPORT DECISION MAKING	A	6	Restricted to School specific agreements. *Theoretical classes are taught in Spanish *Lab sessions are taught in English

11754	MARKETING MANAGEMENT	B	9	Limited to students with FADE as their hosting school.
11752	FINANCIAL ECONOMICS	B	6	Limited to students with FADE as their hosting school.
11769	CORPORATE STRATEGIC PLANNING AND STRATEGY PLAN	B	4,5	Limited to students with FADE as their hosting school.
11773	PROJECT MANAGEMENT	B	4,5	Limited to students with FADE as their hosting school.

FOURTH YEAR – English courses

CODE	COURSE NAME	SEMESTER	CREDITS ECTS	REMARKS
11751	FINANCIAL MANAGEMENT	A	6	Limited to students with FADE as their hosting school
11749	HUMAN RESOURCES MANAGEMENT	A	6	Limited to students with FADE as their hosting school
13973	DIGITAL ECONOMY	A	4,5	Open to all exchange students
11767	ETHICS AND CORPORATE SOCIAL RESPONSIBILITY	A	4,5	Open to all exchange students
11798	SERVICE DESIGN: FROM THE IDEA TO THE IMPLEMENTATION	B	4,5	Limited to students with FADE as their hosting school
11803	COLLABORATION IN THE NETWORK	B	4,5	Open to all exchange students