

SUBJECT TEACHING GUIDE

G1154 - Business Management Instruments

Degree in Civil Engineering

Academic year 2021-2022

1. IDENTIFYING DATA					
Degree	Degree in Civil Engineering			Type and Year	Optional. Year 4
Faculty	School of civil Engineering				
Discipline	Optional Subjects: Curricular Itinerary 1				
Course unit title and code	G1154 - Business Management Instruments				
Number of ECTS credits allocated	6	Term	Semester based (1)		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS				
Name of lecturer	SAUL TORRES ORTEGA				
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Office	E.T.S. de Ingenieros de Caminos, Canales y Puertos. Planta: + 1. DESPACHO (1035)				
Other lecturers	PEDRO DIAZ SIMAL				

3.1 LEARNING OUTCOMES
- The student will understand the contribution of the different management instruments that can be found in the business environment, assessing the field of application in each case.
- The student will manage the accounting information applicable to the construction company.
- The student will become familiar with the procedures necessary to set up a company.
- The student will know the formal legal obligations and the communication of company information.

4. OBJECTIVES

To know the necessary steps for the creation of a company from the business idea to the start of the activity.
To be familiar with the company's own instruments for collecting and exploiting information.
To know the formal requirements that are legally enforceable in the day-to-day running of the company.
To become familiar with basic accounting techniques applicable to business.
To know the applicable legal requirements and the necessary relations with the different Public Administrations.
To know what the cost will be for the company of all the obligations it will have to face (tax, social, labour and accounting).
Knowing how the company can and should adapt to different economic situations.
To understand the constraints and potential advantages of different organisational design alternatives.
To understand the role of financial resources in the growth strategy of business policy.
To solve exercises on risk situations and investment evaluation.

6. COURSE ORGANIZATION

CONTENTS	
1	Setting up a company
2	Forms of financing in business
3	Taxation
4	Recruitment and social security
5	Accounting, financial statement analysis and cost accounting

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Case study: setting up a company	Work	No	Yes	50,00
Objective test	Written exam	No	Yes	30,00
Class work	Work	No	No	20,00
TOTAL				100,00
Observations				
<p>The sum of recoverable activities is 80%, and of non-recoverable activities 20%. It is reminded that in the case of not taking the latter, the maximum grade obtainable will be 8.00.</p> <p>Only for duly justified reasons (e.g. health restrictions) may the assessment tests be organised remotely, with the prior authorisation of the School Management.</p> <p>According to RD 1125/2003 on the European credit system and the grading system for official university degrees valid throughout Spain, the results obtained by the student in each of the subjects of the syllabus will be graded according to the following numerical scale from 0 to 10. 0-4.9: Fail (SS); 5.0-6.9: Pass (AP); 7.0-8.9: Good (NT); 9.0-10: Outstanding (SB).</p> <p>Translated with www.DeepL.com/Translator (free version)</p>				
Observations for part-time students				
<p>As a general criterion, the same evaluation criteria will be applied to part-time students as to full-time students, although the temporal distribution of activities will be adapted to the temporal conditions when deemed necessary.</p>				

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC

MANUAL DE CASOS SOBRE CREACION DE EMPRESAS
VV.AA. , MCGRAW-HILL / INTERAMERICANA DE ESPAÑA, S.A., 2011

Supuestos de contabilidad para PYMES
Ángel Pedro Gómez / Paloma Rodríguez / Francisco Alcaraz
Pearson

Contabilidad de costes
Angel Tejada Ponce
Pearson