

Información del Plan Docente

Academic Year	2017/18
Faculty / School	102 - Facultad de Derecho
Degree	574 - Master's in Administrative Management
ECTS	3.0
Year	1
Semester	First semester
Subject Type	Compulsory
Module	---

1.General information**1.1.Introduction****1.2.Recommendations to take this course****1.3.Context and importance of this course in the degree****1.4.Activities and key dates****2.Learning goals****2.1.Learning goals****2.2.Importance of learning goals****3.Aims of the course and competences****3.1.Aims of the course****3.2.Competences****4.Assessment (1st and 2nd call)****4.1.Assessment tasks (description of tasks, marking system and assessment criteria)****5.Methodology, learning tasks, syllabus and resources****5.1.Methodological overview****5.2.Learning tasks****5.3.Syllabus**

1. Introduction: the treatment of business companies from a commercial legal perspective. Administrative Managers: area of activity

2. The Registry publicity as business legal transactions instrument: records, certifications, legalization of mercantile books, deposit and publication of the annual accounts

3. From self-employed worker to the small entrepreneur: asset liability and legal-accounting regime.

4. The legal person as economic operator (advanced level): commercial companies and other similar organizations

4.1. Introduction: types of company and their use in the course of business

4.2. Partnership as a form of Enterprise. Joint accounts' schemes

4.3. PLC, PLL and corporations (advanced level): their application to the SME.

4.4. Administrative management of companies: incorporation, directors, By-Law amendments, increase and reduction of capital, restructurings of private companies, liquidation.

4.5. Administrative management of cooperatives, joint ventures and agricultural processing companies

5. The administrative management of the SMEs on the market

5.1. Export and import procedures and mechanisms

5.2. The Securities Market: trends and latest developments. Financial advising as ancillary service in the professional management of the companies

6. Administrative management of the business insolvency

6.1. Refinancing agreements, scheme of arrangement and out of courts agreement on payments

6.2. Insolvency practitioners and the declaration of insolvency proceedings: the effects of declaring the insolvency proceedings open. The aggregate assets and the aggregate liabilities

6.3 The conclusion of the insolvency proceedings

5.4.Course planning and calendar

5.5.Bibliography and recommended resources