

ENGLISH FRIENDLY COURSES (EFC) 2018-2019 – CAMPUS OF ÁLAVA

<https://www.ehu.eus/es/ekonomia-eta-enpresa-fakultatea>

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In addition to the general offer of courses taught in English, some Centers also offer for incoming students English Friendly Courses (EFC): subjects taught in Spanish, in which the syllabus summary; lecturer tutoring, examinations and/or papers are available in English.

FACULTY OF ECONOMICS AND BUSINESS. ÁLAVA DEPARTMENT (151)		SEMESTER	CREDITS	SCHEDULE ¹
25829	Matemáticas II	Jan. 2019- May 2019	6	M
25833	Microeconomía	Sep. 2018- Jan. 2019	6	A
25832	Estadística y análisis de datos	Sep. 2018- Jan. 2019	6	A
25845	Macroeconomía	Sep. 2018- Jan. 2019	6	M
25850	Derecho de la Empresa	Sep. 2018- Jan. 2019	6	A
25836	Contabilidad de Costes	Sep. 2018- Jan. 2019	6	A
25822	Introducción a la Contabilidad	Sep. 2018- Jan. 2019	6	M

¹SCHEDULE: Morning (M)/ Afternoon (A):begins at 13.30.

By clicking the subject's name, its Syllabus will appear.

MATHEMATICS II

Competences and learning results

This instrumental subject belongs to the first course of the degree and it is held during the second semester. The subject completes the learning of the mathematical concepts and technics started during the first semester, introducing several variables in the study of functions and differential calculus.

The specific competences of this subject related with the results expected after learning this subject are:

-To understand the concepts and basic techniques of algebra and differential calculus, and their applications to the economic science.

-To use the deductive thinking in the process of justify the procedures and formulate logic arguments.

-To formalize thought mathematical models economic issues and situations.

Regarding the transversal competences, in this subject will be mainly developed the ability to analysis and synthesis.

Contents

1.- Functions of several variables

2.- Derivation

3.- Optimization of one variable

4.- Non conditioned optimization of several variables

5.-Optimization with restriction of equality

6.- Linear programming

7.- Integration of several variables

Methodology

The contents will be developed by the teacher, and the students will have time during the sessions to make exercises themselves. Cooperative working will be enhanced in the classes, in order to consolidate and evaluate the contents and competences of the subject. This methodology will also promote the autonomous learning. The students can also go to the teacher's office if they need personalized help.

The prepared set of exercises and their results can be consulted by students in e-gela platform. Some exercises will be solved in ordinary sessions and others will be solved with an specific software. Most of the exercises are designed to show the economic and business applications

of mathematical technics, in order to enhance the utility of the subject and motivate its learning.

Evaluation

The subject is designed to be evaluated with a continue approach: 30% with a partial exam, 10% with different tasks during the sessions and 60% the final exam (minimum mark of 4/10). However, the students can also choose to be evaluated only through a 100% exam., which will include all the contents and competences of the course. This election can be done till the day of the final exam. If a student does not attend the final exam, it is supposed that he automatically renounces that call.

In the extraordinary call of the subject the students can keep the mark they have obtained during the course (40%), and then they will only be examined about the contents and competences of the rest of the course (minimum mark of 4/10). Other option consists in attending a 100% exam, in which the contents and competences of the continue evaluation will be included. This election can be done till the day of the final exam. If a student does not attend the final exam, it is supposed that he automatically renounces that call.

Bibliography

SYDSAETER, K.and HAMMOND, P. (2012) Essential mathematics for economic analysis. Pearson.

HOFFMAN, L. and BRADLEY, G. (2012): Calculus for Business, Economics and the Social and Life Sciences. McGraw-Hill.

MICROECONOMÍA/ MICROECONOMIC THEORY

TEACHING GUIDE 2018/19

Centre: 151 Faculty of Economics and Business. Álava Department

Plan: GADEMP10 - Bachelor's Degree in Business Management & Administration

Year: Second year

DESCRIPTION & CONTEXTUALISATION OF THE SUBJECT

This course develops topics on Microeconomic Theory to analyze the markets of goods and services. It overviews some market failures and analyzes the consequences of those situations on the optimal decision-making and interaction of the firms, as well as on the market allocation and derived welfare.

This course builds upon the knowledge acquired by the student in the first year, more precisely, upon the consumer theory, the theory of the firm and the analysis of competitive markets.

After successfully following this course, the student will be able to identify the relevant assumptions on market theory that are suitable to describe the functioning of a given real market. They will also master the analytical tools to: (1) represent and quantify the market allocation and derived welfare, (2) consider the strategic interaction of agents, and (3) analyze the effect of some policies aimed at achieving efficient allocations when there are market failures.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

1 - Give rationality to the analysis and describe the markets' behavior, from individual behavior of firms and households.

2 - Learn the ability to evaluate the consequences of different scenarios and select the best, given the objectives, in markets where agents interact.

3 - Understand the role of economic models to be able to explain the microeconomic relationships in markets where agents are rational. Understand the microeconomic strategies and their implications for management.

4 - Understand the effects of microeconomic policies using different graphical and mathematical tools.

5 - Understand the consequences of market power and the different competitive strategies of firms with market power.

THEORETICAL/PRACTICAL CONTENT

Topic 1.- Market Power: Monopoly and Monopsony.

Topic 2.- Pricing with Market Power.

Topic 3.- Monopolistic Competition and Oligopoly.

Topic 4.- Game Theory and Competitive Strategy.

Topic 5.- Markets with Asymmetric Information.

Topic 6.- Externalities and Public Goods.

EXAM CALL

The grading rule is based on the assessment of participation in various training activities developed during the course and final multiple-choice test.

BIBLIOGRAPHY

R.S. Pindyck and D.L. Rubinfeld, Microeconomics, 9th edition, Pearson Prentice Hall Editor.

STATISTICS AND DATA ANALYSIS

Competences and learning results

This instrumental subject belongs to the second module of the degree. The subject is focus on descriptive statistics, also including the fundamentals of probability and random variables. This knowledge will be used in the second semester, within the subjects "Statistics applied to business". A basic knowledge about mathematical calculus is needed for the right understanding of this subject.

The specific competences of this subject are:

- To understand the logic of statistics and its use in the economic science.
- To identify the mathematical elements which characterize the probability distributions, both continues and discrete: probability function, statistical moments, etc.
- To look for relevant statistical data in order to summarize it and solve a given problem.
- To describe and interpret the information contained in a data set, using graphical analysis and descriptive indexes, and also to use an appropriate statistical software in the measurement process.
- To present in a clear and systematic way the conclusion obtained from the statistical analysis of economic data

Regarding the transversal competences, in this subject will be mainly developed the autonomous learning and the ability to analysis and synthesis.

Contents

The main contents of this subject are:

- 1.Introduction of a data set
- 2.Distribution of frequencies of a single variable.
- 3.Distributioon of frequencies of two variables
- 4.- Index numbers
- 5.- Introduction to probability
- 6.-Random variables in R and R2
- 7.-Expected values of random variables
- 8.-The normal distribution

Methodology:

The contents will be developed by the teacher during the class sessions, using specific materials (which can be consulted by students in e-gela platform) and the bibliography recommended. Some exercises will be solved in ordinary sessions and others will be solved using the computers.

Cooperative working will be enhanced in the classes, in order to consolidate and evaluate the contents and competences of the subject. This methodology will also promote the autonomous learning. The students can also go to the teacher's office if they need personalized help.

The students must individually complete an entire research (design a survey, collect data, analysis of the data, deduce conclusions) and they must present it to the rest of the class.

Evaluation

The subject is designed to be evaluated with a continue approach: 30% the research essay, and 70% the exam (minimum mark of 4/10). However, the students can also choose to be evaluated only through a 100% exam. This election can be done till the day of the final exam. If a student does not attend the final exam, it is supposed that he automatically renounces that call.

In the extraordinary call of the subject the students can keep the mark they have obtained during the course (30%), and then they will only be examined about the contents and competences of the rest of the course (minimum mark of 4/10). Other option consists in attending a 100% exam, in which the contents and competences of the continue evaluation (descriptive statistics) will be included. This election can be done till the day of the final exam. If a student does not attend the final exam, it is supposed that he automatically renounces that call.

BIBLIOGRAPHY AND LEARNING MATERIALS

The students should use the recommended bibliography and materials. They will also have access to a set of exercises. All the specific material will be available in e-gela platform, including the solved computer exercises.

The basic bibliography is:

Newbold, P and Carlson, W. (2010): Statistics for Business and Economics. Prentice Hall.

MACROECONOMICS

"Macroeconomics" is a 3rd year course that is part of the "Foundations of the Firm" module. This course complements "Introducción a la Economía II: Principios de macroeconomía" by further analyzing the short-run and long-run macroeconomic performance, the role of institutions (governments and central banks) and main macroeconomic policies.

"Macroeconomics" is an applied course that combines theory and real-world case studies through exercises, readings and macroeconomic data analysis. Given its applied nature, a basic knowledge of descriptive statistics (averages, growth rates, etc.) and office programs (Word, Excel) is convenient.

Contents

CHAPTER 1: Economic fluctuations and the long run

The economic cycle, time horizons, the aggregate demand, the aggregate supply in the short run and the long run, stabilization policy

CHAPTER 2: Aggregate demand. An introduction to the IS-LM model

The goods market and the IS curve, fiscal policy and shifts in the IS curve, the money market and the LM curve, monetary policy and shifts in the LM curve

CHAPTER 3: Applying the IS-LM model

Explaining fluctuations, the IS-LM model and the aggregate demand, an explanation of the economic crisis.

CHAPTER 4: Aggregate supply and the short-run tradeoff between inflation and unemployment.

Aggregate supply, inflation, unemployment and the Phillips curve

CHAPTER 5: Inflation, monetary policy and the ECB

Money and inflation, monetary policy in the short-run and the long-run, money and interest rates, expectations, the ECB

CHAPTER 6: Government debt

Characteristics of some countries' debt, problems measuring the budget deficit, the traditional and Ricardian views of the government debt, other perspectives on the debt

CHAPTER 7: Stabilization policies

Should policy be active or passive?, Should policy be conducted by rule or discretion?

GENERAL GUIDELINES

This course follows a mixed evaluation system. Learning objectives and competencies will be evaluated. The evaluation system is based on:

- Test exam (individual): 50%. It is MANDATORY to pass the exam
- Theoretical and practical exercises (individual): 20%
- Research work (team work): 30%

The aim of the test exam and practical exercises is to evaluate LR1-LR8, whereas the research work is proposed to evaluate LR9, LR10, CC6 and CC7.

RIGHT TO A FINAL EXAM

Although the course follows a mixed evaluation system, in any case students will have the right to be evaluated based on a final exam, no matter if students have participated in the mixed evaluation system or not. To have the right to a final exam, students must present a writing explaining the renounce to the mixed evaluation system. This writing has to be presented within the first 9 weeks of the course, according to the proposed academic calendar.

Those students that will be evaluated based on a final evaluation will have to do an exam on the official data. The evaluation will consist on:

- An individual research work that will be presented on the official exam data (30%): Contents and guidelines will be previously described in moodle, but students are encouraged to go to the teacher's office to discuss their work to guarantee feedback and support the learning process.
- An exam that will be held on official data. The exam will consist of 2 parts: exercises (20%) and a test (50%). It is MANDATORY to pass the test.

Not attending the exam is sufficient to refuse the ordinary summons.

In the extra exam session, the grade of the practical exercises and the research work will be maintained and the evaluation will be based on a test exam (worth 50%). Nevertheless, students have the right to a final exam worth 100% of the final grade if they previously ask for. In the latter case, the final exam will be the same as those students' that the School has recognized them the right to a final exam.

TEACHING GUIDE

2018/19

Centre 151 - Faculty of Economics and Business. Álava Department

Cycle Indiferente

Plan GADEMP10 - Bachelor's Degree in Business Management & Administration

Year Fourth year

SUBJECT

25850 - Company Law

ECTS Credits: 6

DESCRIPTION & CONTEXTUALISATION OF THE SUBJECT

The subject of Company Law is taught in the first four-month period of the 4th year. This is the second subject of legal content of the Degree in Business Administration and Management after the subject of Introduction to Law that is taught in the first year. The subject deals with differentiated part of Commercial Law: commercial companies, the Law of Competition and intangible assets, the Law of the Securities and Credit Market, the securities and the Bankruptcy Law.

By means of this, the Graduate in Business Administration and Management will be familiar with the fundamental institutions and the legal regime of the company and the entrepreneur, as well as acquiring skills for handling legal texts related to business activity.

The general purpose of the subject is that the student obtain sufficient knowledge in the subjects specified in the agenda, valuing the importance of company law as a regulatory system for business activity. To obtain this purpose, the following will be necessary:

- a) Identification, distinction and classification of the specific categories of company law.
- b) Management and understanding of legal texts related to company law.
- c) Identification of the problems related to the subject presented in the daily business life.
- d) Proper search for legal solutions to conflicts in the matters expressed in the agenda.
- e) Elaboration and defense of convincing legal arguments, both orally and in writing through orderly and understandable documents.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

TRANSVERSAL COMPETENCES

Capacity for written communication

Written communication is a very important competence. The above means that this competence will be evaluated in all the activities of the subject (exams, practices, text comments), in such a way that if it's not approved, the subject will be suspended.

SPECIFIC COMPETENCES

- Facilitate the knowledge and management by the students of the regulatory sources of the different institutions of Commercial Law
- Approach students to solve legal problems that arise in the field of companies, competition, industrial property, securities market, securities and bankruptcy law.
- Search and use of the appropriate legal and jurisprudential tools to solve legal problems that may arise in the development of the activity of the employer.
- Individual capacity to explain in a comprehensible and appropriate way the contents of the subject with precision of concepts and specific terminology of the subject.

LEARNING OUTCOMES:

- Identify the regulations governing business activity and the employer.
- Knowledge and assimilation of legally relevant concepts.
- Capacity for a fluent and well-structured written communication.

THEORETICAL/PRACTICAL CONTENT

PART I: COMMERCIAL LAW

- SUBJECT 1 INTRODUCTION TO THE RIGHT
- SUBJECT 2 COMMERCIAL ENTREPRENEUR AND ITS STATUTE
- SUBJECT 3 COMMERCIAL REGISTRY
- SUBJECT 4 INCORPORATED COMPANY
 - 1. CHARACTERISTICS AND CONSTITUTION
 - 2. CAPITAL AND CONTRIBUTIONS
 - 3. SHARES
 - 4. CORPORATE BODIES. GENERAL ASSEMBLY
 - 5. CORPORATE BODIES. MANAGEMENT BODY

6. STATUTORY MODIFICATIONS
7. EXTINCTION

SUBJECT 5 LIMITED LIABILITY COMPANY

PART II: CIVIL LAW

SUBJECT 6 OBLIGATIONS
SUBJECT 7 CONTRACTS

METHODS

The subject will be taught according to the following class structure:

Master class:

The teacher will present the theoretical program in class so that the student, together with the teaching materials indicated in this guide, can obtain a vision of the proposed contents.

Practical lesson:

Students must reflect and solve a practical case that the teacher has given them before or during the same class, identifying the question raised, as well as the relevant data and the legal framework for the solution that is most appropriate. The purpose is to apply the acquired theoretical foundations to an assumption of concrete fact and to do it by means of a juridical argumentation.

Seminar class:

These classes reinforce specific issues of the subject. They will be preceded by a work on the part of the student of the material that the teacher has indicated previously and will also develop the transversal competences proposed in the subject.

TYPES OF TEACHING

Type of teaching	M	S	GA	GL	GO	GCL	TA	TI	GCA
Classroom hours	50	4	6						
Hours of study outside the classroom	66	12	12		0				

Legend: M: Lecture S: Seminario GA: Pract.Class.Work GL: Pract.Lab work GO: Pract.computer wo
GCL: Clinical Practice TA: Workshop TI: Ind. workshop GCA: Field workshop

ASSESSMENT SYSTEMS

- Final assessment system

TOOLS USED & GRADING PERCENTAGES

- Extended written exam 100%

ORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

In the ordinary call, the provisions of art. 8.2. b) of the regulations governing the evaluation of students in the official degrees (BOPV nº 50, of March 13, 2017), in accordance with which, to pass this subject it will be necessary to pass a final and global evaluation 100%.

EXTRAORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

In the extraordinary call, all students will be entitled to a 100% examination.

COMPULSORY MATERIALS

COMPLEMENTARY TEACHING MATERIALS of the program indicated by the teacher.

Basic Regulations:

- Constitución española de 1978- Spanish Constitution
- Código civil
- Código de Comercio
- Estatuto de los Trabajadores.

BIBLIOGRAPHY

Basic bibliography

BERGEL SAINZ DE BARANDA: Handbook of Spanish civil patrimonial law, Tecnos publisher, 2011.
MERINO-BLANCO: Spanish Law and Legal System, Thomson, London, 2006.
RODRIGUEZ DE LAS HERAS: Introduction to Spanish Private Law, Routledge-Cavendish, London and New York, 2010.
VAN ERP, S & VAQUER, A: Introduction to Spanish patrimonial Law
SAN PÍO: Código civil de España. Edición bilingüe. International Legal Publications, 2009.

SPANISH

DÍEZ-PICAZO, L y GULLÓN, A: Sistema de Derecho civil. Vol. II. Editorial Tecnos, Madrid, última edición,
G.J.JIMÉNEZ SÁNCHEZ, Lecciones de Derecho Mercantil, última edición
RAMÍREZ MARTÍNEZ: Curso básico de Derecho del Trabajo (para titulaciones no jurídicas), editorial Tirant lo Blanch, Valencia, última edición.

In-depth bibliography

BROSETA/MARTÍNEZ SANZ, Manual de Derecho Mercantil, última edición
SÁNCHEZ CALERO, Instituciones de Derecho Mercantil, última edición
SÁNCHEZ CALERO, Principios de Derecho Mercantil, última edición
JIMÉNEZ SÁNCHEZ, Lecciones de Derecho Mercantil, última edición
VICENT CHULÍA, Introducción al Derecho Mercantil, última edición
URÍA/MENÉNDEZ, Curso de Derecho Mercantil I y II, última edición
ALCOVER GARAU, Introducción al Derecho Mercantil, última edición
BERCOVITZ RODRÍGUEZ-CANO, Apuntes de Derecho Mercantil,

Respecto a la regulación de las relaciones de trabajo en la empresa, pueden consultarse, entre otros, los manuales universitarios. Entre ellos, vid. ALONSO OLEA, M., y CASAS BAAMONDE, M^a. E., Derecho del Trabajo, ed. Civitas Ediciones S. L., (última edición). Asimismo, MARTÍN VALVERDE, A., RODRÍGUEZ-SAÑUDO GUTIÉRREZ, F., y GARCÍA MURCIA, J., Derecho del Trabajo, ed. Tecnos, (última edición).

Journals

Revista de Derecho mercantil
Revista de Derecho social.
Revista Relaciones Laborales.
Revista General del Derecho del Trabajo y de la Seguridad Social.
Aranzadi Social.
Civitas-Revista española de Derecho del Trabajo.
Actualidad Laboral.

Useful websites

- http://www.boe.es/diario_borme/
- <http://www.rmc.es/>
- Boletín Oficial del Estado: www.boe.es
- Boletín oficial del País Vasco: www.bopv.es
- Noticias.juridicas.com
- www.todalaley.com
- [westlaw aranzadi](http://westlaw.aranzadi)
- Unión Europea: http://europa.eu/index_es.htm
- Ministerio de Trabajo e Inmigración (Gobierno de España): <http://www.mtin.es/es/index.htm>
- Departamento de Empleo y Asuntos Sociales (Gobierno Vasco): <http://www.gizartelan.ejgv.euskadi.net/r45-home/es>

REMARKS

TEACHING GUIDE

2018/19

Centre 151 - Faculty of Economics and Business. Álava Department

Cycle Indiferente

Plan GADEMP10 - Bachelor's Degree in Business Management & Administration

Year Second year

SUBJECT

25836 - Cost Accounting

ECTS Credits: 6

DESCRIPTION & CONTEXTUALISATION OF THE SUBJECT

This subject is a part of the accounting that refers to internal accounting and that is dedicated to manage the costs, margins and results of the products and services that companies produce, loan or sell.

DESCRIPTION:

Internal accounting study.

Analysis of cost models: historical, standard and opportunity.

Determination of costs and their use in business decisions.

PREVIOUS ACKNOWLEDGMENTS:

Although it is an accounting subject, it is not necessary to have previous knowledge about accounting, nor to have previously approved the subjects of first-year accounting as it is the only subject that studies the internal accounting of the company, which differs from the rest of the accounting to be studied in the Degree

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

COMPETENCES:

SPECIFIC COMPETENCES OF THE SUBJECT:

- o To reclassify coherently the costs in the analytical tables
- o To calculate the margins and results at an estimated and real level.
- o To have analytical elements for decision making.

LEARNING OUTCOMES OF SPECIFIC COMPETENCES:

• To be able to understand the basic concepts of cost accounting

• Definition, classification and calculation of costs and results of products and services through the models of historical costs and budgets

• Definition, classification and calculation of costs of products and services through standard cost models.

Domain level 1- Have a vision of The reality, analyzing positive and negative aspects, proposing new procedures on their own initiative and with a leadership attitude.

CROSS-COMPREHENSIVE COMPETENCES OF THE SUBJECT

- o Oral Communication
- o Social responsibility and ethics
- o Entrepreneurship

LEARNING OUTCOMES OF CROSS-COMPREHENSIVE COMPETENCES:

• Level of proficiency 2.- The students perform the presentation fluently

• Level of proficiency 1 and 2.- The students understand the starting situation of our society from a sustainable perspective and they know the causes that have led society to the current situation of sustainability.

• Level of proficiency 1- The students have a vision of the reality, analyzing positive and negative aspects, proposing new procedures on their own initiative and with a leadership attitude.

THEORETICAL/PRACTICAL CONTENT

CONTENTS:

- 1.) Framework and Basic concepts in cost accounting. Costs and business decision-making
- 2.) Classification and codification of costs.
- 3.) The state of inventory movement
- 4.) The allocation of costs and cost centers.
- 5.) The unit cost of the output and its margin
- 6.) The state of margins and results.
- 7.) Costs Models.
 - a. Historical costs model.
 - b. Standard costs model.
 - c. Opportunity costs model
- 8.) Business planning and budgeting.

PART I: INTRODUCTION

UNIT 1. BASIC CONCEPTS OF COST ACCOUNTING

UNIT 2. POLYTACETIC COST TREATMENT

UNIT 3. INVENTORY MANAGEMENT

UNIT 4. COST BEARER
 UNIT 5. THE UNIT COST OF THE OUTPUT AND ITS MARGIN
 PART II: HISTORICAL COSTS MODEL
 UNIT 6. THE MODEL OF HISTORICAL COSTS
 PART III: STANDARD COSTS MODEL
 UNIT 7. THE MODEL OF STANDARD COSTS
 PART IV: EXERCISES AND OTHERS
 UNIT 8. THE COST OF OPPORTUNITY MODEL
 COST ACCOUNTING EXERCISES
 SEMINARS

METHODS

SEE SCHEDULE AND PROGRAM IN EGELA <https://egela.ehu.es>
 The schedule of classes is mostly masterful where theoretical knowledge will be done and assessable activities (exams) will be conducted; Practical classes where assessable activities will be done and computer classes where 2 types of activities will be carried out. In this subject we follow an active methodology in which a permanent feedback occurs between the teaching staff and the students and between the students themselves.
 Class attendance is not compulsory, except for the assessments of continuous assessment. In this case, attendance is compulsory.
 As university students you have to assume a respect for basic standards of coexistence and education. However, the teaching team of the subject may take the measures they deem appropriate in the event of any disrespect to the teacher, subject or colleagues.
 The dates will be different for those who do not follow continuous assessment.

SUMMARY

Exercises E1 and E2 Date schedule 1 point x2
 Theory T1 and T2 (15 minutes) Date schedule 0,5 points x2
 Practice P1 and P2 (40 minutes) Date schedule 2,5 points x2
 Theoretical oral communication S1 Date schedule 1 point
 Practice oral communication PA1 Date schedule 1 point

Exercises 1 and 2

These exercises will be individually using an Excel that the students will have to do in the two classes of practical sessions and outside the University

Theoretical oral communication S1

It will be realized in a determined date of the subject

Practice oral communication PA1

It will be realized in a determined date of the subject

Theory 1 and 2 and Practice 1 and 2

The exams will be carried out in the master class hours fixed in the schedule in two calls of which would be duly informed through an Excel with the place where each student should be placed.

TYPES OF TEACHING

Type of teaching	M	S	GA	GL	GO	GCL	TA	TI	GCA
Classroom hours	51		3		6				
Hours of study outside the classroom	76,5		4,5		9				

Legend: M: Lecture S: Seminario GA: Pract.Class.Work GL: Pract.Lab work GO: Pract.computer wo
 GCL: Clinical Practice TA: Workshop TI: Ind. workshop GCA: Field workshop

ASSESSMENT SYSTEMS

- Continuous assessment system
- Final assessment system

TOOLS USED & GRADING PERCENTAGES

- Multiple choice test 10%
- Oral defence 10%
- Practical work (exercises, case studies & problems set) 50%
- Individual work 20%
- Exposition of work, readings, etc. 10%

ORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

SEE SCHEDULE AND PROGRAM IN EGELA AND OBSERVATIONS FOR RENNOUCE

All tasks are key tasks and it is necessary to overcome each and every one to overcome the subject (half of the score of each).

While all the tasks have not been surpassed (the minimum required to overcome each task is half of the score), it must be very clear that the subject is suspended and the qualification will be the sum of the scores obtained in the tasks, without being able to surpass the score of 4,9.

CONTINUOUS ASSESSMENT

The previous tests will be carried out throughout the course, in such a way that students can throughout the continuous assessment pass the subject with the 100% of the score, not having to go to the final exam in January (Ordinary) or in June (Extraordinary).

The tasks that the students have overcome (half of the score) are respected only if students are presented in January official examination.

The tasks not overcome can be recovered in the official day of January examination.

The tasks that the students have overcome can be maintained in the extraordinary examination in the case that the students were presented in the January examination.

It will be understood that, the student that during the course has done one of the exercises, he has opted for continuous evaluation and in this continuous evaluation he/she will be considered presented even if the student does not take the January exam, unless he expressly opts for the final exam in the conditions of below.

RENOUNCE

The students can renounce to the continuous assessment according to the 8.3. article of the current regulations on student assessment.

“Art. 8.3.– En todo caso el alumnado tendra derecho a ser evaluado mediante el sistema de evaluacion final, independientemente de que haya participado o no en el sistema de evaluacion continua. Para ello, el alumnado debera presentar por escrito al profesorado responsable de la asignatura la renuncia a la evaluacion continua, para lo que dispondra de un plazo de 9 semanas para las asignaturas cuatrimestrales, a contar desde el comienzo del cuatrimestre o curso respectivamente, de acuerdo con el calendario acadmico del centro.”

The students can renounce to the January examination according to the 12.2. article of the current regulations on student assessment.

“Art. 12.2.– En el caso de evaluacion continua, el alumnado podra renunciar a la convocatoria en un plazo que, como mnimo, sera hasta un mes antes de la fecha de finalizacion del perodo docente de la asignatura correspondiente. Esta renuncia debera presentarse por escrito ante el profesorado responsable de la asignatura.”

FINAL ASSESSMENT

The students who have either the right to not attend to the continuous assessment or who have given up on continuous assessment satisfying the requirements laid down in the Regulation can demonstrate the achievement of the knowledge and competences of the subject through a final exam in the examination dates that will comprise 100% of the subject, where they must complete each and every task of the course (E1, E2, T1, T2, P1, P2, PA1 and S1)

The tasks that the students have overcome can be maintained in the extraordinary examination.

RENOUNCE

The students that have opted for the final assessment can renounce to the January examination according to the 12.3. article of the current regulations on student assessment.

“Art. 12.3.– Cuando se trate de evaluacion final, la no presentacion a la prueba fijada en la fecha oficial de exmenes supondra la renuncia automtica a la convocatoria correspondiente.”

SUMMARY

The students will attend the final exam in January (ordinary exam) only with the parts not overcome in the continuous evaluation, keeping the points obtained in the other tasks or with all the tasks of the subject in the final evaluation. Those tasks that remain pending in January may be passing in the extraordinary examination of June.

If the student does not go to the examination of January, in the marks the score will be:

-Not presented if the previous deadlines for resignations are fulfilled and in this case the tasks overcome will not be conserved for the extraordinary convocation of June.

-The score of the tasks and in this case the parts overcome will be kept for the extraordinary examination of June.

FINAL NOTE:

THE STUDENTS MUST COMPLETE THIS TEACHING GUIDE WITH THE SPECIFIC SPECIFICATIONS CONTAINED IN THE GUIDE OF THE STUDENT PUBLISHED AT THE START OF COURSE IN E-GELA.

All the students should read the current regulations on student assessment approved by “Acuerdo de 15 de diciembre de 2016, del Consejo de Gobierno de la Universidad del Pas Vasco / Euskal Herriko Unibertsitatea, que aprueba la Normativa reguladora de la Evaluacion para el curso 2017-2018 (BOPV del 13 de marzo de 2017).

Any doubt or discrepancy that arises from the interpretation of the Teaching Guide of the subject will be resolved according to that legislation, which is mandatory.

Teaching guide or stude

EXTRAORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

SEE SCHEDULE AND PROGRAM IN EGELA <https://egela.ehu.es> AND OBSERVATIONS FOR RENNOUCE

All tasks are key tasks and it is necessary to overcome each and every one to overcome the subject (half of the score of each).

While all the tasks have not been surpassed (the minimum required to overcome each task is half of the score), it must be very clear that the subject is suspended and the qualification will be the sum of the scores obtained in the tasks, without being able to surpass the score of 4,9.

EXTRAORDINARY EXAMINATION ASSESSMENT

The students in the extraordinary examination will have a similar exam to the ones that have the right to final examination in January.

Even so, the students who have passed any of the tasks in the January exam (having submitted to the final exam) will have the option to perform only those tasks that have not been passed.

Whoever chooses not to keep the note of the past tasks and tries to upload the score, will keep the score of the test realized in the extraordinary examination although the score has been inferior to the previous one.

RENOUNCE

The students can renounce to the extraordinary examination according to the 12.3. article of the current regulations on student assessment (BOPV del 13 de marzo de 2017).

“Art. 12.3.– Cuando se trate de evaluación final, la no presentación a la prueba fijada en la fecha oficial de exámenes supondrá la renuncia automática a la convocatoria correspondiente.”

SUMMARY

The notes of the tasks surpassed for the students that were presented in the examination of January will be kept and they will have to surpass all those tasks that have pending to approve the subject.

Those who do not have or do not keep any tasks outdone, must approve all the tasks to approve the subject.

It is enough for the renounce to the extraordinary examination not to take the exam.

COMPULSORY MATERIALS

o Notes and material uploaded to the moodle platform (EGELA), which has changed and it is accessible through the following website <https://egela.ehu>.

o Blanco Ibarra, Felipe: “Contabilidad de costes”.

BIBLIOGRAPHY

Basic bibliography

ASOCIACIÓN ESPAÑOLA DE CONTABILIDAD Y ADMINISTRACIÓN DE EMPRESAS (AECA): Documentos AECA. Serie de Contabilidad de Gestión, AECA, Madrid.

BLANCO, FELIPE (2008): Contabilidad de Costes para la toma de decisiones en el marco de la Contabilidad de Gestión, Editorial Deusto, Bilbao.

BLANCO, MARÍA ISABEL (1994): Contabilidad de Costes. Análisis y control, Editorial Pirámide, Madrid.

CARDINAEELS, E (2008): The interplay between cost accounting knowledge and presentation formats in cost-based decision-making. Accounting, Organizations and Society 33, 582–602

HORNGREN, C.T. ; DATAR, S.M. & MADHAV V. RAJAN, M.V. (2015): Cost Accounting A Managerial Emphasis Fifteenth Edition. Pearson

In-depth bibliography

LÓPEZ, ENRIQUE; MENDAÑA, CRISTINA; RODRÍGUEZ, MIGUEL A. (1998): Ejercicios de Contabilidad de Costes y de Gestión, Editorial Pirámide, Madrid.

MALLES, EDUARDO (2009): Teoría de Contabilidad de Costes, Servicio de Reprografía de la Escuela Universitaria de Estudios Empresariales de Donostia-San Sebastián (UPV-EHU), Donostia.

MALLES, EDUARDO (2009): Supuestos y Soluciones de Contabilidad de Costes, Servicio de Reprografía de la Escuela Universitaria de Estudios Empresariales de Donostia-San Sebastián (UPV-EHU), Donostia.

MALLES, EDUARDO (2009): ¿La valoración de las existencias en la normativa contable y sus efectos en la Contabilidad de Costes?, Técnica Contable, nº 716, págs. 76-93.

MALLO, CARLOS y JIMÉNEZ, MARÍA ÁNGELA (1997): Contabilidad de Costes, ediciones Pirámide, Madrid.

PRIETO, BEGOÑA; SANTIDRIÁN, ALICIA y AGUILAR, PABLO (2005): Contabilidad de Costes y de Gestión. Un enfoque práctico, Publicaciones Delta

Journals

- Revista Contabilidad de Gestión
- Revista Iberoamericana de Contabilidad de Gestión
- Revista Partida Doble
- Revista Técnica Contable

Useful websites

www.aeca.es [Web de AECA. Asociación Española de Contabilidad y Administración de Empresas]

www.asepuc.es [Web de la Asociación Española de Profesores Universitarios de Contabilidad]

REMARKS

SEE SCHEDULE AND PROGRAM IN EGELA

All tasks are key tasks and it is necessary to overcome each and every one to overcome the subject (half of the score of each).

The change in the current regulations on student assessment approved by “Acuerdo de 15 de diciembre de 2016, del Consejo de Gobierno de la Universidad del País Vasco / Euskal Herriko Unibertsitatea, que aprueba la Normativa reguladora de la Evaluación para el curso 2017-2018 (BOPV del 13 de marzo de 2017).

Any doubt or discrepancy that arises from the interpretation of the Teaching Guide of the subject will be resolved according to that legislation, which is mandatory.

Teaching guide or student guide can not contradict it.

IMPORTANT

Since the 2017/2018 academic year, the process of waiving continuous assessment no longer involves the secretary's office, but rather the teaching staff that collects the applications made for their subject and group. To avoid any problems detected, from the next course onwards, the application is submitted in duplicate and signed by both the student and the teacher, so that each of them keeps a copy. A standard document has been generated from the centre which can be downloaded, completed and signed by both parties. This is the link (students can find it on the website of the Faculty, in the "exams" section):

<https://www.ehu.eus/documents/2421274/2451842/Solicitud+de+renunciacion+a+evaluaci%C3%B3n+continua+o+o+convocatoria/eb570e20-8c66-4431-be2d-0d595573e766>

This document has a twofold purpose: it can be used for the waiver of continuous assessment and also for the waiver of the call. These second cases is mainly intended for those students who have missed the deadline for giving up continuous assessment and wish to avoid being "called" to attend, and for this reason, up to one month before the end of the teaching period, they may give up the right to attend the ordinary call.

TEACHING GUIDE

2018/19

Centre 151 - Faculty of Economics and Business. Álava Department

Cycle Indiferente

Plan GADEMP10 - Bachelor's Degree in Business Management & Administration

Year First year

SUBJECT

25822 - Introduction to Accounting

ECTS Credits: 6

DESCRIPTION & CONTEXTUALISATION OF THE SUBJECT

The subject "Introduction to Accounting" is a basic subject of the Degree that is essential to acquire the basic accounting knowledge that will be deepened in successive accounting subjects.

The accounting is precise to know the evolution of the company itself, or for example, to analyze the situation of a company to decide whether to be loaned or not, whether it will be invested or not, etc.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

In this subject will work the following specific competences of the subject:

1 / Analysis of the accounting model and economic information.

2 / The General Accounting Plan (PGC) and the accounting technique relating to the situation and results of the company and the cash flows in a period.

3 / Obtaining and drawing up the annual accounts.

At the end of the course, the student is expected to be able to account for a series of economic events, to close the year and present the annual accounts (emphasizing the Balance Sheet and the Income Statement).

Likewise, it will be worked on and evaluated the transversal competence of the degree:

4 / Autonomous learning.

At the end of the course, students are expected to be able to acquire new accounting knowledge on their own (by reading the PGC with which they will work throughout the course).

THEORETICAL/PRACTICAL CONTENT

PART 1. ACCOUNTING AND THEIR STANDARDIZATION

ITEM 1. Economic activity, business and accounting

ITEM 2. Accounting standardization and documentary supports

PART 2. THE ANNUAL ACCOUNTS

ITEM 3. The Annual Accounts

TOPIC 4. The Balance

ITEM 5. The Income Statement

ITEM 6. The Statement of Changes in Equity

ITEM 7. The Statement of Cash Flows

TOPIC 8. The Notes to the annual accounts

PART 3. THE OPERATION OF THE ACCOUNTING MODEL

ITEM 9. The accounting method: Accounts and the Double Entry

ITEM 10. The Accounting Cycle

PART 4. SHORT CYCLE ACCOUNTING ANALYSIS

ITEM 11. Accounting treatment of indirect taxation

ITEM 12. Personnel Expenses

ITEM 13. Operations in service, commercial and industrial enterprises

ITEM 14. Commercial credit and collection management.

ITEM 15. Accounting accrual.

METHODS

The subject is an introduction to accounting, so it will start from the assumption that the student does not know the accounting technique.

For this reason, at the beginning of the course, the student will be more closely accompanied by the teacher in their learning process, but, as the course progresses, the student will have to understand the subject and must be able to handle the PGC and, therefore, to learn on its own, which is fundamental for any future performance given that the regulation, including accounting, is expected to change sooner or later. In this sense, it is expected that before the end of the course, the student will be able to make his own notes from the PGC and the program of the subject.

The transversal competence, autonomous learning, will be worked through the daily work of the student whom will be gradually lesser guided on how to get to unravel the accounting knowledge that needs to know from the PGC itself.

It is expected that the student "develop the learning skills to acquire a high degree of autonomy, both in order to undertake new studies and self-training in a field subject to continuous changes and innovations." In order to work it, at first the teacher will ask that specific parts of the PGC be worked, to develop the capacity to interpret them, and then it will be asked that it be the same student who, besides interpreting it, looks for in the PGC the criteria to be taken and the way to account various concrete cases.

The specific competences of the subject will be worked throughout the entire program, through the resolution of various exercises related to the subject worked. These will basically consist of the accounting of economic events, the closing of the accounting year, the realization of the most basic annual accounts, and so on.

TYPES OF TEACHING

Type of teaching	M	S	GA	GL	GO	GCL	TA	TI	GCA
Classroom hours	51		9						
Hours of study outside the classroom	72	0	18						

Legend: M: Lecture S: Seminario GA: Pract.Class.Work GL: Pract.Lab work GO: Pract.computer wo
GCL: Clinical Practice TA: Workshop TI: Ind. workshop GCA: Field workshop

ASSESSMENT SYSTEMS

- Continuous assessment system
- Final assessment system

TOOLS USED & GRADING PERCENTAGES

- Practical work (exercises, case studies & problems set) 100%

ORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

Transversal competence, autonomous learning, will be assessed both through the student's daily work and through a couple of exercises that will be carried out during the course.

Each exercise related to the "autonomous learning" competence will account for 15% of the grade and will consist, respectively, of:

1 / Interpretation of one or more PGC texts relating to an (unexplained) exercise and its resolution. As it consists in the interpretation, the texts will be those indicated in the exercise.

2 / Search in the PGC for the rules applicable to an or several (unexplained) exercise (s) and its (their) resolution, detailing the applicable section (s) and explaining the interpretation made to reach the result.

The daily work of transversal autonomous learning will be valued by the teacher in function of the contributions of the students, being able to suppose an extra of up to 20% of the grade. In order for this extra assessment to be added to the qualification obtained, it will be required to have an overall grade of 40% of the final grade.

During the course there will be additional exercises, both theoretical and practical, related to accounting skills, exercises that will account for 30% of the grade.

The January examination on accounting issues accounts for 40% of the final grade.

Anyone wishing to take the final exam must apply in writing to the teacher before the ninth week. This student must take a test that will combine a series of accounting exercises (70% of the grade), in addition to an exercise (s) for the transversal competence "autonomous learning" that will represent 30% of the note.

Also in this case, for such competence, unexplained accounting issues will be used, since they must demonstrate the competence to be evaluated (in short, to read the PGC and to interpret it).

It will be understood that, by doing one of the exercises during the course, he or she has opted for continuous assessment. And, in this continuous assessment, he or she will be considered presented even if he does not take the January exam, unless he expressly opts for the final exam in time and forms under the above conditions.

Neither will be considered presented whoever waives the call with the minimum advance of one month before the end of the teaching period.

Both the waiver of the call and the waiver of the continuous evaluation must be done according to the official model that appears in the "Exámenes" section of the website of our section of the Faculty.

A minimum is not required in any of the parties to approve the subject, but in case of extraordinary call only can be saved the grades got on the approved parts (that is, at least 50% of its value).

In all exercises / exams you can use the PGC, without any annotation / illustration, and the calculator.

EXTRAORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

Those who present themselves in the extraordinary convocation will have a similar examination to those that have the right to the final exam in January, that is, they will have to take a test that will combine a series of accounting exercises (70% of the grade), in addition to an exercise (s) for transversal competence of "autonomous learning", which will account for 30% of the grade. In this case too, non explained accounting issues will be used to demonstrate the ability to be evaluated (to read and to interpret correctly the PGC, in short).

Even so, those who during the course have done the exercises to evaluate the transversal competence, the others accounting exercises or the January exam will have the option to perform only those parts that have not passed, for which, the mere accounting part will be divided into two parts, where they will worth respectively 30%, on the one hand, the exercises that can be offset against the accounting exercises carried out during the course, and a 40%, on the other hand, the accounting part equivalent to the January test and which may be offset by the January test. In any case, it will be required to have the half of the qualification of any of the 3 parties in which they can request the maintenance of the note of the previous one notice to save that qualification. On the other hand, whoever chooses not to compensate and, therefore, tries to raise a note, will remain with the note of the test realized in the extraordinary call although it is inferior to the previous one.

To waive the extraordinary call will suffice not to take the exam.

In all exercises / exams you can use the PGC, without any annotation / illustration, and the calculator.

COMPULSORY MATERIALS

PGC (R.D. 1514/2007, of November 16). [SPANISH GENERAL ACCOUNTING PLAN]

Materials delivered by the teacher or hang in E-gela.

BIBLIOGRAPHY

Basic bibliography

There are multiple reference books for accounting subjects, among which we recommend the following, but, in any case, the objective is that the student does not need any accounting manual because he/she becomes self-sufficient.

In-depth bibliography

Alonso Pérez, A. y otros.

"Casos Prácticos del nuevo Plan General de Contabilidad"

Ed. Centros de Estudios Financieros

Madrid, 2007

Wanden-Berghe Lozano, J.L. y otros

"Contabilidad Financiera: Nuevo Plan General de Contabilidad y PYMES"

Ed. Pirámide

Madrid, 2008

Socías Salvá, A.

"Contabilidad Financiera: El Plan General de Contabilidad de 2007"

Ed. Pirámide

Madrid, 2008

Azkue, I. eta beste batzuk

"Kontabilitatea: Teoria eta Praktika. 2007ko kontabilitate-planera egokitua"

Ed. Elhuyar, 2009

Journals

Revista de Contabilidad.

Técnica Contable.

Useful websites

www.aeca.es

www.icac.meh.es

www.cnmv.es

REMARKS