

International Student Handbook

*For exchange students coming from
universities outside the European Union.*

2007 - 2008



www.estema.es
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Fundación Estema Centro Universitario

Address

Postal address:

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España – Spain

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Fax: +34 96 131 8189

www.estema.es

info@estema.es

General Information on Fundación Estema Centro Universitario

Fundación Estema, Centro Universitario is a private institution of higher education, offering a range of undergraduate programs (at the University Center /Centro Universitario) and select graduate programs (at the School of Business/Escuela de Negocios). The Fundación Estema University Center/Centro Universitario is affiliated to Universidad Miguel Hernández, a public university in Elche, Spain. Estema was founded in 1992 with the following philosophy in mind: foster social and economic development in the Valencian Community, encourage collaboration among universities, businesses and professionals in the area, assist our students with internships in all academic fields and further research projects within our university as well as in collaboration with other institutions and associations. With a student body of around 1,200 (undergraduate and graduate), students enjoy the advantages of a small university and a low student/faculty ratio.

All Licentiate degrees and Diplomas obtained at Fundación Estema University Center/Centro Universitario are fully accredited by the Spanish Ministry of Education.

Degrees

All degree programs at Fundación Estema, Centro Universitario share the same characteristics which distinguish it from other institutions:

- High academic standards
- Practical teaching methodology (which can be seen in the course contents, the classroom dynamics and in the curriculum design)
- An international focus in all programs (there is a foreign language requirement in all bachelor and diploma programs)
- Personalized instruction (based on quality not quantity)
- Small student to faculty ratio
- Computer facilities

- Internships integrated into all degree programs
- A variety of sports and cultural activities

Undergraduate degrees:

Bachelor's in Business Administration and Management

Bachelor's in Translation and Interpreting

Bachelor's in Law

Dual degree in Business Administration and Management & Law

Diploma in Tourism

Diploma in Business Studies

Dual degree in Business Studies and Tourism

Fundación Estema School of Business (postgraduate studies):

Professional MBA

Executive MBA

Master in Human Resources

Master in Financial Administration and Managerial Control -MDF

Master in Chain Supply Management (MLI)

Master in Organization and Engineering of Industrial Plant Production and Management – MO

Management Skills Program – PDH

Facilities

- **Library:** There is a library with a study area for students, computer facilities, video library and a newspaper & magazine archive.

Centro Universitario Estema's library is open Monday through Friday **from 9:00 a.m. to 9:00 p.m.**

All guest students may use the library as well as check out books. Students will be issued a Student ID card which will enable them to have full use of the library, video library, newspaper and magazine library and other services.

Norms for checking out books:

- A library card application is filled out.
- Once the student is issued his/her library card it must be presented in order to check out books.
- Only books with an "M" marked on them may be checked out.
- A student is allowed to check out 1 book for a maximum of 7 days.
- Checking out books over the weekend: Only those books marked with an "R" (reference books) may be checked out from Friday, 12:00 noon until the following Monday. There is a limit of 1 book which may be checked out over the weekend.

- If a student does not respect the maximum time for having a book out, a 7 day restriction for each day the book is late/15 day restriction for weekend checkouts will be applied.
- **Computer lab:** students have access to computers in the library for academic purposes (internet) and there is a computer lab assigned in the main classroom building as well for email and internet usage
- **Advanced Language Facilities (*Infolab*):** All students at Estema have the advantage of customizing their language studies through the *Infolab*. The *infolab* provides some of the most advanced computer technology available for language students using interactive multimedia programs with native language sound discrimination and different learning levels.

People You Should Know:

President of Fundación Estema

Mr. José Planas Gómez

Director of Fundación Estema

Mr. José Antonio Planas Dols

Director of Estema Business School (Centro Universitario and Postgraduate School)

Mr. Fernando Giner Grima

Director of Managerial Programs

Ms. Julia Martínez

Director of Studies

Mr. Stan McDaniel

Director of Academic Regulations

Ms. Mónica Maldonado

Executive Secretary

Ms. Nelsi Bernal

Library

Mr. José Manuel García Catalán

Ms. Sonia Bernal Chico

Maintenance

Mr. Antonio Jiménez

Reception/Information

Ms. Teresa Bueno Moreno

General Secretary

Ms. Pilar Estellés, PhD.

Finance Department

Ms. Amparo Arnedo

S.A.P (Student Services and Programming)

Ms. Mónica Monllor , Coordinator.

Ms. M^a José Puig

Ms. Asunción Tordera

Ms. Ana Malavia

Admissions

Ms. Mercedes González ,Coordinator.

Ms. Maribel Pérez, Secretary

Ms. Marina Ramos ,Grants.

Department of Student Orientation (EDAC)

Ms. Elisa Giménez Fita

Ms. Virginia Romero Reignier

Department of Economics & Law

Ms. Mónica Maldonado, Coordinator of Business Administration & Management Program

Ms. Elisa Alegre, Coordinator of Business Studies Program

Ms. María Elena Cobas, PhD., Coordinator of Law and Dual Degree in Law and Business Administration and Management

Mr. Pedro Canales, Coordinator of Tourism Program and Dual Degree in Tourism and Business Studies

Internships and Projects

Mr. Armando Dominguis

Department of Languages

Ms. Begoña Barrado, Coordinator

Department of Translation & Interpreting

Ms. Iris Serrat Roozen, Coordinator

Department of International Relations

Mr. Stan McDaniel, Director

Ms. Lupe Bohorques, Assistant

Communication & Information Technology Services

Mr. José Beneyto

Mr. Ignaico Palomo, Technician

Mr. Miguel Ángel Florido

Departments Secretary

Ms. Teresa Picher

School of Business Secretaries

Ms. Mabel Arnal

Ms. Elena Vico

Company Relations

Ms. Susana Sanfrutos Gil

Carmen Rodríguez , Secretary

Location – Valencia

Fundación Estema, Centro Universitario is located in the center of Valencia across from the "Jardines de Viveros", at the intersection of the streets General Elio and Blasco Ibáñez.

Valencia

Valencia, Spain's third largest city, whose founding dates back to 138 B.C., is located on Spain's eastern Mediterranean coast and has a population of around 750,000. Famous for its orange groves, avenues lined with palm trees, mild climate, sandy beaches and friendly people, Valencia has conserved many of its ancient customs and traditions. Valencia's major commercial port was once an important link between the peninsula and other Mediterranean countries.

Internationally, Valencia has become a leading congress and conference venue in Europe. The City of the Arts and Sciences is soon to become the symbol of 21st century Valencia and is a major scenario for cultural and scientific activities. Major multinational corporations such as Ford and IBM have made Valencia an important European business base.

Valencia's mild climate is one of the reasons foreign students come here to study. The Mediterranean atmosphere can always be felt in this city, which like its inhabitants is warm, inviting and hospitable. Students soon discover all that Valencia has to offer: the cultural life, the Mediterranean diet, the craftsmanship and the great number of excursions which can be taken within just a few kilometers from the city. Valencia's ideal location on the coast of Spain between Barcelona and the Costa del Sol makes it a convenient point of departure to other great Spanish cities. It is possible to take weekend trips from Valencia to reach Madrid or Barcelona. The Balearic islands of Ibiza and Mallorca can easily be visited by the numerous boats and ferries which leave daily from Valencia's port.

How to get to Valencia

By Plane: Valencia's airport, Manises International Airport, is located about 10 km. from the center of the city. There are numerous daily flights from Spain's capital, Madrid and from Barcelona to Valencia. There are also daily flights from other important European cities to Valencia.

By Train: Valencia's main train station is located in the heart of the city. Spain has an excellent train system and there are several daily trains to Valencia from Madrid and Barcelona.

By Bus: Valencia's bus station is located near the center of the city. There are frequent buses from Madrid and Barcelona to Valencia.

Transportation in Valencia

Valencia has an excellent public transportation system. The **subway** (metro) and **bus** network make it easy to get around the city.

Approximate public transport prices:

- individual bus ticket: 1.10€
- bus punch card – “bonobus” (10 trips): 5.20€
- bus pass (unlimited trips – good for 1 month): around 27.85 €
- individual subway ticket: around 1€, (depending on the travel zone)
- subway pass (10 trips): around 7- 8 € depending on the travel zone..
- subway pass (unlimited trips – good for 1 month): around 29.41€

The bus punch card and pass may be purchased at tobacco stands (“estancos”) and subway passes may be purchased in subway stations.

In order to purchase a bus or subway pass you must fill out a form at the tobacco stand and turn in 1 photograph along with a copy of your passport. The processing takes 15 days and costs around 0.90 €

Taxi service in Valencia is good and reasonably priced. Taxis in Valencia are white with the word “Taxi” clearly marked on the side. When a taxi is available it has a sign in the windshield that says “libre” (free) and a small green light will be visible on top of the taxi.

When you catch a taxi a fare of around 1.45€ will already appear on the meter. There is a minimum taxi fare of around 3€.

You may also call a taxi to come and pick you up. Here are the taxi telephone numbers:

Tele-Taxi: 96 357 1313

Radio-Taxi: 96 370 3333

Transportation to Fundación Estema, Centro Universitario

Depending on where the student lives in Valencia, the easiest way to go to class is to use the public EMT bus (red colour). The bus stop is the number 224 (General Elío - Vivers), and the busses which stop at the Estema building are the numbers: 9-29-31-70-71-80 and 81. Another alternative is to take the underground (RED line), and get off at the "Facultats Station".

Climate

Valencia, with an average annual temperature of 20 degrees centigrade, enjoys mild winters and hot summers. Students are encouraged to bring warm clothing for the winter months of December, January and February as most flats are not equipped with central heating.

Sightseeing

Taking a stroll around Valencia will allow you to see some of the most interesting sights and museums the city has to offer:

The Cathedral	IVAM (Museum of Modern Art)
Tribunal de las Aguas	Museo de Bellas Artes
Miguelete	Museo del Patriarca
Santa Catalina	Jardín Botánico
Lonja	Palacio del Marques de dos Aguas
Torres de Serranos	Jardines de Monforte
Torres de Quart	Jardines del Real-Viveros
Palau de la Generalitat	Palacio de Congresos
Mercado Central	The Port of Valencia
Old University	Malvarrosa Beach
Almudín	El Saler Beach
Plaza de Toros	
Ciudad de las Artes y Ciencias	

The Mediterranean Diet

Valencian cuisine is based on fertile market garden and fresh fish and shellfish from the Mediterranean. Fruits and vegetables are available at almost any time of the year. The staple food is rice and is served in many different ways: *paella, arroz al horno, a banda, negre, fesols I naps*.

Fiestas

An important part of Spanish life and culture are the fiestas. In Valencia the following fiestas are celebrated:

Fallas de San José – the week leading up to March 19th

Semana Marinera – Holy Week

Traslado de la Virgen de los Desamparados – Second Sunday in May

San Vicente Ferrer – First Sunday and Monday after Easter

Corpus Christi. Procesión de las Rocas – Second or Third Sunday in June

Feria de Julio – July Fair. All month.

Fiesta de la Comunidad Valenciana. Procesión de la Senyera – October 9th

Nightlife

Night entertainment is greatly influenced by the climate. People stay out until late, filling bars, cafés, terraces and night spots. There are many spots in different quarters of the city.

Student Life

When students come to Centro Universitario Estema to study they enjoy the intimacy of a small university and the diversity that the city of Valencia offers. All accommodation is located in the city proper so that students have ample and convenient access to city life when they are not attending university classes.

Students are assigned a faculty advisor in their major area. Students are encouraged to meet with their adviser to discuss course choices and any problems or questions they may have about classes.

Spanish Language Course at Additional Cost to the Student

Two levels of instruction are offered each semester in small groups. Part of the Orientation Session for new international students at the beginning of each semester is an assessment which determines the level of Spanish of each student. Many international students feel the need for an extensive Spanish course during the semester or academic year in order to reinforce their Spanish language skills and help them succeed in their classes. Features of this special course are: 3 hours per week of instruction in small groups (2 days per week, one hour and a half per day) over a period of 3 months; the course is worth 3 ECTS. The cost for the three-month course is 120 euros.

International Friends/Amigos Internacionales

International students will be asked if they want to be assigned an “amigo internacional” upon their arrival to Valencia. “Amigos internacionales” are Spanish students who will contact you once classes start. These students will be available for you to ask questions, learn more about our university and about Spanish life and customs in general. This provides an excellent opportunity for you to practice your Spanish language skills.

Orientation

The Department of International Relations organizes the Orientation Program which begins with a session designed to familiarize the students with Valencia and Spanish life in general. The Orientation Program covers general as well as academic issues. The students are given detailed information about cultural activities, local cuisine, local fiestas and customs, entertainment, places of interest to visit in the area, getting around Valencia and banking.

Health and Hospital Insurance

Students are encouraged to come to Spain with their own health and hospital insurance. A comprehensive health and hospital insurance plan may also be taken out in Valencia (MAPFRE).

Registration

Students should pre-register on the Registration Form which may be filled out and sent to us online. During the orientation, students can sign up the pre-selected subjects and make any necessary changes.

Legal Matters: Residence

Students who are members of the European Union

If you will be staying in Valencia for a period longer than three months, you must apply for a "TARJETA DE ESTUDIANTE" from the local police. * You must present the following (original and photopy):

- Passport or I.D. card
- Proof of registration at Fundación Estema
- Three passport-size photographs
- Medical Insurance (E-111 or E-128 documents)
- Proof of financial means to support yourself for the duration of your stay
- Socrates/Erasmus students must hand in a document from their home universities, in English or Spanish, certifying the concession of the Erasmus scholarship and the amount of the scholarship in Euros.
- Bank transfer of 6.01 Euros (amount subject to change). The bank and account number will be indicated at the Police Station in order to make the payment.

*See the Department of International Relations for more information.

Students who are not members of the European Union

Students from countries other than the European Union should consult their nearest Spanish Consulate or Embassy regarding a visa.

In order to legalize your stay, you will need to go to apply for a TARJETA DE ESTUDIANTE. * You will need to present the following documents (original and photocopy):

- Current passport
- Student visa
- Proof of admission to Fundación Estema. This document must state the studies you will undertake and that the duration of these studies is longer than three months.
- Proof of funds to cover the cost of studies, expenses during your stay and the return to your home country.
- Three passport-size photographs
- Official document showing proof of medical insurance

- Bank transfer of approximately 6.01 € (this amount is subject to change). The bank account information will be indicated at the Police station in order to make the payment.

*See the Department of International Relations for more information.

Accommodation

In order to find suitable accommodation (share a flat with other students or live with a local family) students are encouraged to contact our provider *University World* (www.university-world.net) once they have been accepted as a student at Estema. This service will find accommodation for a small fee and also provide the students with interesting information such as discounts, travel, etc. Please be informed that *University World* is in no way connected to any university in Valencia. Students are NOT recommended to look for accommodation on their own. Experience shows that students who prefer to look for housing on their own have many problems and in the end pay much more money than they would have if they had chosen *University World*.

If the student prefers to live in a private university residence, they should contact directly: www.galileogalilei.com

Miscellaneous Information

Money

It is a good idea for the student to arrive to Valencia with enough money in the form of credit card, cash or traveller's checks. Once a bank account has been opened financial transactions will be easier.

Banks

In Valencia there are a number of banks where you can open an account upon arrival. You will need to present your passport and in some cases your Student ID card in whatever Bank or "Caja de Ahorro" (savings bank) you choose to open an account in. The easiest bank account to open is called a "*cuenta corriente no residente*".

Savings Bank office hours are usually from 8:30 to 14:30, Monday through Friday.

Postal Services

There are many post offices throughout the city of Valencia. There are also yellow mailboxes on many street corners. Stamps may be purchased at a tobacconist's.

Telephone Services

There are many pay phones located throughout Valencia. These phones work with Euros or with pre-paid phone cards which can be purchased at a tobacconist's.

The emergency telephone number which will connect you directly to any emergency service is: 112.

Shopping

Shops are generally open from 10:00 to 14:00 and from 17:00 to 20:00 hours, Mondays through Saturdays, although some vary, and department stores usually open straight through from 10:00 to 21:00 hours.

Prices/cost of living for one semester

Approximate Prices:

ACCOMMODATION:

SHARE A FLAT:

Rent (fully furnished shared flat).....	Consult <i>University World's flat-finding service</i> (www.university-world.net). Around 200€ per month.
Utilities	45 €/month
Food (supermarket).....	185 €/month

LIVING WITH A SPANISH FAMILY:

Full room and board	Consult <i>University World's service</i> (www.university-world.net)
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RESIDENCE HALLS:

Shared room with 3 meals a day	Visit www.galileogalilei.com for current information.
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SCHOOL EXPENSES:

Materials (photocopies, notes, etc.).....	50 - 65 €/semester
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PERSONAL EXPENSES/ENTERTAINMENT:

Cinema	8 €
Restaurant	≥ 20 €
.....	
Cafeterias/Bars near EstemaSandwich.....	4-5 €
..... Drink.....	2 €
Drinks / PubsBeer	5 €
Mixed Drink.....	7 €
DiscothequeIncludes one drink	12-15 €
Transportation in Valencia .. (see the section "Transportation in Valencia")	

Academic Calendar for 2007 - 2008

FIRST SEMESTER	
September 24, 2007	Orientation Day for International Students / <i>Sesión de Orientación para Alumnos de Erasmus-Intercambio</i> . Students are to bring 4 ID-size photographs, a photocopy of their passport/ID card and insurance policy, and local telephone/cell phone number.
September 25 – 28, 2007	Appointments with academic advisors / <i>Reuniones con los coordinadores académicos</i>
October 1, 2007	First day of classes / <i>Primer día de clase</i>
October 8-9, 2007	Holidays – <i>Día de la Comunidad Valenciana</i>
October 12, 2007	Holiday – <i>Día de la Hispanidad</i> and a four-day weekend.
November 1-2, 2007	Holidays– <i>Todos los Santos</i>
December 6-7, 2007	Holidays – <i>La Constitución & Inmaculada Concepción</i>
December 24, 2007 – January 4, 2008	Christmas Break / <i>Vacaciones navideñas</i>
January 22, 2008	Holiday: <i>San Vicente</i>
January 23-February 8, 2008	Exams / <i>Exámenes</i>

SECOND SEMESTER	
February 4, 2008	Orientation Day for International Students / <i>Sesión de Orientación para Alumnos de Erasmus-Intercambio</i> . Students are to bring 4 ID-size photographs, a photocopy of their passport/ID card and insurance policy, and local telephone/cell phone number.
February 5-8,2008	Appointments with academic advisors/reuniones con los coordinadores académicos.
February 11, 2008	First day of classes / <i>Primer día de clases</i>
March 17-19, 2008	Local fiesta “ <i>Las Fallas</i> ”
March 20-28,2008	Easter Break / <i>Vacaciones de Pascua</i>
March 31,2008	Local Holiday
May 1, 2008	Labor Day Holidays / <i>Día del Trabajador</i>
May 30, 2008	Last day of classes / <i>Último día de</i>

	<i>clases del Segundo Semestre</i>
June 2-18,2008	Exams / <i>Exámenes</i>
June 25 – July 4, 2008	Resits for exams failed from the First Semester / <i>Convocatoria Extraordinaria – Primer Semestre</i>
July 10 – July 21, 2008	Resits for exams failed from the Second Semester / <i>Convocatoria Extraordinaria – Segundo Semestre</i>

Language of Instruction

All classes are taught in Spanish. Students are expected to have sufficient proficiency in Spanish in order to succeed in their coursework.

Grading System

How the Final Grade is Computed for a Course:

1. Students are advised to read the PROGRAM which is handed out the first day of class for each subject. The grading system for that particular class is explained in detail in the PROGRAM.
 2. In most cases, unless the teacher states differently in the PROGRAM, the final grade for a course is the average of the following:
 - 30%: class attendance, participation and homework, papers, etc.
 - 70%: final exam *
- * All exams are written.
3. Students must obtain at least a “5” (out of a possible “10”) on the final exam, otherwise the 30% class attendance, etc. will not count. In other words, if the student does not pass the final exam he/she cannot pass the course.

The Spanish grading system uses the following scale:

10	Sobresaliente	Excellent +
9	Sobresaliente	Excellent
8	Notable	Very Good
7	Notable	Good
6	Aprobado Alto	Above average
5	Aprobado	Sufficient (Passing)
4-1	Suspenso	Fail

Each institution be sent an official transcript. You should make sure that the International Relations Office has your correct home address on file.

Exam Revision

Exam Revisions with the Professors:

1. Once the final grade for a course is posted, the professor for that particular course announces a date for an individual meeting with the students in order to revise the exam. On the date of the revision the students wait outside the classroom and are called in one by one by the professor to revise his/her exam. The purpose of this individual revision is for the student to see his/her errors, clear up doubts and, the teacher may ask for clarification on a particular answer the student has given on the exam. Sometimes the teacher may "give" the student extra points for having clarified/defended his/her answer which was originally counted as incorrect.
2. If the student does not go to the exam revision on the specified date and time there will be no other opportunity for a revision with the teacher.
3. Only in the case that a student has attended the first revision of an exam, can they ask for a second revision (the second revision will be done by a different teacher).

Resit/Makeup Exam Policy

Resit/Makeup Exams:

1. As in all Spanish universities, students have the opportunity to pass a subject failed by taking a makeup exam.
2. The makeup exam counts as 100% of the final grade. In other words, the 30% for class attendance, participation, homework, papers, etc. does not count.
3. Dates for the makeup exams are in the Academic Calendar.

Undergraduate Prospectus

The subjects listed below, and the semester in which they appear, are subject to change. Every effort is made to update the course offering on a regular basis, however, due to last minute departmental decisions and restructuring, this is not always possible. Students must keep in mind that their original preselection of subjects is *provisional* and will be confirmed once the student is at Estema.

Credits: in the listing of the courses that follows, one credit hour represents 10 contact hours.

BACHELOR´S IN TRANSLATION & INTERPRETING – 5 YEAR PROGRAM

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student´s choice if necessary.

IMPORTANT: Due to the nature of the Translation & Interpreting program and taking into account that the “Language A” for the program is Spanish, certain subjects may not be recommended for international students. In order to help the student select appropriate subjects, **Recommended** and **Not recommended** will be stated at the end of the course description.

Key to languages: Language A = Spanish; Language B = English; Language C = French or German.

FIRST CYCLE (first three years):

YEAR 1

1st Semester

Core and Compulsory Subjects

Credits

TI1111 Applied Linguistics	<i>Lingüística Aplicada</i>
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6

Basics of linguistics applied to translation. Analysis, description and explanation of the structure of linguistic systems. **Not recommended.**

IN1114 English Language I	<i>Lengua Inglesa I</i>
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6+6

(annual course)

English language theory and practice. The focus is on translation. **Recommended.**

SP1111 Spanish Language I	<i>Lengua Española I</i>
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4.5+4.5

(annual course)

Native language – Spanish. Oral and written expression. Style, phraseology and specific terminology. **Not recommended.**

FR1114/AL1114	2 nd Foreign Language (Language C) (French/German) I 2 ^a
<i>Lengua Extranjera (Francés/Alemán) I</i>	

6+6
(annual course)

Study of a second language focused on translation. Special attention given to contrastive aspects of communication. **Recommended.**

LS1114	Computing	<i>Aplicaciones Informáticas</i>
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6

An introduction to the use of computers: operative systems, word processing, databases, and spreadsheets. Internet and communications. **Recommended.**

2nd Semester

Core and Compulsory Subjects

TI1211	Theory & Practice of Translation	<i>Teoría y Práctica de la Traducción</i>
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6

A study of the different models of translation theory and practice. Analysis of non-specialized texts. A study of techniques and strategies of translation from Spanish to English and from English to Spanish. Evaluation and critique of translations. General translation, Spanish to English and English to Spanish,. **Not recommended.**

IN1114	English Language I	<i>Lengua Inglesa I</i>
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6+6
(annual course)

A continuation of 1st semester English Language I focused on translation. **Recommended.**

SP1111	Spanish Language I	<i>Lengua Española I</i>
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4.5+4.5
(annual course)

A continuation of 1st semester Spanish Language I (native language). **Not recommended.**

FR1114/AL1114	2 nd Foreign Language (Language C) (French/German) I
<i>2^a Lengua Extranjera (Francés/Alemán) I</i>	

6+6
(annual course)

A continuation of 1st semester 2nd Language I focused on translation.
Recommended.

GH1211	Anglo-Saxon Culture & Society	<i>Cultura y Sociedad Anglosajona</i>
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6

A study of the history, civilization and culture of Anglo-Saxon countries.
Recommended.

YEAR 2

1st Semester

Core and Compulsory Subjects

Credits

TI2111	Documentation Applied to Translation	<i>Documentación Aplicada a la Traducción</i>
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4.5

Techniques of documental research and the use of sources and their specific application to translation and interpreting. **Not recommended.**

IN1115	English Language II	<i>Lengua Inglesa II</i>
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6+6
(annual course)

Mastery of the English language: theory and practice. The focus is on translation. **Recommended.**

SP2111	Text Analysis & Writing	<i>Análisis y redacción de textos</i>
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4.5

Analysis and composition of texts and documents in Spanish. **Not recommended.**

FR1115/AL1115	2 nd Foreign Language (Language C) (French/German) II	<i>2^a Lengua Extranjera (francés/alemán) II</i>
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6+6
(annual course)

A continuation of the study of French/German focused on translation. **Recommended.**

IPV2115	Introduction to Legal Sciences	<i>Introducción a las Ciencias Jurídicas</i>
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4.5

An introduction to law. The legal code. **Not recommended.**

RH2113 Communication Techniques *Técnicas de Comunicación* 6

Development and practice of interpersonal communication skills.
Recommended.

2nd Semester

Core and Compulsory Subjects

IN1115 English Language II *Lengua Inglesa II* 6+6
(annual course)

A continuation of 1st semester English Language II focused on translation. **Recommended.**

SP2211 Text Reviewing and Editing *Revisión y Corrección de Textos* 4.5

Review and editing of style in the different registers of the Spanish language. **Not recommended.**

FR1115/AL1115 2nd Foreign Language (Language C) (French/German) II
2^a Lengua Extranjera (Francés/Alemán) II 6+6
(annual course)

A continuation of the study of French/German focussed on translation.
Recommended.

OE2214 The Company & Its Environment *La Empresa y su Entorno* 6

Relationship between the company and its environment. Areas of the company: production, investment, financing and marketing.
Recommended.

TI2211 General Translation from English to Spanish *Traducción General Directa (Inglés/Español)* 6

Basic procedures and style for translating from English to Spanish.
Recommended.

YEAR 3

1st Semester

Core & Compulsory Subjects

Credits

TI3111 Sociolinguistic Aspects of the English Language <i>Sociolingüísticos de la Lengua Inglesa</i>	<i>Aspectos</i> 6
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A study of the different uses, registers and varieties of dialects of the English language. **Not recommended.**

FR1115/AL1115 2 nd Foreign Language (Language C) (French/German) III <i>2ª Lengua (Francés/Alemán) III</i>	
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6+6
(annual course)

Mastery of French/German focused on translation. **Recommended.**

TI3112 General Translation from Spanish to English <i>Inversa (Español/Inglés)</i>	<i>Traducción General</i> 6
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Basic procedures and style for translating from Spanish to English. **Recommended.**

Elective Subjects (offered according to demand)

GH3212 German Culture & Society <i>Cultura y Sociedad Aleman</i>	6
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Study of the history, civilization and culture of German-speaking countries. **Recommended.**

GH3213 French Culture & Society <i>Cultura y Sociedad Francesa</i>	6
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Study of the history, civilization and culture of French-speaking countries. **Recommended.**

TI3115 Introduction to Literary Translation <i>Literaria</i>	<i>Introducción a Traducción</i> 6
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Not recommended.

TI3212 Introduction to Audiovisual Translation	<i>Introducción Traducción Audiovisual</i>	6
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An introduction to the techniques and concepts of audiovisual translation.
Not recommended.

History of Translation	<i>Historia de la Traducción</i>	4.5
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2nd Semester

Compulsory Subjects

FR3211/AL3211 2 nd Foreign Language (Language C) (French/German) III	<i>2^a Lengua Extranjera (Francés/Alemán) III</i>	
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6+6
(annual course)

A continuation of 1st semester 2nd Language (French/German) III focused on translation. **Recommended.**

PB3215 European Union Institutions	<i>Instituciones de la Unión Europea</i>	6
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A study of the institutions and policies of the European Union. The process of European integration. **Recommended.**

TI3211 Introduction to Interpreting	<i>Introducción a la Interpretación</i>	6
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Basic procedures for interpreting. Analysis and practice of speech. **Not recommended.**

2nd Semester

Elective Subjects (offered according to demand)

TI3113 Introduction to Scientific-Technical Translation	<i>Introducción Traducción Científico-Técnica</i>	6
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Introduction to the techniques and concepts of scientific-technical translation (Spanish-English/ English-Spanish). **Not recommended.**

TI3213 Introduction to Legal Translation	<i>Introducción Traducción Jurídica</i>	6
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An introduction to the techniques and concepts of legal translation. **Not recommended.**

TI3215 English Dialectology	<i>Dialectología de Lengua Inglesa</i>	4.5
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A study of the English language with a special focus on its linguistic complexity and diversity. A study of the historical, social and linguistic factors in English-speaking countries. **Not recommended or special permission needed from the teacher.**

Modern Theories of Translation	<i>Teorías Modernas de la Traducción</i>	4.5
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SECOND CYCLE (last two years):

YEAR 4

1ST Semester

Core and Compulsory Subjects

Credits

TI4111 Terminology I	<i>Terminología I</i>	4.5
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Lexicology applied to translation. **Not recommended.**

TI4112 Techniques for Consecutive Interpreting	<i>Técnicas de Interpretación Consecutiva</i>	4.5
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Techniques for oratory and oral synthesis. Variants of consecutive interpreting. Comprehension, analysis, memorization, note-taking, re-wording. Techniques for note-taking. **Not recommended.**

TI4113 Translation for Business I	<i>Traducción para la Empresa I</i>	4.5
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Translation from English to Spanish using specialized texts. Application of theory, terminology and documentation. **Not recommended.**

TI4114 General Translation I (2 nd Foreign Language to Spanish C/A)	<i>Traducción General I (2ª Lengua Extranjera /Español C/A)</i>	
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Basic procedures for translating from a 2nd language to Spanish.
Recommended (special permission from the teacher needed).

1st Semester

Elective Subjects (offered according to demand)

TI14116	Translation Valenciano/Spanish	<i>Traducción Valenciano/Español</i>	4.5
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Not recommended.

TI14117	Audiovisual Translation I	<i>Traducción Audiovisual I</i>	4.5
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Not recommended.

Current Affairs and the Media	<i>Actualidad y Medios de Comunicación</i>	4.5
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Recommended.

2nd Semester

Core and Compulsory Subjects

TI4211	Terminology II	<i>Terminología II</i>	4.5
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Lexicography applied to translation. **Not recommended.**

TI4212	Practice in Consecutive Interpreting	<i>Prácticas de Interpretación Consecutiva</i>	4.5
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Practical exercises in consecutive interpreting. **Not recommended.**

TI4213	Translation for Business II	<i>Traducción para la Empresa II</i>	4.5
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Translation from Spanish to English of specialized texts. Application of theory, terminology and documentation. **Recommended.**

TI4214	General Translation II (Second foreign language / Spanish) C/A	<i>Traducción General II (2^a Lengua Extranjera / Español C/A)</i>	
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24

Translation of non-specialized texts. Spanish to a 2nd language.
Recommended (with special permission from the teacher).

CU0006 Work Experience	<i>Prácticas</i>	12
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2nd Semester

Elective Subjects (offered according to demand)

TI14215 Translation Spanish/Valenciano	<i>Traducción Español/Valenciano</i>	4.5
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Not recommended.

TI4216 Literary Translation I	<i>Traducción Literaria I</i>	4.5
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Not recommended.

TI4217 Practice in Scientific-Technical Translation	<i>Práctica de la Traducción Científico</i>	4.5
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Not recommended.

YEAR 5

1st Semester

Core and Compulsory Subjects

Credits

TI5111 Techniques for Simultaneous Interpreting	<i>Técnicas de Interpretación Simultánea</i>	4.5
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Use of physical means and electronic equipment. Hearing, analysis and rewording. Usage of written texts, specialized terminology and a close look at linguistic interferences. **Not recommended.**

TI5112 Legal Translation	<i>Traducción Jurídica</i>	6
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Translation from Spanish to English and English to Spanish of specialized texts. Application of theory, terminology and documentation. **Not recommended.**

LS5111 Computing Applied to Translation	<i>Informática Aplicada a la Traducción</i>	4.5
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Access to computers as a necessary tool for the translator. Automatic and semi-automatic translation and system integration. **Not recommended.**

TI5113	Scientific - Technical Translation	<i>Traducción Científico-Técnica</i>	6
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Translation from Spanish to English and English to Spanish of specialized texts. Application of theory, terminology and documentation. **Not recommended.**

Elective Subjects (offered according to demand)

	Theory and Practice in German Translation	<i>Teoría y Práctica de la Traducción Alemana</i>	6
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Not recommended.

	Theory and Practice in French Translation	<i>Teoría y Práctica de la Traducción Francesa</i>	6
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Not recommended.

	Correction of Style	<i>Corrección de Estilo</i>	4.5
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	Translation at Sight	<i>Traducción a la Vista</i>	4.5
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	Translation Valenciano – Spanish II	<i>Traducción Español – Valenciano II</i>	4.5
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2nd Semester

Core and Compulsory Subjects

TI5215	Practice in Simultaneous Interpreting	<i>Prácticas de Interpretación Simultánea</i>	4.5
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Practical exercises in simultaneous interpreting. **Not recommended.**

TI5216	Interpreting for Business	<i>Interpretación para la Empresa</i>	6
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Practice in interpreting for business situations. **Not recommended.**

CU0008 Final Project / Trabajo Fin de Carrera	12
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Elective Subjects (offered according to demand)

Literary Translation II <i>Traducción Literaria II</i>	4.5
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Not recommended.

Audiovisual Translation II <i>Traducción Audiovisual II</i>	4.5
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Not recommended.

Intensive German Translation <i>Intensificación Traducción Alemana</i>	6
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Intensive French Translation <i>Intensificación Traducción Francesa</i>	6
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Translation Spanish – Valenciano II <i>Traducción Español – Valenciano</i>	4.5
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BACHELOR´S IN BUSINESS ADMINISTRATION AND MANAGEMENT – 5 YEAR PROGRAM

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student´s choice if necessary.

FIRST CYCLE (first three years):

YEAR 1

1ST Semester

Core and Compulsory Subjects

Credits

FC1111 Financial Accounting I <i>Contabilidad Financiera I</i>	6
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Accounting technique associated with the situation and results of a company as well as the cash flow in a given period.

MC1112 Business Mathematics *Matemáticas Empresariales* 6

Basic concepts of lineal algebra. Differential and integral calculus.

FE1112 Macroeconomics I *Macroeconomía I* 6

Model for determining the income of a closed economy. Money. Inflation and unemployment. Growth.

OE1112 Business Administration I *Economía de la Empresa I (Entorno Empresarial)*

6

Relationship between the company and its economic environment.

Foreign Language I *Idioma Extranjero I* 6+6

(annual course)

Introduction to a foreign language (English, French or German).

LS1111 Computing *Aplicaciones Informáticas* 6

An introduction to the use of computers: operative systems, word processing, databases and spreadsheets. Internet and communications.

2ND Semester

Core and Compulsory Subjects

FC1213 Financial Accounting II *Contabilidad Financiera II* 6

Determination of costs and their use in decision making.

MC1212 Statistics I *Estadística I* 6

Descriptive statistics. Probability. Statistical influence.

FE1212 Microeconomics I *Microeconomía I* 6

Theory of consumption and production prices. Competitive equilibrium.

OE1212 Business Administration II *Economía de la Empresa II (Dirección Empresarial)*

6

Functional areas: production, investment, financing, marketing.

Foreign Language I *Foreign Language I*

6+6
(annual course)

Continuation of 1st semester Foreign Language.

YEAR 2

1ST Semester

Core and Compulsory Subjects

Credits

PV2113 Business Law I *Derecho de la Empresa I*

6

Introduction to law and basics of Civil Law. Commercial law. Fiscal and labor law.

MC2111 Financial Mathematics *Matemáticas Financieras*

6

Mathematics for financial operations.

FE2111 Macroeconomics II *Macroeconomía II*

6

Open economies. Analysis of instruments of economic policy.

SP2111 Business Sociology *Sociología Empresarial*

6

The company as a social organization. Relationship with its surroundings, the company as a nucleus of current civil society. Business sociology, structure and principal problems. Relationship between the company and the consumer.

FC2112 Computing Applied to Business Management *Informática Aplicada a la Gestión Empresarial*

6

Use of computers as a business management tool: financial applications with spreadsheets, use and design of databases, computer-assisted presentations, computerized accounting and other systems. **Not recommended for international students.**

Elective Subjects (offered according to demand)

Foreign Language II *Idioma Extranjero II*

6+6

29

(annual course)

Continuation of Foreign Language I (English, German or French).

PB2116 International Organizations and the European Union	<i>Organizaciones Internacionales y la U.E.</i>	6
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2nd Semester

Core and Required Courses

FE2211 Microeconomics II	<i>Microeconomía II</i>	6
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Non-competitive markets. Economic efficiency and welfare theory.

MC2211 Statistics II	<i>Estadística II</i>	6
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Simple regression and explicative variables models. General use of econometric packages for computers.

FC2211 Management Control (Cost & Budget Management)	<i>Control de Gestión (Costes y Gestión Presupuestos)</i>	6
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In-depth look at cost analysis in the company. Budget and management control in decision making.

RH2211 Communication Techniques	<i>Técnicas de Comunicación</i>	6
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Optional Courses *

Foreign Language II	<i>Idioma Extranjero II</i>	6+6 (annual course)
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Continuation of Foreign Language I (English, German or French).

OE2215 Bank Analysis and Management	<i>Análisis y Gestión Bancaria</i>	6
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LS3212 Webpage Design	<i>Diseño de Páginas Web</i>	6
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YEAR 3

1ST Semester

Core and Compulsory Subjects

Credits

ES3112	World Economy	<i>Economía Mundial</i>	6
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Analysis of the sectors of world economy. Special attention given to sectorial aspects and geographical areas of the Spanish economy.

PB3114	Public Finance & Fiscal Law	<i>Hacienda Pública y Derecho Tributario</i>	6
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Economic analysis of law. Public income and expense. Principals of Fiscal Law. Material and formal aspects of Fiscal Law.

Elective Subjects (offered according to demand)

Foreign Language III	<i>Idioma Extranjero III</i>	6+6 (annual course)
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Continuation of Foreign Language II (English, French or German).

MC3111	Techniques in Social Research	<i>Técnicas de Investigación Social</i>	6
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TR3111	Personal Income Tax	<i>Fiscalidad de las Personas Físicas</i>	6
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MK3112	Commercial Management I	<i>Gestión Comercial I</i>	6
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Market studies. Pricing policies.

Accounting Planning	<i>Planificación Contable</i>	6
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2nd Semester

Core and Compulsory Subjects

ES3211	Spanish Economy	<i>Economía Española</i>	6
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Description of the Spanish economy. Special reference made to sectorial aspects and geographical areas.

RH3211	Techniques for Negotiating	<i>Técnicas de Negociación</i>	6
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Development and practice of negotiating skills for the business world. Negotiation and resolution of conflicts in the company. Negotiating within the business relations framework.

Elective Subjects (offered according to demand)

Foreign Language III	<i>Idioma Extranjero III</i>	6+6 (annual course)
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Continuation of 1st semester Foreign Language III

TR3211	Business Taxation	<i>Fiscalidad de la Empresa</i>	6
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Study of the legal/fiscal aspects of business. Taxation.

RH3212	Psychology Applied to Business Management	<i>Psicología Aplicada a la Gestión Empresarial</i>	6
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Introduction to collective and human group psychology. Its application to business as one of the nuclei of civil society.

SECOND CYCLE (last two years):

YEAR 4

1ST Semester

<u>Core and Compulsory Subjects</u>	<u>Credits</u>
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OE4111	Strategic Management I	<i>Dirección Estratégica I</i>	4.5
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Decisions which define the strategy of a company: combining technology, products and markets.

FC4111	General & Analytical Accounting I (Companies)	<i>Contabilidad General y Analítica I</i>	4.5
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Accounting and account consolidation. **Not recommended for international students.**

MC4111 Econometrics I	<i>Econometría I</i>	4.5
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Multiple regression model: estimation validity and dynamic formulation.

MK4111 Marketing Management I	<i>Dirección de Marketing I</i>	4.5
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Decisions of commercial policy. The market: applicable techniques.

IN4100 Business English	<i>Inglés Empresaria</i>	6
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Study of English as a key language in the economic world and international business.

Elective Subjects (offered according to demand)

Foreign Language IV	<i>Idioma Extranjero IV</i>	6+6 (annual course)
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Continuation of 2nd foreign language III(English, French or German).

ES4112 Economic Policy	<i>Política Económica</i>	6
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PB4116 Foreign Trade and International Contracting	<i>Comercio Exterior y Contratación Internacional</i>	6
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Industrial Economics and Policy	<i>Economía y Política Industrial</i>	6
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2nd Semester

Core and Compulsory Subjects

FC4211 General & Analytical Accounting II (Financial Analysis)	<i>Contabilidad General y Analítica II (Análisis Financiero)</i>	4.5
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Accounting analysis and auditing. **Not recommended for international students.**

MC4211 Econometrics II	<i>Econometría II</i>	4.5
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Simultaneous equations model.

CU0002 Work Experience	<i>Prácticas Profesionales Integradas</i>	16
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Elective Subjects (offered according to demand)

Foreign Language IV	<i>Idioma Extranjero IV</i>	6+6 (annual course)
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Continuation of 1st semester Foreign Language IV(English, French or German)

PB4211 Consumer Defense & Protection	<i>Defensa y Protección del Consumidor</i>	6
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Health and safety protection. Protection of economic and social interests. Right to representation, consultation and participation. Right to education and training in consumer matters. Guarantees and responsibilities.

Supply Chain Management	<i>Logística Integral</i>	6
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YEAR 5

1st Semester

<u>Core and Compulsory Subjects</u>	<u>Credits</u>
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FC5111 Financial Management I	<i>Dirección Financiera I</i>	4.5
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Selection of investment projects in certain and uncertain conditions. Project portfolio model.

MK5111 Marketing Management II	<i>Dirección Marketing II</i>	4.5
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Commercial strategy; marketing mix. Prices, distribution, promotion and product policy.

OE5111 Strategic Management II	<i>Dirección Estratégica II</i>	4.5
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Long-term objectives and the means to reach them.

Elective Subjects (offered according to demand)

Foreign Language V <i>Idioma Extranjero V</i>	6+6 (annual course)
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Continuation of foreign language IV (English, French or German)

RH5211 Management Skills <i>Habilidades Directivas</i>	5
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Analysis and practice of the skills which shape the modern manager: meetings, negotiation, leadership, analysis and decision making, resolution of conflicts. Management styles. Managing change in a company. Personnel organization and time management.

RH5111 Human Resources & Labor Relations Management <i>Dirección Recursos Humanos Y Relaciones Laborales</i>	5
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Human Resources in business. Objectives, policies and planning. Personnel selection. Motivation. Union representation. Personnel administration. Continuous training.

OE5114 Knowledge Management and Innovation <i>Gestión de Conocimiento y la Innovación</i>	5
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2nd Semester

Core and Compulsory Subjects

FC5211 Financial Management II <i>Dirección Financiera II</i>	4.5
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Financing structure: means and policies. Cost of capital: risk and profitability combination.

CU0003 Final Project <i>Proyecto Fin de Carrera</i>	15
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Elective Subjects (offered according to demand)

Foreign Language V <i>Idioma Extranjero V</i>	6+6 (annual course)
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Continuation of 1st semester Foreign Language V.

MK5211	International Marketing	<i>Marketing Internacional</i>	5
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PR5112	Total Quality Management (TQM)	<i>Gestión de la Calidad Total (TQM)</i>	5
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Quality management in the business management framework. Business quality and culture. Quality in processes and services. Systems of certification and normalization. Customer service.

OE5113	Starting New Businesses	<i>Creación de Empresas</i>	5
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BACHELOR´S IN LAW – 5 YEAR PROGRAM

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student´s choice if necessary.

FIRST CYCLE (first three years):

YEAR 1

1st Semester

Core and Compulsory Subjects

Credits

PB1111	Constitutional Law I	<i>Derecho Constitucional I</i>	7
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The Constitution and the Legal Code. Rights and liberties.

PV1111	Roman Law	<i>Derecho Romano</i>	6
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Law in Rome and its reception in Europe.

PB1112	Theory of Law	<i>Teoría del Derecho</i>	4.5
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Law as a form of organization and as a system of rules. The science of law. Theory of law: legal rule and legal system. Interpretation and application of the law. Fundamental legal concepts. The problems of fair law and the efficiency of law.

PB1113	History of Law	<i>Historia del Derecho</i>	6
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36

Basic structures and evolution of Spanish Law.

LS1111 Computing <i>Aplicaciones Informáticas</i>	6
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An introduction to the use of computers: operative systems, word processing, databases and spreadsheets. Internet and communications.

Foreign Language I <i>Idioma Extranjero I</i>	6+6 (annual course)
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Introduction to a foreign language (English, French or German).

2nd Semester

Core and Compulsory Subjects

PB1211 Constitutional Law II <i>Derecho Constitucional II</i>	7
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State constitutional organization. Constitutional Court.

PV1211 Civil Law I <i>Derecho Civil I</i>	7
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Private law: law of the people. Property Law.

PB1212 International Public Law <i>Derecho Internacional Público</i>	7
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The International Community and the legal statute of its subjects. Creation and application of international rules. Jurisdictional capacities. International responsibility, peaceful resolution of controversies and of international conflicts.

Foreign Language I <i>Idioma Extranjero I</i>	6+6 (annual course)
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Continuation of 1st semester foreign language.

YEAR 2

1st Semester

Subjects Core and Compulsory

Credits

PV2111 Civil Law II *Derecho Civil II*

5

Laws regulating rights over real property. Real Estate and Registry Law.

PB2112 Criminal Law I *Derecho Penal I*

7

Criminal code of laws. Theory of crime and punishment. Criminal liability.

PB2111 Legal Documentation & Computing *Documentación e Informática Jurídica*

6

Search for information. Access to files and libraries. Handling of legal databases.

OE1112 Business Administration *Economía de la Empresa (Entorno Empresarial)*

6

Relationship between the company and its economic environment.

Elective Subjects (offered according to demand)

Foreign Language II *Idioma Extranjero II*

6+6
(annual course)

A continuation of Foreign Language I.

PB2116 International Organizations and the European Union *Organizaciones Internacionales y la U.E.*

6

2nd Semester

Core and Compulsory Subjects

PB2212 Criminal Law II *Derecho Penal II*

7

Study of different crimes.

PV2212 Civil Law III <i>Derecho Civil III</i>	5
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Obligations and contracts. Non-contractual liability.

ES2111 Spanish & International Economy <i>Economía Española e Internacional</i>	6
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Description of the Spanish economy and its relevance to the European and international environment.

RH2213 Communication Techniques <i>Técnicas de Comunicación</i>	6
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Development and practice of interpersonal communication skills.

Elective Subjects (offered according to demand)

Foreign Language II <i>Idioma Extranjero II</i>	6+6 (annual course)
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Continuation of 1st semester Foreign Language II.

LS3212 Webpage Design <i>Diseño de Páginas Web</i>	6
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OE2215 Bank Analysis and Management <i>Análisis y Gestión Bancaria</i>	6
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YEAR 3

1st Semester

Core and Compulsory Subjects

Credits

PB3111 Introduction to Procedural Law <i>Derecho Procesal (Introducción)</i>	4.5
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Jurisdictional function. Judicial organization. Legal proceedings and their main principles.

PB3112 Institutions of Community Law <i>Instituciones de Derecho Comunitario</i>	6
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The community code of laws. Relationships with the member States' codes of laws.

EC3111	Political Economy & Public Finance	<i>Economía Política y Hacienda Pública</i>	6
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Functioning of Markets. Economic Policy. Economic Theory of Public Income and Expense. Business Administration and Accounting. Economic analysis of law.

Elective Subjects (offered according to demand)

Foreign Language III	<i>Idioma Extranjero III</i>	6+6 (annual course)
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Continuation of Foreign Language II (English, French or German).

PB3115	Human Rights	<i>Derechos Humanos</i>	6
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International Jurisdictional Organisms	<i>Órganos Jurisdiccionales Internacionales</i>	6
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FC1111	Financial Accounting I	<i>Contabilidad Financiera I</i>	6
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Accounting technique associated with the situation and results of a company as well as the cash flow in a given period.

2nd Semester

Core and Compulsory Subjects

PB3211	Administrative Law I	<i>Derecho Administrativo I</i>	7
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Administrative code of laws. Basic structure and system of Public Administration. The administered's position and jurisdictional custody.

RH3214	Techniques for Negotiating	<i>Técnicas de Negociación</i>	6
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Development and practice of negotiating skills.

Elective Subjects (offered according to demand)

Foreign Language III	<i>Idioma Extranjero III</i>	6+6 (annual course)
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FC1213 Financial Accounting II	<i>Contabilidad Financiera II</i>	6
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International Environmental Law	<i>Derecho Internacional Medio Ambiente</i>	6
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Criminology	<i>Criminología</i>	6
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Continuation of 1st semester Foreign Language II (English, French or German).

SECOND CYCLE (last two years):

YEAR 4

1st Semester

<u>Core and Compulsory Subjects</u>	<u>Credits</u>
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PB4111 Labor & Social Security Law	<i>Derecho del Trabajo y Seguridad Social</i>	7
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Labor relations. Work contract. Collective labor agreements. Rights of employees to organize collectively. Collective conflicts. Labor jurisdiction. Right to social security.

PV4111 Commercial Law I	<i>Derecho Mercantil I</i>	7
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Statutes of the entrepreneur. The individual entrepreneur. Corporate Law. Credit instruments.

PB4112 Administrative Law II	<i>Derecho Administrativo II</i>	7
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Consideration of the means, assets and performance of the Public Administration, with special attention given to the different sectors of the Administration.

PV4112 Civil Law IV	<i>Derecho Civil IV</i>	7
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Family Law and inheritances.

IN4113 Legal English <i>Inglés Jurídico</i>	6
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Study of English as the key language in the international legal world.

1st Semester

Elective Subjects (offered according to demand)

Foreign Trade and International Contracting <i>Comercio Exterior y Contratación Internacional</i>	6
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Socioeconomic Crimes <i>Los Delitos Socioeconómicos</i>	6
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2nd Semester

Core and Compulsory Subjects

PV4211 Commercial Law II <i>Derecho Mercantil II</i>	7
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Commercial trade. Competition Law. Industrial property. Bankruptcy Law.

Work Experience <i>Practicum</i>	15
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Elective Subjects (offered according to demand)

PV4213 Consumer Defense & Protection <i>Defensa y Protección del Consumidor</i>	6
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Protection of health and safety. Protection of economic and social interests. Right to representation, consultation and participation. Right to education and training in consumer matters. Guarantees and responsibilities.

Urban Law <i>Derecho Urbanístico I</i>	6
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Valencian Civil Law <i>Derecho Civil Valenciano I</i>	6
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YEAR 5

1st Semester

Core and Compulsory Subjects

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PB5111	Financial & Fiscal Law I	<i>Derecho Financiero y Tributario I</i>	7
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Public financing. Budget Law.

PV5111	International Private Law	<i>Derecho Internacional Privado</i>	7
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Techniques for regimentation and norms. Judicial competency and law applicable to private international relations. Extraterritorial effectiveness for acts and foreign decisions.

PB5112	Law of Civil Procedure	<i>Derecho Procesal Civil</i>	5
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Civil procedure. Private arbitration.

PB5113	State Ecclesiastical Law	<i>Derecho Eclesiástico del Estado</i>	4.5
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Guardianship of religious freedom in Spanish Law and compared. Legal reflections (teaching, marriage, religious assistance, conscientious objection). Legal system of the relationship between the State and churches and religious confessions.

Elective Subjects (offered according to demand)

RH5112	Human Resources & Labor Relations Management	<i>Dirección de Recursos Humanos y Relaciones Laborales</i>	5
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Human resources in business. Objectives, policies and planning. Personnel selection. Motivation. Union representation. Personnel administration. Continuous Training.

Law of Tort	<i>Derecho de Daños</i>	5
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2nd Semester

Core and Compulsory Subjects

PB5211	Financial & Fiscal Law II	<i>Derecho Financiero y Tributario II</i>	7
	Fiscal Law. Public Expense Law.		
PB5212	Philosophy of Law	<i>Filosofía del Derecho</i>	4.5
	The legal phenomenon. Legal Ontology and Axiology. Basic philosophical problems in Law.		
PB5213	Law of Criminal Procedure	<i>Derecho Procesal Penal</i>	5
	Criminal proceedings. Special procedures.		
Final Project	<i>Trabajo Fin de Carrera</i>		9

Elective Subjects (offered according to demand)

PB5216	Legal System on Nationality and Aliens	<i>Régimen Jurídico de la Nacionalidad y Extranjería</i>	5
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DIPLOMA (“DIPLOMATURA”) IN TOURISM – 3 YEAR PROGRAM

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student’s choice if necessary.

YEAR 1

1st Semester

<u>Core and Compulsory Subjects</u>		<u>Credits</u>	
FE1113	Introduction to Economics	<i>Introducción a la Economía</i>	6
	Introduction to economic analysis with a special focus on tourism.		
MC1113	Statistics for Tourism	<i>Estadística aplicada al Turismo</i>	6
	Basic principles of Descriptive Statistics. Sources of statistics relevant to the tourism market.		

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1st Foreign Language (English) I *1er Idioma Extranjero (Inglés) I* 4.5+4.5
(annual course)

Introduction to the English language.

2nd Foreign Language (French or German) I *2º Idioma Extranjero (Francés o Alemán)*

4.5+4.5
(annual course)

Introduction to a second foreign language (French or German).

LS1113 Computing *Aplicaciones Informáticas* 6

An introduction to the use of computers: operative systems, word processing, databases and spreadsheets. Internet and communications.

2nd Semester

Core and Compulsory Subjects

TU1211 Tourism Market Structure *Estructura de Mercados Turísticos* 6

Analysis of tourism flows. Tourism market structure. Supply and demand.

FC1214 Accounting for the Tourism Business *Contabilidad para la Empresa Turística* 6

Financial and cost accounting applied to tourism.

RH1212 Communication Techniques *Técnicas de Comunicación* 6

Development and practice of interpersonal communication skills adapted to the business world.

1st Foreign Language (English) I *1er Idioma Extranjero (Inglés) I* 4.5+4.5
(annual course)

Continuation of 1st semester 1st Foreign Language (English).

2nd Foreign Language (French or German) I *2º Idioma Extranjero* 4.5+4.5

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(annual course)

Continuation of 1st semester 2nd Foreign Language (French or German) I.

Elective Subjects (offered according to demand)

MK2214 Events Management <i>Organización de Eventos</i>	6
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The management, logistics and organization of events. Programming, tables, invitations, decoration, promotions and entertaining.

YEAR 2

1st Semester

Core and Compulsory Subjects

Credits

PV2114 Introduction to Legal Sciences <i>Introducción a las Ciencias Jurídicas</i>	6
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Introduction to the basics of Law.

RH2112 Techniques for Negotiating <i>Técnicas de Negociación</i>	6
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Development and practice of negotiating skills.. Negotiation and resolution of conflicts. Negotiating within the business relations framework.

GH2111 Tourism Geography I (Spain and the Valencian Community) <i>Geografía Turística I (España y la Comunidad Valenciana)</i>	4.5
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Study of the tourism environment in Spain and in the Valencian Community.

2 nd Foreign Language (French or German) II <i>2º Idioma Extranjero (Francés o Alemán)</i>	4.5+4.5
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(annual course)

Continuation of 2nd Foreign Language (French or German) I.

PR2111 Production Operations and Processes <i>Operaciones y Procesos de Producción</i>	6
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Operations and processes of : restaurant business, accommodation, tourism mediation and leisure.

OE2111 Company Management and Organization	<i>Dirección y Organización de Empresas</i>	6
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2nd Semester

Core and Required Courses

MK2213 Tourism Marketing	<i>Marketing Turístico</i>	6
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Production of tourism products, pricing, communication and distribution.

GH2211 Tourism Geography II (World)	<i>Geografía Turística II (Mundial)</i>	4.5
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Study of the tourism environment in the world.

PV2213 Tourism Law	<i>Derecho del Turismo</i>	5
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Statutes of tourism businesses. Tourism contracts. Protection of tourists. Organizational competency in tourism matters. Internationalization of tourism.

1 st Foreign Language (English) II	<i>1er Idioma Obligatorio (Inglés) II</i>	6
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A continuation of the 1st Foreign Language (English) I

2 nd Foreign Language (French/German) II	<i>2º Idioma Obligatorio (Francés/(Alemán)II)</i>	4.5
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A continuation of 2nd Foreign Language I.

OE2213 Tourism Business Organization & Management I (Travel Agencies)	<i>Organización y Gestión de Empresas Turísticas I (Agencias de Viaje)</i>	6
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Analysis of the organizational and human resource structure in the tourism business: travel agencies.

YEAR 3

1st Semester

Core and Compulsory Subjects

Credits

OE3111 Tourism Business Organization & Management II (Hotels) <i>Organización y Gestión de Empresas Turísticas II (Hoteles)</i>	5
Analysis of the organizational and human resource structure in the tourism business: hotels.	
IN3115 English for Tourism I <i>Inglés Turístico I</i>	4.5
Continuation of the study of English with special emphasis on the tourism sector.	
FR4115 / AL4111 French /German for Tourism I <i>Francés/Alemán Turístico I</i>	4.5
Continuation of the study of French/German with special emphasis on the tourism sector.	

Elective Subjects (offered according to demand)

TU3113 Commercialization of Tourism Services and Products <i>Comercialización de Productos y Servicios Turísticos</i>	6
TU3114 Universal Cultural Heritage <i>Patrimonio Cultural Universal</i>	6
Urban Tourism <i>Turismo Urbano</i>	4.5

2nd Semester

Core and Compulsory Subjects

GH3211 Cultural Heritage <i>Patrimonio Cultural</i>	6
Artistic and cultural examples. Analysis of cultural patrimony as tourism resource.	
LS3211 Computers Applied to the Tourism Sector <i>Informática Aplicada al Sector Turístico</i>	4.5

Computer applications for accommodation and ticket reservations.

IN3211 English for Tourism II	<i>Inglés Turístico II</i>	4.5
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Continuation of English for Tourism I.

CU0007 Work Experience	<i>Prácticas Profesionales Integradas</i>	12
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Elective Subjects (offered according to demand)

TU3211 French for Tourism II	<i>Francés Turístico II</i>	6
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An intensive course in French designed to provide the students with specific training in the language applied to the tourism sector. An emphasis is placed on oral fluency and communication.

TU3212 German for Tourism II	<i>Alemán Turístico II</i>	6
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An intensive course in German designed to provide the students with specific training in the language applied to the tourism sector. An emphasis is placed on oral fluency and communication.

TU3213 Tourism Routes Design	<i>Diseño de Rutas Turísticas</i>	6
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DIPLOMA (“DIPLOMATURA”) IN BUSINESS STUDIES – 3 YEAR PROGRAM

Courses selected from this program will be reviewed by an adviser from this department and modifications will be made to the student’s if necessary.

YEAR 1

1st Semester

Core and Compulsory Subjects

Credits

FC1111 Financial Accounting I	<i>Contabilidad Financiera I</i>	4.5
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Structure of annual accounts, including cash flow and accounting processes.

MC1111 Mathematics *Matemáticas* 6

Lineal Algebra, differential calculus, integral calculus.

OE1111 Business Administration I *Economía de la Empresa I* 6

Methods and techniques of business administration and organization.

FE1111 Political Economy *Economía Política* 6

Introduction to the basic mechanisms of economic equilibrium, on the market level as well as on the macro-economic level.

Foreign Language *Idioma Extranjero* 6+6
(annual course)

Introduction to a foreign language (English, French or German).

LS1111 Computing *Aplicaciones Informáticas* 6

An introduction to the use of computers: operative systems, word processing, databases and spreadsheets. Internet and communications.

2nd Semester

Core and Compulsory Subjects

FC1211 Financial Accounting II *Contabilidad Financiera II* 4.5

Generally accepted principles of valuation. Inflation and accounting. Accounting of companies.

MC1211 Statistics *Estadística* 6

Statistics: descriptive statistics. Unidimensional and multidimensional distributions. Regression and correlation. Index numbers. Chronological series.

MK1212 Business Administration II *Economía de Empresa II* 6

Methods and techniques of business administration and organization with a special emphasis on Management and Marketing.

RH1211	Communication Techniques	<i>Técnicas de Comunicación</i>	6
Development and practice of interpersonal communication skills adapted to the business world.			

Foreign Language	<i>Idioma Extranjero</i>	6+6
		(annual course)

Continuation of 1st semester Foreign Language .

YEAR 2

1st Semester

Core and Compulsory Subjects Credits

PV2112	Business Law I	<i>Derecho de la Empresa I</i>	6
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Introduction to law and basics of Civil Law.

SP2112	Business Sociology	<i>Sociología Empresarial</i>	6
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The company as a social organization. Relationship with its surroundings, the company as a nucleus of current civil society. Business sociology, structure and principal problems. Relationship between the company and the consumer.

FC2111	Computing Applied to Business Management	<i>Informática Aplicada a la Gestión de la Empresa</i>	6
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Analysis of information systems in the company. Studies of computerized models of business management. **Not recommended for international students.**

MC2112	Financial Mathematics	<i>Matemáticas Financieras</i>	6
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Mathematics for financial operations.

1st Semester

Elective Subjects (offered according to demand)

MC2113 Techniques for Social Research *Técnicas de Investigación Social* 6

Knowledge and mastery of the basic methodology of social sciences and its research techniques.

Foreign Language *Idioma Extranjero* 6+6
(annual course)

Continuation of the study of a foreign language (English, French or German)

2nd Semester

Core and Compulsory Subjects

FC2212 Financial Management I *Gestión Financiera I* 4.5

Assessment of investment projects and selection criterion.

ES2211 Spanish & World Economy *Economía Española y Mundial* 6

Description of the basic features of the Spanish economy and of those features of the world economy which influence it. Important institutions.

PV2211 Business Law II *Derecho de la Empresa II* 6

Basics of commercial and labor law. Business taxation.

FC2213 Cost Accounting I *Contabilidad de Costes I* 4.5

Calculations to determine the cost of products, services and sections.

2nd Semester

Elective Subjects (offered according to demand)

RH2212 Techniques for Negotiating *Técnicas de Negociación* 6

Development and practice of negotiating skills in the business world. Negotiation and resolution of conflicts in the company. Negotiating in the framework of business relations.

Foreign Language I *Idioma Extranjero*

6+6
(annual course)

Continuation of 1st semester Foreign Language II.

OE2215 Bank Analysis and Management *Análisis y Gestión Bancaria* 6

YEAR 3

1ST Semester

Core and Compulsory Subjects

Credits

FC3111 Cost Accounting II (Management Control) *Contabilidad de Costes II*
(Control de Gestión) 4.5

Analysis of costs and their use in decisions.

FC3112 Financial Management II *Gestión Financiera II* 4.5

Sources of financing, financing structure and cost of capital.

MK3112 Commercial Management I *Gestión Comercial I* 4.5
Market studies. Pricing policies.

1ST Semester

Elective Subjects (offered according to demand)

Foreign Language *Idioma Extranjero* 6+6
(annual course)

Mastery of a foreign language (English, French or German).

TR3111 Personal Income Tax *Fiscalidad de las Personas Físicas* 6

MK3216 Trade Fair Marketing for Exhibitors and Visitors *Marketing Ferial*
para Expositores y Visitantes 6

PB2116 International Organizations and the European Union	<i>Organizaciones Internacionales y la U.E.</i>	6
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A study of the institutions and policies of the European Union. The process of European integration.

MK3214 Publicity and Communication	<i>Publicidad y Comunicación</i>	6
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A theoretical and practical approach to publicity from a business perspective. The basics of communication and publicity and how they affect consumer behavior will be studied.

PB4116 Foreign Trade and International Contracting	<i>Comercio Exterior y Contratación Internacional</i>	5
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2nd Semester

Core and Compulsory Subjects

MK3212 Commercial Management II	<i>Gestión Comercial II</i>	4.5
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Channels of distribution. Sales promotion and product policy.

CU 0001 Work Experience	<i>Prácticas Profesionales Integradas</i>	16
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2nd Semester

Elective Subjects (offered according to demand)

Foreign Language I	<i>Idioma Extranjero</i>	6+6 (annual course)
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Continuation of 1st semester Foreign Language III.

TR3212 Business Taxation	<i>Fiscalidad de la Empresa</i>	6
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An understanding of the basis of taxation of businesses.

RH3114 Personnel Management	<i>Gestión de Personal</i>	6
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Labor relations. The work contract. Collective labor agreements. Social Security.

RH3213 Psychology Applied to Business Management *Psicología Aplicada a la Gestión Empresarial*

6

Introduction to the psychology of collective and human groups. Its application to business as one of the nuclei of civil society.

LS3212 Webpage Design *Diseño de Páginas Web*

6