

COURSE: FUNDAMENTOS DE ADMINISTRACIÓN DE EMPRESAS		
DEGREE: BACHELOR'S DEGREE IN TOURISM	YEAR: 1st	TERM: 1st

WEEKLY PROGRAMMING								
WEEK	SESSION	DESCRIPTION	GROUPS		Special room for session (computer classroom, audio-visual classroom...)	WEEKLY PROGRAMMING FOR STUDENT		
			LECTURE	SEMINAR		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS Maximum 7 H
1	1	General introduction		X			1,5	2
1	2	Introduction to the firm: firm, functions and environment	X			Study the session's contents.	1,5	
2	3	The objectives of the firm		X		Study the session's contents.	1,5	3
2	4	Decision trees	X			Study the session's contents.	1,5	
3	5	Discussion of practical questions on functions and the environment		X		Prepare the practical session.	1,5	3
3	6	The management process	X			Study the session's contents.	1,5	
4	7	Problems on decision trees		X		Solve the required problems.	1,5	6
4	8	Finance: introduction (balance sheet and income statement)	X			Review for the partial exam.	1,5	
5	9	PARTIAL EXAM #1: Introduction and Management (*15% of final grade*)		X		Review for the partial exam.	1,5	7
5	10	Finance: working capital and financial position	X			Study the session's contents.	1,5	
6	11	Practical session on finance: the firm's financial position		X		Prepare the case study to be discussed in class.	1,5	4

6	12	Investment: payback, net present value and internal rate of return	X			Study the session's contents.	1,5	
7	13	Finance problems		X		Solve the required problems.	1,5	4
7	14	Financing: debt and equity	X			Study the session's contents.	1,5	
8	15	Investment problems		X		Solve the required problems.	1,5	6
8	16	Production systems: mass, flexible and "just in time" production	X			Study the session's contents.	1,5	
9	17	Practical session on financing		X		Prepare the case study to be discussed in class.	1,5	4
9	18	Production planning: PERT	X			Study the session's contents and review for the partial exam.	1,5	
10	19	PARTIAL EXAM #2: Finance (*30% of final grade*)		X		Review for the partial exam.	1,5	7
10	20	Production control: break-even point, operating leverage and inventory management	X			Study the session's contents.	1,5	
11	21	Practical session on PERT		X		Solve the required problems.	1,5	7
11	22	Production decisions: capacity and location.	X			Study the session's contents.	1,5	
12	23	Practical session on production control.		X		Solve the required problems.	1,5	6
12	24	Strategic marketing	X			Preparar la tercera evaluación.	1,5	
13	25	PARTIAL EXAM #3: Production (*30% of final grade*)		X		Review for the partial exam.	1,5	7
13	26	Operational marketing: the marketing mix	X			Study the session's contents.	1,5	
14	27	Practical marketing session		X		Prepare for the practical session.	1,5	2

14	28	Final review	X			Review all course materials to identify points that need clarification.	1,5	
SUBTOTAL							42 + 68 = 110	
15		Office hours					6	
16-18		FINAL EXAM (*25% of final grade*)					3	31
TOTAL							150	