

Syllabus Information

Academic Year: 2019/20

Subject: 63181 -

Faculty / School: 102 -

Degree: 574 - Master's in Administrative Management

ECTS: 3.0

Year: 1

Semester: First semester

Subject Type: Compulsory

Module: ---

1.General information

1.1.Aims of the course

This course and its learning outcomes have as their fundamental goal that the students acquire knowledge and skills that allow them to professionally manage administrative, corporate and registry procedures, especially in relation to private companies or before the Commercial and company registry office or other registers linked to commercial traffic (like trade marks register), and also to manage international trade business (export and import) or to advise entrepreneurs that face situations of economic crisis or insolvency.

In addition, and given that the activity of the business agents is carried out to a large extent with different types of entrepreneurs, this course aims to provide a solid knowledge about their legal regime; so that the student will be able to understand and distinguish the different types of companies and their usefulness for the development of business or professional activities, as well as the different registry or corporate procedures.

1.2.Context and importance of this course in the degree

This course is a compulsory subject of level 3 that completes the student's training in the field of Private and commercial Law and aims to provide the student with specialized knowledge and skills in administrative, corporate and registry management linked to the commercial and company law field

1.3.Recommendations to take this course

To take this course, it is recommended to have a minimum knowledge of Civil Law and Company and Commercial Law

2.Learning goals

2.1.Competences

2.2.Learning goals

If the student pass this course, he will be able:

1. To manage in professional and proper manner all the administrative procedures linked to companies' incorporation and other events in companies' life.
2. To manage in a professional manner records of companies related to the legal-mercantile field before different registries and public offices.
3. To manage in a professional manner and to advise third parties for better compliance with the duties arising from commercial activities, especially those involving import and export records.
4. To advice and collaborate positively in the process of insolvency administration of natural or legal persons.

2.3.Importance of learning goals

The learning results of this subject are very relevant for the student, since the Administrative Managers advise and represent entrepreneurs and professionals, so it is essential that they know the basic legal status of the entrepreneur and the different types of companies used in the economic traffic. In addition, this subject completes the student's training by allowing him to acquire knowledge and skills related to the management of mercantile legal procedures that will allow him to advise and provide assistance to different companies in relation to such important matters as the management of corporate life, corporate books, accounting, carrying out procedures before the Commercial Registry or other registers linked to commercial traffic (trademark or patents registry, etc.), import or export activities and even the management of business crises and the insolvency.

3. Assessment (1st and 2nd call)

3.1. Assessment tasks (description of tasks, marking system and assessment criteria)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology applied in this course is oriented to the achievement of the learning goals, highlighting the following ones:

1. To bring students to be a co-participant in the learning process, encouraging his/her perseverance and attitude of being in a continuous learning process.
2. To facilitate cross-disciplinary education.
3. To educate in social and ethical values.
4. To educate in quality, promoting the teaching based on active methodologies

4.2. Learning tasks

The course includes the following learning tasks (3 ECTS, 75 hours):

1. **Theory sessions (20 hours).** The professor will explain the main concepts related to this subject, helping students to understand the newest and most complex issues. Hereby students set the foundations for the achievement of learning goals required in this course. The methodology to be employed will combine lectures, brief exercises and study or resolution of real or fictitious cases.
2. **Dynamic activities developed by professors and students. (10 hours).** These activities may involve discussion of cases, writing reports, procedural simulations as well as seminars. These learning tasks allow students to achieve learning goals numbers 1 to 4 as specified in this document. Methodology: case studies, resolution of cases, role play, simulations
1. **Autonomous work of students (40 hours).** It will consist in the study of the theoretical issues explained, the writing of legal documents and reports, drafting of theoretical and practical assignments and the preparation of oral interventions. The methodology to be used is adapted for each type of task (face-to-face tutorials, group tutorials, formative assessment...).
1. **Preparation of the final exam (5 hours).**

4.3. Syllabus

THE ADMINISTRATIVE MANAGEMENT OF THE ENTERPRISE: COMMERCIAL LEGAL FRAMEWORK

1. Introduction: the treatment of business companies from a commercial legal perspective. Administrative Managers: area of activity
2. The administrative management of industrial property rights
3. The Registry publicity as a legal instrument for business transactions: records, certifications, legalization of mercantile books, deposit and publication of the annual accounts
4. From self-employed worker to the small entrepreneur: asset liability and accounting legal framework.
5. The legal person as economic operator (advanced level): commercial companies and other similar

organizations

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

5.2. Partnership as a form of Enterprise. Profit-sharing' arrangements

5.3. Public Limited Company and Private Limited Companies (advanced level): their application to the SME.

5.4. Administrative management of companies: incorporation, directors, articles of association amendments, increase and reduction of capital, mergers, divisions and conversions, winding up and dissolution.

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

5. The administrative management of export and import procedures.

6. Administrative management of the business insolvency

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

6.2. Insolvency proceedings and possible solutions.

4.4.Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course, will be provided on the first day of class or please refer to the Faculty of Law website (<http://derecho.unizar.es>)

4.5.Bibliography and recommended resources

The study of Commercial regulation applied to the activity of administrative management of enterprises and the correct development of the learning tasks requires:

1. The use of current company and commercial law and regulations. It is recommended to use consolidated legal texts published in the database of BOE.

2. The search and consultation of jurisprudence, mainly decisions from the Supreme Court, even if sometimes it may be necessary to consult decisions from the Provincial Appeal Courts or even the Commercial Courts..., as well as the resolutions of the Dirección General de los Registros y del Notariado. The on-line databases Westlaw, CENDOJ, Curia, etc. enable students to carry out case-law searches.

3. The consultation of specific company and commercial law literature. Students must use the latest edition of the recommended bibliography. For further details concerning the bibliography, please refer to this link:

<http://psfunizar7.unizar.es/br13/egAsignaturas.php?id=10886>.

Throughout the course, students will be informed, with reference to specific subjects and as the development of teaching makes it appropriate, about other relevant resources.

4. Other materials provided or recommended by the professor.