

**RECOMMENDED STUDY TRACK**

Year	SEMESTER	CODE	SUBJECT	TYPE/ITINERARY	CREDITS	CREDITS TO TAKE	
First	1st	31308001	CONSTITUTIONAL LAW I	CS	6	60 FROM 60	
		31308004	INTRODUCTION TO STATISTICS	CS	6		
		31308005	ECONOMICS	CS	6		
		31308006	SOCIOLOGY	CS	6		
		31308010	APPLIED COMPUTER SCIENCE	CS	6		
	2nd	31308002	CONSTITUTIONAL LAW II	CS	6		
		31308003	BASICS OF ACCOUNTING	CS	6		
		31308009	ORGANIZATIONAL THEORY	CS	6		
		31308007	ADMINISTRATIVE LAW	CS	6		
		31308011	PUBLIC SECTOR ECONOMICS	C	6		
	Second	1st	31308008	CONSTITUTIONAL LAW III	CS		6
31308013			INFORMATION MANAGEMENT	C	6		
31308022			PUBLIC ACCOUNTING	C	6		
31308037			PUBLIC INTERNATIONAL LAW AND EUROPEAN UNION LAW	O	6		
31308038			ENGLISH APPLIED TO PUBLIC ADMINISTRATION	O	6		
31308039			FRENCH APPLIED TO PUBLIC ADMINISTRATION				
2nd		31308012	ADMINISTRATIVE STRUCTURES	C	6	30 FROM 30	
		31308014	ADMINISTRATIVE MANAGEMENT	C	6		
		31308015	PUBLIC MANAGEMENT METHODS	C	6		
		31308016	SOCIAL RESEARCH METHODS	C	6		
		31308021	PUBLIC ADMINISTRATION BUDGETING	C	6		
Third	1st	31308017	ADMINISTRATIVE INFORMATION AND DOCUMENTATION	C	6	30 FROM 30	
		31308018	ADMINISTRATIVE-LEGAL MANAGEMENT I	C	6		
		31308020	TAX LAW	C	6		
		31308023	MANAGEMENT CONTROL AND AUDIT IN THE PUBLIC SECTOR	C	6		
		31308034	SOCIAL PSYCHOLOGY OF ORGANIZATIONS	O	6		
	2nd	31308019	ADMINISTRATIVE-LEGAL MANAGEMENT II	C	6	30 FROM 30	
		31308024	FINANCIAL MANAGEMENT	C	6		
		31308025	HUMAN RESOURCES MANAGEMENT	C	6		
		31308032	ELECTRONIC ADMINISTRATION	O	6		
		31308042	QUALITY MANAGEMENT IN THE PUBLIC SECTOR	O	6		
4th	ANN UAL	31308027	PUBLIC PROMOTION OF ENTREPRENEURSHIP	C	6	24 FROM 24	
		31308028	EXTERNAL PRACTICUM (WORK EXPERIENCE)	EP	12		
		31308029	FINAL PROJECT	FP	6		
	1st	31308031	DATA NETWORKS	O GA	6	30 FROM 54	
		31308035	LABOUR RELATIONS IN THE PUBLIC SECTOR	O GA	6		
		31308040	PUBLIC MARKETING	O GA	6		
		31308030	CITIZEN PARTICIPATION AND THE PUBLIC SECTOR	O LRA	6		
		31308044	LEGAL REGIME IN LOCAL AND REGIONAL ENTITIES	O LRA	6		
		31308041	ANDALUSIAN INSTITUTIONS	O LRA	3		
		31308045	LOCAL DEVELOPMENT AND SUSTAINABILITY	O LRA	3		
	2nd	31308036	SURVEY DESIGN IN PUBLIC ADMINISTRATIONS	O GA	6		
		31308043	LOCAL AND REGIONAL ECONOMIC POLITICS	O LRA	6		
	2nd	31308033	PUBLIC ASSISTANCE MANAGEMENT FOR BUSINESS DEVELOPMENT	O GA Y LRA	6		
	2nd	31308026	PUBLIC EMPLOYMENT REGULATIONS	C	6		6 FROM 6
CREDITS OFFERED/ TAKEN					264		240

Distribution of credits	
<b>Total Credits</b>	<b>240</b>
<b>(CS)</b> Core Subjects	60
<b>(EP)</b> External Practicum (Work Experience)	12
<b>(O)</b> Optional subjects	60
<b>(C)</b> Compulsory Subjects	102
<b>(FP)</b> Final Project	6

### SUBJECTS & CONTENTS

Distribution of subjects within the Degree	Contents
Constitutional Law I	The Social and Democratic State of Law and its current problems. The autonomic State: general aspects, political aspects, legal aspects. The 1978 Constitution as the supreme legal norm.
Economics	Economics as a Social Science: object, method and analytical approaches. Market research and national income.
Sociology	Sociology. Concept and object. Origins and forefathers of sociology. Social research. Sociology methods and techniques.
Introduction to Statistics	Normal distribution. Two-dimensional statistical variables. Simple regression, probability, simple correlation and random variables.
Applied Computer Science	Elements of Information Technology. Structure of the information and its treatment. Data processing.
Organizational Theory	Organization and administration theory basics. Public management and decision making.
Basics of Accounting	Accounting as a system of information. Annual accounts.
Administrative Law	Public administration and administrative law. Sources of administrative law. The act, procedures and administrative resources.
Information management	Information systems for the Administration. Information management. Organization of data and information. Databases. Computer networks. Internet. Introduction to electronic administration
Budgetary and quality management of public administrations	Budgets, structure and control mechanisms devices. Assessment of public services from the organizational point of view. Assessment of public services from the citizen's point of view.

Financial Management	Basics of finance. Calculation of financing costs, theoretical annuity and delay interests. Financial sources and the public sector. Products, requirements and agreements.
English/French applied to Public Administration	Reading, listening, lexical and grammatical skills (level A2) applied to banking, economic situation in general and aspects of daily life. Searches on the Internet in relation to banking and economy in general in the chosen language.
Administrative Structure	General introduction to the administrative organization. The public organization in Spain. Administration basics. The public management. Decision making in public organizations.
Public Sector Economics	Public Treasury basics. The Public Budget. Other aspects of the Spanish and European Public Treasury.
Human resources management	Present state of Human Resources Management in Public Administrations. The Management of Internal Relations in Public Administrations
Administrative Information and Documentation	Introduction to documentary information. The electronic document. Description of procedures, work flow and documentary management .
Management control and audit in the public sector	Development and use of indicators in the public sector. Cost Accounting basics.
Organizations Social Psychology	Introduction to Organizations Social Psychology. Levels of intra and interindividual analysis in organizations. Communication in organizations.
Data Networks	Concepts of computer networks. Means of transmission and local networks
Public Marketing	Introduction to marketing. Non-profit marketing. Public marketing and marketing in the public sector. Social marketing in public administrations. Marketing strategies.
Electronic Administration	Introduction of electronic administration. Technological resources for electronic administration. Legal framework of electronic administration.
Tax Law	Knowledge of the general lines of legal regulation for the financial activity of the State, Autonomous Communities and Local Corporations, specially referred to the set of substantive rules that regulate income exaction.
Public International Law and European Union Law	International Law as Legal System of the International Society. The European Union and the European Communities: General issues
Constitutional Law II	Constitutional justice and general theory of fundamental rights. Legal regime of constitutional rights.

Administrative-legal management I	Administrative contracts. Administration assets. Public domain. Patrimonial responsibility. Forced expropriation. Administrative police. Management of public services. Judicial jurisdiction.
Legal regime in local and regional entities	Origin and evolution of local administration. Legal regime of municipalities and provinces.
Public promotion of Entrepreneurship	The importance of the entrepreneurial phenomenon and the role of the entrepreneur. Detection, generation and analysis of business opportunities: innovation as a source of competitive advantage. Identification of resources, organization, planning and implementation of business projects. The treatment of tourism in the European Union.
Final Degree Project	Presentation and defense of a final Degree project, consisting of an exercise to integrate the contents and skills received in training.
External internships	Observation and practise of the activities of the institution, organization or company related to the content of the Degree.