

**CENTER FOR ECONOMIC AND ADMINISTRATIVE SCIENCES**  
**GRADE IN BUSINESS ADMINISTRATION**

**OBJECTIVE**

We train graduates in Business Administration with the capacity to develop strategic solutions appropriate to administrative, organizational, human resources, financial, marketing and operations problems in the areas of organizational management and management of new business projects with ethical, humanist and committed to sustainable development.

**PROFILE OF THE ASPIRANT:**

Interested in:

- The efficiency, efficiency and productivity of companies and organizations.
- The coordination of resources and social groups.
- Manage human relationships and manage time.

Attitudes:

- Critical.
- Responsible.
- Willing to work as a team.
- Proactive and helpful.
- Creative and innovative.
- Willing to study

**PROFILE OF THE GRADUATE:**

The graduate of grade in Business Administration will be a professional capable of developing, applying and evaluating strategies and business systems, alternative solutions in the areas of private and public administration, having an enough exit profile in knowledge, skills and attitudes that allow it to develop successfully in the labor context, as shown below.

Knowledge of:

- Basis of administrative process on management business and public management
- Economy of the company and economic environment
- Legal context governing organizations

- Fundamentals and techniques of administration
- Methodologies and techniques for the formulation, evaluation and implementation of business projects.
- Methodologies and techniques for the preparation of strategic studies in private and public organizations.
- Foresight techniques of scenarios that allow evaluating the aspects of quality and productivity
- Fundamentals and techniques in marketing, finance, human capital management and operations management.
- Administrative techniques oriented to the provision of services.
- Mathematics and statistics for administration
- Tools for proper decision-making.
- Evaluation systems and management indicators in organizations.
- Knowledge of English at the intermediate level.
- Principles for oral argumentation and written expression.

Skills for:

- Analyze and evaluate the overall impact of economic, political, social and cultural phenomena on the company.
- Make decisions based on the analysis and interpretation of alternatives.
- Design and use administrative information systems as well as the use of information technologies for effective administration.
- Analyze and design strategic proposals that give orientation to the activities of the company as well as evaluate the performance of the organization in an integral way in each one of its areas and processes.
- Develop skills for managing workgroups in organizations.

- Develop new companies with a creative and innovative approach that allow self-employment.
- Create modern and functional administrative systems to support business operations.
- Prospecting the company to new and complex scenarios
- Express correct and effective oral, written and non-verbal.
- Identify training needs in companies to design and propose training plans and programs.
- Integrate and evaluate public management projects.

#### Attitudes:

- Ethics in personal and professional life.
- Service.
- Critical, thoughtful and purposeful
- Willing for teamwork.
- Flexible and open to change
- Proactive in professional performance.
- Creative.
- Responsible for social and environmental problems.

#### Values

- Autonomy and social responsibility
- Pluralism
- Humanism
- Quality

**WORK FIELD:**

The graduate of grade in Business Administration can develop professionally as a generator and manager of his own company, in companies established as a fundamental element in the different areas or processes of business management or in the general administration, both in the private and public sectors.

It may also develop as an independent consultant to meet the needs of companies in the industrial, commercial or services sectors, regardless of the size, type or legal structure of the same, as well as government agencies of any level.

**DURATION:**

Nine semesters.

## Curriculum

**Plan 2012**

**Career 52**

<b>FIRST SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
ADMINISTRATION I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
INTRODUCTION TO THE BUSINESS FUNCTION	2	2	6	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
ACCOUNTING I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ACCOUNTANCY
COMPUTING APPLIED TO BUSINESS ADMINISTRATION	3	2	8	BASIC SCIENCE CENTER	INFORMATION SYSTEMS
ELEMENTS OF LAW	3	2	8	CENTER OF SOCIAL SCIENCES AND HUMANISTS	LAW
RESEARCH METHODOLOGY	2	2	6	CENTER OF SOCIAL SCIENCES AND HUMANISTS	EDUCATION
<b>SECOND SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
ADMINISTRATION II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
ACCOUNTING II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ACCOUNTANCY
WRITING OF SCIENTIFIC TEXTS	3	2	8	CENTER OF ART AND CULTURE	LETTERS
BASIC MATH	2	3	7	BASIC SCIENCE CENTER	MATHEMATICS AND PHYSICS
COMMERCIAL LAW	3	2	8	CENTER OF SOCIAL SCIENCES AND HUMANISTS	LAW

BUSINESS ECONOMICS	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ECONOMY
<b>THIRD SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
PLANNING TECHNIQUES	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
ORGANIZATION OF COMPANIES	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
COSTS I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ACCOUNTANCY
STATISTICS I	2	3	7	BASIC SCIENCE CENTER	STATISTICS
LABOR LAW	3	2	8	CENTER OF SOCIAL SCIENCES AND HUMANISTS	LAW
MACROECONOMY	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ECONOMY
<b>FOURTH SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
STATISTICS II	2	3	7	BASIC SCIENCE CENTER	STATISTICS
COSTS II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ACCOUNTANCY
PROFESSIONAL ETHICS	2	2	6	CENTER OF SOCIAL SCIENCES AND HUMANISTS	PHILOSOPHY
PUBLIC RELATIONS	2	1	5	ECONOMIC AND ADMINISTRATIVE CENTER	MARKETING
PURCHASING FUNCTION	2	1	5	ECONOMIC AND ADMINISTRATIVE CENTER	MARKETING
ADMINISTRATION AND STRATEGIC MANAGEMENT	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
FINANCIAL OPERATIONS	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	FINANCE
<b>FIFTH SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>

HUMAN RESOURCES MANAGEMENT I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	HUMAN RESOURCES
FINANCE I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	FINANCE
PRODUCTION MANAGEMENT I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	HUMAN RESOURCES
OPERATIONS RESEARCH	3	2	8	BASIC SCIENCE CENTER	MATHEMATICS AND PHYSICS
PUBLIC ADMINISTRATION	2	2	6	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
MARKETING I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	MARKETING
STEERING TECHNIQUES	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
<b>SIXTH SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
DECISION MAKING	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
FINANCE II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	FINANCE
PRODUCTION MANAGEMENT II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	HUMAN RESOURCES
ORGANIZATIONAL BEHAVIOR	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
HUMAN RESOURCES MANAGEMENT II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	HUMAN RESOURCES
MARKETING II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	MARKETING
<b>SEVENTH SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
FINANCE III	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	FINANCE
TAX CONTRIBUTIONS	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ACCOUNTANCY
ADMINISTRATIVE AUDIT	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION

INVESTMENT PROJECTS	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	FINANCE
INTERNATIONAL BUSINESS	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ECONOMY
PROFESSIONAL ELECTIVE I	3	2	8		
<b>EIGHTH SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
INFORMATION AND MANAGEMENT OF BUSINESS PROCESSES	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
BUSINESS DEVELOPMENT I	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
SMALL AND MEDIUM COMPANY MANAGEMENT	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
PROFESSIONAL INTEGRAL CONSULTING	2	1	5	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
QUALITY MANAGEMENT	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	HUMAN RESOURCES
PROFESSIONAL ELECTIVE II	3	2	8		
<b>NINETH SEMESTER</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>CENTER</b>	<b>DEPARTMENT</b>
BUSINESS DEVELOPMENT II	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
MODERN ADMINISTRATION APPROACHES	3	2	8	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
ADMINISTRATION WORKSHOP	0	5	5	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
MANAGEMENT AND LABOR COMPETENCES	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
PROSPECTIVE PLANNING	2	3	7	ECONOMIC AND ADMINISTRATIVE CENTER	ADMINISTRATION
PROFESSIONAL ELECTIVE III	3	2	8		



## **INSTITUTIONAL PROGRAMS**

- Professional practices
- Social service
- Tutorials
- Mobility and Academic Exchange
- Promotion of foreign languages
- Humanist Training Program

## **DEGREE REQUIREMENTS**

The graduate must adhere to what is established in chapter XIV of the degree at the technical, technical level Superior and bachelor's degree, article 156 of the General Teaching Regulation that states the following:

"Once you have accredited all the subjects and requirements indicated in the curriculum of the level Technician, superior technician and bachelor's degree, the graduate may request the issuance of his degree in the Department of School Control, after complying with the following elements:

- I.- Have fulfilled the requirements of Social Service, Humanistic Training, Professional Practices and Foreign Languages, defined in institutional programs;
- II.- Check that there is no debit with the Autonomous University of Aguascalientes;
- III.- Have covered the quota established in the plan of arbitration to obtain the title; and
- IV.- Have submitted the exit exam. "

Approved by the Honorable University Council in an ordinary session held on December 15, 2011.