

GENERAL OBJECTIVE

To train professionals capable of analyzing and interpreting tax and business problems, apply appropriate and timely legal framework for micro, small and medium-sized enterprises, as well as advise on the business, labor and social security aspects, to develop satisfactory solutions to its problems in the fiscal, patrimonial and managerial fields with an ethical, humanistic, entrepreneurial and socially responsible perspective.

ADMISSION PROFILE:

The following are the areas that will be evaluated by corresponding examination in the entrance to the Degree in Administration and Tax Management of SMEs:

- Elementary mathematics,
- Administration,
- Accounting,
- Basic computational tools,
- General knowledge of Social Sciences and Humanities.

In addition, it is desirable that the applicant exhibit the following characteristics:

- Excellent verbal and written communication,
- Ability to analyze texts,
- Knowledge in computer programs,
- Ability to classify information,
- Ability to reflect,
- Timely decision-making,
- Use of elementary mathematics.

GRADUATE PROFILE:

The graduate of the degree in Administration and Tax Management of SMEs, is structured in a skills, knowledge, attitudes and values that the student will develop in the following areas of professional performance: Tax, Patrimonial and Business Management.

The following is the graduate:

Skills for:

1. Diagnose and identify the tax characteristics for each SME in order to determine its tax regime.
2. Implement administrative and accounting systems, for the correct and timely fulfillment of the tax obligations.
3. Use ICTs appropriately for the determination and / or presentation of notices, tax payments to the corresponding authorities.
4. Implement electronic tools for the improvement of processes, operations, employer's obligations and managerial functions.
5. Apply the implicit and explicit tax benefits to reduce the tax cost of SMEs.
6. Use the business programs and supports for foreign trade established by the authority to incorporate SMEs into the international market and generate greater economic benefits.
7. Design tax and defense strategies related to acts of authority, for the sustainability of SMEs.
8. Advise and implement the processes of recruitment and payroll, in order to optimize human resources.
9. Analyze and interpret financial indicators to provide effective entrepreneurs for decision-making.
10. Establish a work plan that covers the legal framework of mercantile and patrimonial operations, to achieve the continuity of the SME.
11. Evaluate the systematic and non-systematic risks inherent in SME establish control measures.
12. To determine and implement the best financial sources to make investments that add value to the organization in the market.
13. Listening, speaking, writing and reading at the basic level in the English language the tax processes foreign trade for the import and export operations of SMEs.

Knowledge in:

- Tax legislation,
- Tax administration,
- Employers' obligations in labor and social security matters,
- Corporate tax, customs and international law,
- Tax defense,
- Foreign trade contributions,
- ICT and specialized use of Software in the tax area,
- Intermediate Accounting,
- Basic English language
- Tax planning,
- Financial sources for SMEs,
- Financial administration.

Attitudes:

- Leadership,
- Entrepreneur,
- Proactive,
- Continuous improvement,
- Creativity and innovation,
- Dynamic,
- Teamwork,
- Analysis and scientific thinking,
- Negotiator.

Values:

- Pluralism,
- Humanism,
- Quality,
- Honesty,
- Autonomy and social responsibility,
- Punctuality,
- Loyalty,
- Discretion,
- Reliability,
- Justice

WORK FIELD:

The contexts in which these professionals perform correspond to independent consulting, public and private organizations, under conditions of dependency, collaboration, management and senior management in micro, small and medium enterprises, commercial, industrial or service sectors, with optimal working conditions, at regional and national levels.

BUSINESS SCIENCES CENTER

DEGREE IN ADMINISTRATION AND TAX MANAGEMENT OF SMEs

CURRICULUM**PLAN 2013
DEGREE 84**

	T	P	C	CENTER	DEPARTMENT
FIRST SEMESTER					
BUSINESS FUNCTION INTRODUCTION	2	2	6	EASC	ADMINISTRATION
TAX MANAGMENT	5	0	10	BSC.	E-COMMERCE
RESEARCH METHODS AND TECHNIQUES	3	2	8	SSHC	EDUCATION.
ACCOUNTING	2	3	7	EASC	ACCOUNTANCY
CORPORATE LAW I	5	0	10	SSHC	LAW DEPARTMEN
HUMANIST TRAINING INSTITUTIONAL PROGRAM FOREIGN LANGUAGES INSTITUTIONAL PROGRAM					
	T	P	C	CENTER	DEPARTMENT
SECOND SEMESTER					
SMEs BUSINESS ADMINISTRATION I	3	2	8	EASC.	ADMINISTRATION
CONTRIBUTIONS THEORY I	5	0	10	BSC.	E-COMMERCE
COST ACCOUNTING	3	2	8	EASC.	ACCOUNTANCY
CORPORATE LAW II	5	0	10	SSHC	LAW DEPARTMEN
MATHEMATICAL THINKING DEVELOPMENT	0	5	5	BS	MATHS
HUMANIST TRAINING INSTITUTIONAL PROGRAM FOREIGN LANGUAGES INSTITUTIONAL PROGRAM					
	T	P	C	CENTER	DEPARTMENT
THIRD SEMESTER					
SMEs BUSINESS ADMINISTRATION II	3	2	8	EASC.	ADMINISTRATION
LABER LAW I	5	0	10	SSHC	LAW DEPARTMEN
CONTRIBUTIONS THEORY II	5	0	10	BSC.	E-COMMERCE
STATISTICS	3	2	8	BS	STATISTICS
BUSINESS TAXES I	3	2	8	BSC.	E-COMMERCE.
HUMANIST TRAINING INSTITUTIONAL PROGRAM FOREIGN LANGUAGES INSTITUTIONAL PROGRAM					
	T	P	C	CENTER	DEPARTMENT
FOURTH SEMESTER					
LABOR LAW II	5	0	10	SSHC	LAW DEPARTMEN
SOCIAL SECURITY TAXES I	3	2	8	EASC.	ACCOUNTANCY
BUSINESS WORKSHOP I	0	5	5	BSC.	E-COMMERCE
FINANCIAL OPERATIONS	3	2	8	EASC	FINANCE
BUSINESS TAXES II	3	2	8	BSC.	E-COMMERCE.
HUMANIST TRAINING INSTITUTIONAL PROGRAM FOREIGN LANGUAGES INSTITUTIONAL PROGRAM					

BUSINESS SCIENCES CENTER

DEGREE IN ADMINISTRATION AND TAX MANAGEMENT OF SMEs

	T	P	C	CENTER	DEPARTMENT
FIFTH SEMESTER					
SOCIAL SECURITY TAXES II	3	2	8	EASC.	ACCOUNTANCY
BUSINESS WORKSHOP II	0	5	5	BSC.	E-COMMERCE.
BUSINESS FINANCE I	3	2	8	EASC.	FINANCE
BUSINESS TAXES III	3	2	8	BSC.	E-COMMERCE.
PROFESSIONAL ETHICS	2	2	6	SSHC	PHILOSOPHY
SIXTH SEMESTER					
FOREIGN TRADE LEGISLATION	5	0	10	SSHC	LAW DEPARTMEN
BUSINESS WORKSHOP III	0	5	5	BSC.	E-COMMERCE.
BUSINESS FINANCE II	3	2	8	EASC.	FINANCE.
BUSINESS TAXES IV	3	2	8	BSC.	E-COMMERCE.
ELECTRONIC TOOLS FOR SMEs	3	2	8	BSC.	E-COMMERCE.
INSTITUTIONAL SOCIAL SERVICE PROGRAM					
SEVENTH SEMESTER					
ECONOMIC ENVIRONMENT OF SMEs	3	2	8	EASC.	ECONOMY
INTERNATIONAL TAXATION AGREEMENTS	3	2	8	BSC.	E-COMMERCE.
MARKETING	3	2	8	EASC.	MARKETING
OPTIONAL SUBJECT I	-	-	-		
BUSINESS TAXES V	3	2	8	BSC.	E-COMMERCE.
COMMERCIAL VALUE CHAINS	3	2	8	BSC.	AGRIBUSINESS
INSTITUTIONAL SOCIAL SERVICE PROGRAM					
EIGHTH SEMESTER					
TAX DEFENSE	5	0	10	SSHC	LAW DEPARTMEN
TAX PLANNING	3	2	8	BSC.	E-COMMERCE.
TAX AND PROFESSIONAL CIVICS	5	0	10	BSC.	E-COMMERCE.
OPTIONAL SUBJECT II	-	-	-		
COMPANIES VALUATION	3	2	8	BSC.	AGRIBUSINESS
HUMAN RESOURCE MANAGEMENT	3	2	8	EASC.	HUMAN RESOURC
INSTITUTIONAL SOCIAL SERVICE PROGRAM					
INSTITUTIONAL PROFESSIONAL PRACTICES PROGRAM					
NINETH SEMESTER					
ADMINISTRATION AND TAX MANAGEMENT INTEGRAL PROJECT	0	18	18	BSC.	E-COMMERCE.
INSTITUTIONAL SOCIAL SERVICE PROGRAM					
INSTITUTIONAL PROFESSIONAL PRACTICES PROGRAM					

BUSINESS SCIENCES CENTER

DEGREE IN ADMINISTRATION AND TAX MANAGEMENT OF SMEs
