



COURSE CATALOGUE - ADMINISTRATION AND FINANCES

A. INFORMATION ON THE INSTITUTION

IES Maimónides, the previous Politecnico in Cordoba, is a bilingual secondary school situated in the Historical centre of Cordova, Spain. We are a very committed school to raising the awareness of the importance of languages in our students, actually we have had a bilingual project for six years now teaching Maths, Geography, History, Natural Sciences, Music, ICT, Design Technology, Arts and Crafts and Physics and Chemistry in English and we teach German as an extracurricular subject. We have also developed an official Educational Programme for students at risk of social exclusion in a broad sense (this includes immigrants). We have also been implementing a Counselling Programme for 6 years now so that students can solve their conflicts in a peaceful way. As an encouraging reward, IES Maimónides school has been awarded a prize for coexistence by a Pro-Human Rights Association. On the same line of looking for ways to improve, our school has recently participated in a Comenius Project called "Insight into the World of Journalism" and has several exchange programmes with Germany, England, The USA and a mobility youth programme with Norway.

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B. INFORMATION ON PROGRAMMES

It offers a wide range of studies; Compulsory Secondary Education, Post-obligatory Secondary Education, Intermediate Vocational Training (Management and Business Administration, Laboratory and Electrical and Automatic Installations) .and Advanced Vocational Training (Electrotechnical Installations, Administration and Finances and Laboratory and Quality Control Analysys) and Adult Secondary Education.

C.3 ADMINISTRATION AND FINANCES

GENERAL COMPETENCE

Organize and perform the administration and management of personnel, economic and financial transactions, and information and advice given to customers or users, in both the public and the private sectors, in accordance to the size and activity of the company or organization and to the appropriate objectives, the relevant internal rules and the applicable legal regulations.

PROFESSIONAL MODULES 1ST YEAR		
	TOTAL NUMBER OF HOURS	NUMBER OF ECTS CREDITS
0647. LEGAL AND BUSINESS DOCUMENTATION MANAGEMENT	96H	6
0648.PERSONNEL AND CORPORATE SOCIAL RESPONSIBILITY	96H	6
0649.OFFICE AUTOMATION AND INFORMATION PROCESS	192H	12
0650.COMPREHENSIVE PROCESS OF THE BUSINESS ACTIVITY	192H	11
0651.COMMUNICATION AND CUSTOMER SERVICE	160H	12

0179.ENGLISH LANGUAGE	128H	7
0658.VOCATIONAL TRAINING AND GUIDANCE	96H	5
TOTAL NUMBER OF HOURS	960H	

PROFESSIONAL MODULES 2ND YEAR		
	TOTAL NUMBER OF HOURS	NUMBER OF ECTS CREDITS
0648.HUMAN RESOURCES MANAGEMENT	84H	6
0653.FINANCIAL MANAGEMENT	126H	7
0654.ACCOUNTANCY AND TAXATION	126H	7
0655.LOGISTICS AND COMMERCIAL MANAGEMENT	105H	6
0656.BUSINESS SIMULATION	126H	8
0657.ADMINISTRATION AND FINANCE PROGRAMME	50H	5
WORKPLACE TRAINING	360H	22
FLEXIBLE CREDITS	63H	
TOTAL NUMBER OF HOURS		

All the course Units are taught in Spanish.

METHODOLOGY OF CREDIT ALLOCATION

The allocation of ECTS credits is based on the Royal Legislative Decree 1584/2011. Students must obtain a specific number of credits in each Vocational Training Programme, these credits are based

on the number of hours of each Course Unit. The Flexible credits are obtained by attending certain modules which will be decided by the Educational team of each Vocational Training Programme taking into account the needs of the students.

Students who carry out the workplace training abroad will get 22 credits and the incoming students will be applied the same credit allocation system based on the ECTS principles.

SUPPORT AND MENTORING FOR MOBILE STUDENTS

All the incoming and outbound students will get the necessary support from his mentor and supervisor.