



Financial and Material Resources Management

COLLECTION, MANAGEMENT AND CONTROL OF FINANCIAL RESOURCES AND MATERIALS

Academic Course 2022-23



PI-02-F-16 ED.00

TEACHING GUIDE FROM OBTAINING, MANAGEMENT AND CONTROL OF FINANCIAL RESOURCES AND MATERIALS

		ECTS
SUBJECT: (Collection, management and control of financial and material resources)		3
SUBJECT: Financial Resources Management and materials		3
MODULE: Financial Resources Management and materials		3
Educational Mode¹:	COURSE: 1 Semester: 2^a	
Instructor: Dra. Asun Esteso Ángel Serrano Francisco Penella	Departament: Accounting and Finance	
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MODULE ORGANIZATION

ECONOMIC AND MEDIA MANAGEMENT MATERIALS				Nº ECTS
Duration and temporal location within the curriculum: It lasts 3 ECTS, the course is located in the second quarter, before the practicum, because in this way the student has a complete view of the school and can better understand the needs of center at the time of the annual planning.				
Fields and Courses				
Field	ECTS	COURSE	ECTS	COURSE/SE MESTER
Financial Resources Management and materials	X	Collection, management and control of financial and material resources	3	1/2

¹ Basic training (ordinary matter), Mandatory, Optional, External Practices, Final Year.



TEACHING GUIDE FOR FIELD/SUBJECT

Prerequisites: There are no requisites described.

GENERAL OBJECTIVES

- The student should be able to apply practically the basics of financial management and financial management of an educational company.
- Students will be able to obtain information from the financial reports that enable sound decision-making, reducing environmental uncertainty.
- Students will be able to meet the strategic directions that should underlie control and fiscal balances.
- The student can design and control the budget year and intervene in the design of certain investments in the short and medium term.
- Students will be able to provide a flexible and responsive to changing situations fiscal response.
- The student may start marketing strategies that allow you to reach an effective way for users of its services.

CROSS-CURRICULAR COMPETENCES

Competence measuring scale

Instrumentals

	1	2	3	4
1. Ability to deal with information (CG 1)		x		
2. Ability for oral and written communication (CG 7)		x		
3. Ability to analyze and summarize (CG 11)	x			
4. Ability to share the academic and professional knowledge (CG 13)			x	

Interpersonal

	1	2	3	4
5. Students can transmit their conclusions, knowledge and reasons to a specialised and non-specialised audience in a clear way (CB 9)			x	
6. Ability to work in a team and efficient collaboration with other professionals (with the choice to develop in an interdisciplinary and international (CG 2)		x		
7. Concern for the development of people and communities (CG 08)			x	
8. Ability to maintain relationships with other professionals	x			

Systemic

	1	2	3	4
9. Possess and understand knowledge that contributes to find chances for being unique in the development and implementation of new ideas in an investigation context (CB 6).		x		



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10. Students will know how to use knowledge and their skills for problem solving situations new or less known environments inside broader contexts (or multidisciplinary) related with their field of study (CB7).			x	
11. Students will be able to integrate knowledge and to face up the complexity of telling opinions from information that includes reflections of social and ethical considerations related to their applications of knowledge and opinions (CB 8).			x	
12. Students will acquire learning skills that let them continue studying in a self-directed and independent way (CB 10).	x			
13. The ability to update their knowledge and competences (CG 3).	x			
14. The ability to solve problems and make decisions (CG4).			x	
15. The ability to adapt to new situations (CG5).			x	
16. The ability to assume duties (CG 6).			x	
17. The ability to organize and plan (CG 9).			x	
18. Self-critical attitude, knowing their own competences and limitations, dismissing the importance of frustrations, showing interest for the teaching quality and developing systems that guarantee the quality of own services (CG10).		x		
SPECIFIC COMPETENCES				
Conceptual	1	2	3	4
2. Know the scientific-pedagogical principles and methods that allow you to streamline and consolidate educational plans for continuous improvement in the center (CE10).				x
3. Know the basic aspects of economic management in educational activity and ability to manage financial and material resources efficiently. (CE22).				x
4. Understand basic principles of teaching architecture to enable him take advantage of the available spaces, better manage reforms in the service of learning centers as well as the basic management of construction and renovation of buildings and educational facilities (regulations, permits, contracts, etc) (CE23).				x
5. Mastering educational marketing techniques that allow to communicate effectively to the educational community and society in general that which the institution intends to transfer various purposes (CE24)				x

LEARNING OUTCOMES	COMPETENCES
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R-1 Know the basic economic concepts for effective management of the center	CE22
R-2 Be able to prepare a budget make considering the concepts involved	CG04, CG09, CE22
R-3 Know and be able to manage construction projects and improvements in educational infrastructures both legally and design, procurement, monitoring and enforcement	CE 23,
R-4 Possessing some ideas and see examples of infrastructures for teaching to enable it to draw in making decisions about changes in service learning spaces	CE 23
R-5 Generate marketing and communication initiatives to enable it to carry out educational initiatives open to the general public	CG 04, CG 09 y CE 24

ON- CAMPUS EDUCATIONAL ACTIVITIES			
ACTIVITY	Teaching- Learning Methodology	Relationship With Learning Outcomes For The Subject	ECTS (0.20%)
ON-CAMPUS CLASS	Showroom by the teacher, skills analysis, explanation and demonstration of skills, abilities and knowledge in the classroom.	R1, R2, R3, R4, R5	0,2
PRACTICAL CLASSES	Group work sessions in groups supervised by the teacher. Case studies, diagnostic tests, problems, field study, computer room visits, data search, libraries, networking, Internet, etc. Meaningful construction of knowledge through interaction and student activity.	R2, R3, R4	0,2
LABORATORY	Activities carried out in spaces with specialized equipment.		
CONFERENCE	Supervised monographic sessions with shared participation		



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EXHIBITION WORK GROUP	Application of multidisciplinary knowledge	R3,R4	0,1
TUTORIAL	Personalized and small group attention. Period of instruction and / or guidance by a tutor to review and discuss materials and topics presented in lectures, seminars, readings, papers, etc.		0,05
EVALUACIÓN	Set of oral and / or written tests used in initial, formative or additive assessment.		0,05
Total			(0,6)

INDEPENDENT WORK ACTIVITIES			
ACTIVITY	Teaching-Learning Methodology	Learning Outcomes Relationship Course	ECTS
TEAMWORK	Group preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions. Work done on the university e-learning platform (www.plataforma.ucv.es)	R3,R4	0,3
INDEPENDENT WORK	Student study: Group Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions. Work done on the university e-learning platform (www.plataforma.ucv.es)	R3,R4	1,5
Total			(1,8)
SYSTEM FOR ASSESSING THE ACQUISITION OF THE COMPETENCES AND ASSESSMENT SYSTEM			



Assessment Tool ²	LEARNING OUTCOMES ASSESSED	Allocated Percentage
Final practical activity	R1, R2, R3, R4 y R5	40%
Solving practical cases	R1, R2, R3, R4 y R5	10%
Sistematic observation process	R1, R2, R3, R4 y R5	40%
Attendance and active participation	R1, R2, R3, R4, R5	10%

REGISTRATION FOR GRANTING OF HONOR:

explicitly identified specific criteria for the course and faculty to which the title and subscribes according to the general rules indicating that only you can give an honors for every 20 students not fraction 20, with the exception of the case of groups of fewer than 20 students in total, in which you can give tuition.

DESCRIPTION OF CONTENTS	COMPETENCES
Procurement, materials management and control of financial resources	CG 04, CG 09, CE22
Marketing Education, Knowledge and promotion center and Institutional image	CE 24
School buildings and facilities	CG 04, CG 09, CE 23

TEMPORAL ORGANIZATION OF LEARNING: (Pupils of first registration):		
	BLOCK CONTENT / TEACHING UNIT	SESSIONS

²Techniques and instruments of evaluation: exam-exposure oral, written test (objective evidence, development, concept maps ...), tutorials, projects, case studies, logbooks, portfolio, etc.)



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1	Procurement, materials management and control of financial resources	4
3	Marketing Education, knowledge and promotion center and institutional image	3
5	School buildings and facilities	3

REFERENCES

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Caldas Blaco, Mª Eugenia, Carrión Herráex, Reyes y Heras Fernández, Antonio (2017): *Empresa e iniciativa emprendedora*. Editex. Madrid.

Fere-Ceca (2008): *Adaptación del Plan General de Contabilidad para centros educativos e instituciones*. Fere-Ceca. Gráficas Marte s.a. Madrid.

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Sánchez Gómez, Roberto (2015): *Acción y reflexión: Cómo desarrollar el pensamiento y las habilidades directivas*. Esic. Madrid.

Sánchez Martorelli, Jesús (2013): *Indicadores de gestión empresarial*. Paralibro LLc. México Valls, Antonio; (2010): *12 Habilidades directivas clave*. Gestión 2000. Barcelona



Guía Docente: Obtención gestión y control de recursos financiero y materiales
Master

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Addendum to the Course Guide of the Subject Financial and Material Resources Management

(Master universitario en dirección y gestión de centros educativos)

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject:

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching.



Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒

Microsoft Teams

☐

Blackboard Collaborate Ultra

☐

Kaltura

Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen onsite activities described in this section of the Course Guide, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒

Microsoft Teams

☐

Blackboard Collaborate Ultra

☐

Kaltura



Explanation about the practical sessions:

2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

- ☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.
- ☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated Percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:



ONLINE WORK

Regarding the Assessment Tools:

- ☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.
- ☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated Percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.