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# Undergraduate Degree Business Administration



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### Career opportunities

Graduates in Business Administration are qualified for key positions in SMEs within a range of departments such as clerical, accounting, financial, commercial, human resources and management. They can also perform managerial duties in these areas in medium and large companies, as well as taking on roles in banking and information systems consultancy. Graduates can easily join government and non-profit organisations.

The Degree in Business Administration is recognised for admission to the Ordem dos Economistas and the Ordem dos Contabilistas Certificados (in this case, the additional attendance of three course units is required).

### Entry requirements

#### Regional Preferences

Catchment Area: Castelo Branco, Leiria, Portalegre, Santarém.

Places available: 35%

#### Entrance Examinations

One of the following groups of courses:

04 Economics

or 17 Mathematics Applied to Social Sciences<sup>(1)</sup>

or 04 Economics and 09 Geography

or 04 Economics and 18 Portuguese

ou 16 Mathematics<sup>(2)</sup> and 18 Português

or 04 Economics and 16 Mathematics<sup>(2)</sup>

or 09 Geography and 18 Portuguese

or 09 Geography and 16 Mathematics<sup>(2)</sup>

<sup>(1)</sup> Students who have taken the Mathematics A, Mathematics B or Mathematics Applied to Social Sciences exams can take this test.

<sup>(2)</sup> Students who have taken the national Mathematics A or Mathematics B exams are eligible to take this entrance exam.

### Course curriculum

#### year 1 . semester 1

##### COURSE UNITS . ECTS

Introduction to Business Administration . 6.0

Economics I . 6.0

Mathematics I . 6.0

Financial Accounting I . 6.0

Computing for Management . 6.0

#### 2° ano . 1° semestre

##### COURSE UNITS . ECTS

Management Accounting I . 6.0

Taxation II . 5.0

Financial Calculus . 5.0

Strategic Marketing . 4.0

Financial Analysis . 5.0

Business Law . 5.0

#### 3° ano . 1° semestre

##### COURSE UNITS . ECTS

Financial Management II . 5.0

Corporate Strategy . 4.0

Entrepreneurship and Innovation . 5.0

Management Control Systems . 5.0

Corporate Communication . 5.0

Option I . 5.0

Seminar I . 1.0

#### 1° ano . 2° semestre

##### COURSE UNITS . ECTS

Introduction to Law . 4.0

Economics II . 4.0

Mathematics II . 6.0

Financial Accounting II . 6.0

Statistics . 5.0

Taxation I . 5.0

#### 2° ano . 2° semestre

##### COURSE UNITS . ECTS

Management Accounting II . 6.0

Organisational Models . 4.0

Financial Management I . 5.0

Operational Marketing . 5.0

Human Resources Management . 5.0

Operational Management . 5.0

#### 3° ano . 2° semestre

##### COURSE UNITS . ECTS

Business Project . 6.0

Audit . 4.0

Leadership and Negotiation . 4.0

Option II . 5.0

Seminar II . 1.0

Internship / Placement . 10