

I. Admission Profile: governmental administration

A. General terms

- Self-confidence
- Spirit of excellence
- Ability to properly communicate in orally and written form
- Manage verbal and written vocabulary
- Ability to handle technological and mathematics tools
- Basic study and reading habits
- Commitment to service
- Interest in research projects
- Capacity for observation and reflection
- Disposition for individual and group work
- Being proactive and willing to face challenges
- Tolerance for diversity
- Creative, enthusiastic and innovative personality
- Ability to analyze

B. Knowledge

- Understand the basics of Economics and Administrative Sciences. This means to have preferably the Economic Administrative Area of the High school specialties.
- Understand the importance of business management for investors, individuals and society.
- Evaluate the importance of efficient, effective and effectual management of both public and private businesses.
- Possess solid knowledge of basic mathematics.
- Knowledge of general culture
- Possess the ability to understand complex ideas expressed in writing in Spanish.
- Have skills for oral and written communication in Spanish.
- Have basic knowledge of a foreign language, preferably English.
- Having basic knowledge of personal computers and the Internet
- Ability to manage quantitative processes.

C. Psychomotor skills

- Use of computer equipment
- Calculator usage

D. Values and Attitudes

- Respect and self-discipline
- Compromise and responsibility
- Entrepreneur and tenacious
- Social and environmental values
- Discipline of Study
- Positive towards the acquisition of new knowledge
- Honesty