

# Postgraduate Certificate Civil Management: Civil Law



## Postgraduate Certificate Civil Management: Civil Law

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 6 ECTS
- » Schedule: at your own pace
- » Exams: online
- » Target Group: Aimed at: graduates in Law, Economics or Business Administration and Management who wish to acquire a greater specialization in the Consultancy and Management of the administrative field

Website: [www.techtute.com/us/school-of-business/postgraduate-certificate/civil-management-civil-law](http://www.techtute.com/us/school-of-business/postgraduate-certificate/civil-management-civil-law)

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# 01 Welcome

The administrative profession is closely related to the legal profession, so the specialist must be prepared to advise clients on certain legal aspects that, in the first instance, do not require the intervention of a lawyer: management of documentation, request for certain procedures, etc. Hence the importance of having a program in your resume that distinguishes you as a specialist in this field, a virtue highly valued in the labor market. In order for the graduate to be able to implement in their practice a broad and updated knowledge of this area, TECH has decided to launch this program, which will allow them to learn in detail the tools of the manager and the intricacies of Civil Law applied to the administration. It is, therefore, a unique opportunity to take a 100% online Postgraduate Certificate that will allow you to opt for a substantive job improvement in just 6 weeks.



Postgraduate Certificate in Civil Management: Civil Law  
TECH Global University



“

*You have before you the best academic opportunity to specialize in Civil Law applied to administration through a program that adapts to your time and academic needs”*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class center for intensive managerial skills education.



“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"*

## At TECH Global University



### Innovation

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"*Microsoft Europe Success Story*", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**+100000**

executives prepared each year

**+200**

different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**+500**

collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

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TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

---

TECH offers students the best online learning methodology. The university combines the Relearning method (postgraduate learning methodology with the best international valuation) with the Case Study. Tradition and vanguard in a difficult balance, and in the context of the most demanding educational itinerary.



### Economy of Scale

---

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a groundbreaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

---

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you education of the highest academic level”*

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:

**01**

### A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of students achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects.

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

*20% of our students develop their own business idea.*

07

### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Global University community.

*We give you the opportunity to study with a team of world-renowned teachers.*

# 04 Objectives

Given the relationship between administrative and civil management, which implies a broad knowledge of specialized law in this area, TECH has designed this program with the aim of bringing together, in a single program, the common aspects between the two areas, facilitating the acquisition of knowledge to the graduate. That is why we will provide you with the best educational tools, so that you can get the most out of this academic experience.



“

*TECH's objective with this program is that you acquire, in the shortest possible time and in a guaranteed way, the best knowledge about Civil Management and its tools”*

TECH makes the goals of their students their own goals too  
Working together to achieve them

The Postgraduate Certificate in Civil Management: Civil Law will enable the student to:

01

Know how to request and the reason for your request regarding certificates issued at civil registries

04

Be able to order, together with the notary public's offices, the necessary instruments to carry out a legal transaction

02

Ability to manage any type of civil contract, mainly leasing contracts



03

Advise on civil unions such as marriage and domestic partnership and without extinction

05

Knowing how to register a property in the Land Registry



06

Advise on the constitution of a mortgage, considering the red lines of its preparation

08

Know in depth the figure of the representative and the ways to formalize it



09

Have specialized knowledge of real estate-based contracts

07

Know the causes of allegation against possible unfair or fraudulent foreclosures

10

Perfectly handle the tools related to the management of civil societies, associations and foundations

05

# Structure and Content

The content of this 100% online program has been developed following the guidelines that define the innovative and effective pedagogical methodology of Relearning. This strategy consists of reiterating the most important concepts throughout the syllabus, favoring a gradual and natural acquisition of knowledge. In this way, not only does it increase its durability, but the graduate does not have to invest long and tedious hours in memorizing, making this Postgraduate Certificate in a more dynamic and empowering academic experience.



“

*You will be able to delve into contracts related to real estate and acquire a very high degree of specialization related to leasing and purchase and sale issues”*

## Syllabus

To elaborate the Syllabus of this Postgraduate Certificate in Civil Management: Civil Law, TECH has taken into account the professional criteria of the teaching team, who have selected the best and most updated information, so that the graduate who accesses it can easily obtain specialized knowledge on Civil Law applied to Administrative Management and its tools. This is a complete online program that will provide you with the keys to face challenges and business decisions in complex environments.

Throughout the 180 hours of training in which this program is distributed, the student will be able to analyze a multitude of practical cases through individual and team work. It is, therefore, an authentic immersion in real business situations.

This 100% online Postgraduate Certificate in deals in depth with the administrative tasks related to the different specific procedures of the profession, and is designed to train professionals who understand Civil Management from a strategic, international and innovative perspective.

A plan designed for professionals, focused on their professional improvement and that will prepare the graduate to achieve excellence in the business environment.

A program that understands your needs and those of your organization through innovative content based on the latest trends, and supported by the best educational methodology and an exceptional faculty, which will provide you with the competencies to solve critical situations in a creative and efficient way.

This Postgraduate Certificate takes place over 6 weeks and is divided into 1 single module:

### Module 1

### Civil Management: Civil Law



### Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Civil Management: Civil Law in a totally online way. During the 6 weeks of the specialization, the student will be able to access all the contents of this program at any time, which will allow the students to self-manage their study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

**Module 1. Civil Management: Civil Law**

**1.1. Civil registration and obtaining certificates**

- 1.1.1. Birth certificate
- 1.1.2. Certificate of criminal record
- 1.1.3. Certificates required to manage an inheritance
- 1.1.4. Central Civil Registry Certificates

**1.2. Authorization (mandate) and representation of third parties**

- 1.2.1. Mandate or authorization
- 1.2.2. Power of attorney
- 1.2.3. Electronic proxy

**1.3. Matrimonial property regime and domestic partnership**

- 1.3.1. Marriage procedure
- 1.3.2. Domestic partnership and registrations
- 1.3.3. Matrimonial property regime of community property and separation of property. Liquidation of community property
- 1.3.4. Termination of marriage and domestic partnership

**1.4. Testate and intestate successions**

- 1.4.1. Types of succession
- 1.4.2. Inheritance: acceptance and distribution of inheritance
- 1.4.3. Conflicts in the distribution of inheritance

**1.5. Contracts**

- 1.5.1. Elements of the Contract
- 1.5.2. Types of civil contracts
- 1.5.3. Examples of the most common contracts

**1.6. Contracts and real estate**

- 1.6.1. Premises lease agreement
- 1.6.2. Temporary or vacation rental contract
- 1.6.3. Lease contract for habitual residence
- 1.6.4. Real estate purchase contract

**1.7. Public instruments. Notaries**

- 1.7.1. Demonstration records
- 1.7.2. Contracts
- 1.7.3. Marriage settlement and divorce settlement
- 1.7.4. Nationality oath before a notary public
- 1.7.5. Incorporation of companies and corporate actions

**1.8. Mortgage law**

- 1.8.1. Mortgage management and lines of action
- 1.8.2. Foreclosure - causes of vulnerability
- 1.8.3. Claims

**1.9. Property Registration**

- 1.9.1. Organization
- 1.9.2. Entitlements for registration
- 1.9.3. Registration procedure
- 1.9.4. Types of registry entries
- 1.9.5. Effects

**1.10. Civil societies, associations and foundations**

- 1.10.1. Object
- 1.10.2. Classes
- 1.10.3. Procedure



“

*In the Virtual Classroom you will find hours of additional material in different formats to study in depth aspects of the syllabus such as mortgage law or land registry, among others”*

# 06

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.







“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

“

*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world”*



*This program prepares you to face business challenges in uncertain environments and achieve business success.*



*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

## A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

**“** *You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



07

# Our Students' Profiles

This Postgraduate Certificate is aimed at all those graduates who, after finishing their careers related to Administration, Law or Economics, are looking to make a qualitative leap in their professional careers. For this same reason, TECH has adapted this program to your needs, putting a lot of effort in creating a quality program adapted to the demands of the labor market, thanks to which the specialist can access the prestigious position they have always wanted.







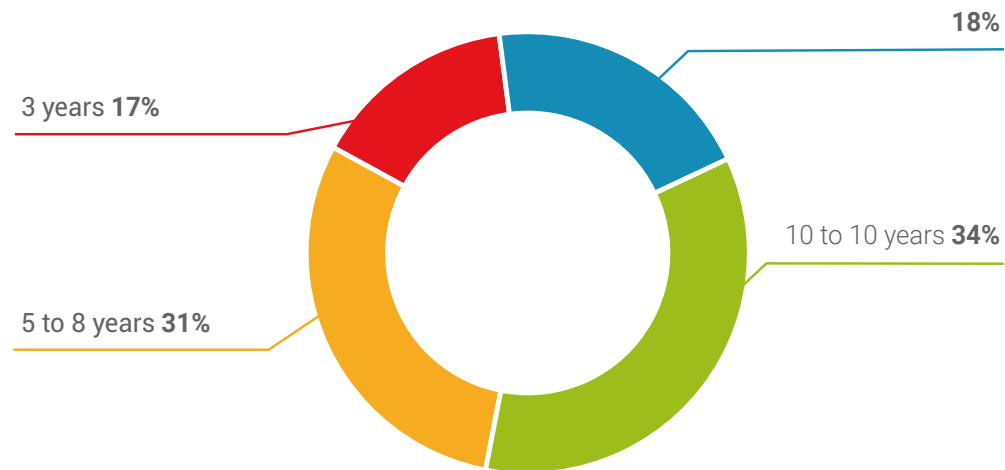
“

*A unique opportunity to network internationally with colleagues who could become future customers or partners for your business”*

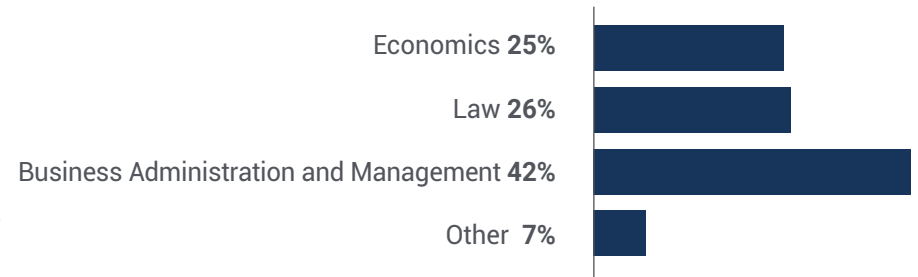
### Average Age

Between **35** and **45** years old

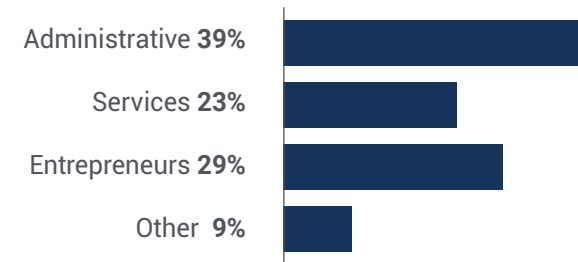
### Years of Experience



### Education

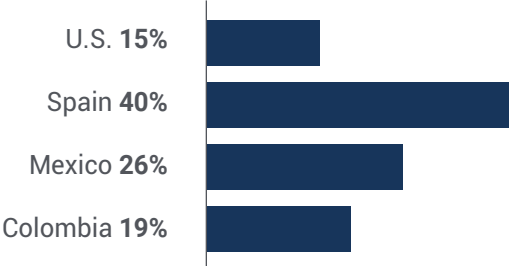


### Academic Profile



### Geographical Distribution

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## Francisco José Méndez

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Financial and legal advisor

*"My experience with TECH and its faculty has been superb. I am 42 years old and when I was told about taking an online program I threw my hands up in the air. However, in this Postgraduate Certificate I found the tools that not only helped me to substantially improve my professional profile, but also motivated me to become interested in technology and its many advantages. I would definitely recommend it to anyone who feels their career is stagnant, because it will give you the keys to take off and achieve your most ambitious goals in less time than you think"*

08

# Course Management

The teaching staff of this Postgraduate Certificate in Civil Management: Civil Law is composed of a group of professionals versed in Law and Administration. However, despite having a long and extensive career in this field, the most outstanding quality of this team is its human quality and commitment to the professional growth of the graduate, which has been reflected in a unique and exclusive agenda that will provide the keys to master the Civil Law applied to management and its tools.



“

*You will be able to request individualized tutorials with the teaching team to solve doubts and raise debates related to the syllabus”*

## Management



### Mr. Miguel Ángel De la Rosa Fernández

- ♦ Partner and administrator of Intext Asociados
- ♦ Partner and manager of R. Estate Advisers Madrid
- ♦ Mortgage management lawyer at Exequator SL
- ♦ Degree in Law. Complutense University of Madrid
- ♦ Graduate in Legal Sciences in Public Administration
- ♦ Master's Degree in Tax Law. Centre for Financial Studies
- ♦ Master's Degree in Legal Practice at Colex Complutense University of Madrid

## Professors

### Mr. Miguel Ángel Guzmán

- ♦ Lawyer at Finsolutia SLU
- ♦ Civil and Banking Litigation Lawyer in Ejaso ETL
- ♦ Teacher at the Complutense University of Madrid
- ♦ Teacher at the Spanish Association of Municipal Veterinarians.
- ♦ Law Degree from the Complutense University of Madrid.
- ♦ Master's Degree in Mediation from Universidad Internacional de La Rioja
- ♦ Master's Degree in the Practice of Law from the Universidad Internacional de La Rioja
- ♦ MBA and Master's Degree in Big Data and Business Intelligence from the European Business School of Barcelona.
- ♦ Superior Technician in Prevention of Professional Risks



09

# Impact on Your Career

This Postgraduate Certificate will provide the graduate with the keys to perfectly handle the most important aspects related to Civil Law applied to Administrative Management. In this way, you will be able to increase your knowledge in this area and improve your competencies, not only in terms of work, but also in terms of management, allowing you to take on large-scale complex projects with a guaranteed guarantee of success. It is, therefore, a very good option to take a decisive step in your career that will place you among the best in the sector.





“

*You will be able to perfectly handle Mortgage Law and its lines of action, allowing you to establish an optimal and specialized line of work for each case and increasing your chances of success”*

### Are you ready to take the leap? Excellent professional development awaits you

Postgraduate Certificate in Civil Management TECH Civil Law is an intensive program that prepares you to face challenges and business decisions in the field of government. The main objective is to promote your personal and professional growth. Helping you achieve success.  
If you want to improve, make a positive change at a professional level and network with the best, then this is the place for you.

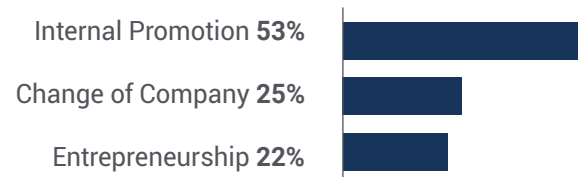
*You will achieve your maximum potential in Civil Management thanks to the keys that this program will provide you with.*

*Take a decisive step in your career and enroll in a program that meets your expectations and your professional and academic requirements.*

### When the change occurs



### Type of change



## Salary increase

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The completion of this program represents a salary increase of more than **25,22%** for our students.



10

# Benefits for Your Company

This Postgraduate Certificate is the best option for the graduate and for the company of which they are a part to raise the talent of the same towards very high levels of quality. This is a program that not only focuses on acquiring a broad and in-depth knowledge of the area in question, but also works to improve the professional's management skills. In this way, at the end of the academic experience, the specialist will be able to solve complex situations effectively, increasing the productivity and prestige of the organization.



“

*This Postgraduate Certificate will turn your professional profile into a qualified managerial figure to grow any company you are part of”*

Developing and retaining talent in companies is the best long-term investment.

01

### Growth of talent and intellectual capital

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

---

02

### Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.

03

### Building agents of change

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

---

04

### Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.



05

### **Project Development**

The professional can work on a real project or develop new projects in the field of R & D or business development of your company.

---

06

### **Increased competitiveness**

This program will equip students with the skills to take on new challenges and drive the organization forward.

# 11 Certificate

The Postgraduate Certificate in Civil Management: Civil Law guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.





“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This program will allow you to obtain your **Postgraduate Certificate in Civil Management: Civil Law** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Civil Management: Civil Law**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**





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# Postgraduate Certificate

## Civil Management: Civil Law

