Business Administration Diploma
ECTS Information Package
The ECTS coordinator for the Business Administration Department (FB 10) is:
Munich University of Applied Sciences
Am Stadtpark 20 (Neubau)
81243 München
Tel. 089 1265-2743
Fax. 089 1265-2714
E-Mail fidelis.lankes@hm.edu

Achieved Qualification:
Business Economist Diploma (FH)
Master of Business Administration (MBA)

Program of Study
Business administration is offered as a four-year (8 semesters) study program. At the end of studies, the academic degree “Diplom-BetriebswirtIn FH” (diploma business economist) is awarded. The third and sixth semesters are practical semesters.

Specialization takes place in the 7th semester. The Business Administration Department offers the following areas of specialization:
- Banking, Finance and Investment
- Organization and Information Systems
- Computing and Controlling
- Commercial Taxation
- Marketing
- Human Resources Management
- Logistics
- Insurance Industry

Diploma Program of Studies Business Administration

<table>
<thead>
<tr>
<th>Semester</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Semester</td>
<td>Preliminary Diploma</td>
</tr>
<tr>
<td>2. Semester</td>
<td>Diploma Business Economics</td>
</tr>
<tr>
<td>3. Semester</td>
<td>1. practical semester</td>
</tr>
<tr>
<td>4. Semester</td>
<td></td>
</tr>
<tr>
<td>5. Semester</td>
<td></td>
</tr>
<tr>
<td>6. Semester</td>
<td>2. practical semester</td>
</tr>
<tr>
<td>7. Semester</td>
<td></td>
</tr>
<tr>
<td>8. Semester</td>
<td></td>
</tr>
</tbody>
</table>

Examinations and Grading System
The Business Administration Department has the following grading system:
In almost all subjects, students must take a written examination at the end of semester which is graded.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 to 1.3</td>
<td>very good</td>
</tr>
<tr>
<td>1.7 to 2.0 to 2.3</td>
<td>good</td>
</tr>
<tr>
<td>2.7 to 3.0 to 3.3</td>
<td>satisfactory</td>
</tr>
<tr>
<td>3.7 to 4.0</td>
<td>adequate (passed)</td>
</tr>
<tr>
<td>5.0</td>
<td>inadequate (failed)</td>
</tr>
</tbody>
</table>

The practical exercises during the theoretical semester, the practical seminar and the 6th semester are graded on a pass/fail basis. The lectures accompanying practice during the 6th semester are assessed with a grade. If a student fails an examination, he or she may repeat it in the next semester. A second repeat is only possible in extenuating circumstances.
### Description of the Individual Courses per Semester

The following tables provide an overview of the courses offered. The columns have the following meaning:
- **CODE** = course code. These are the codes used by the university’s main administration for enrolment and is required by the Examinations Office.
- **TITLE** = course title. This is the official name of the course.
- **TYPE** = Type of Course. All courses offered are mandatory. Students may choose from optional electives.
- **H/W** = Hours per Week. This column shows how many hours per week the course is taught. 1 H/W is 45 minutes in length.
- **S** = Seminars; **E** = Exercises; **PR** = Practicum; **CP** = Credit Points. This column indicates the number of credit points attributed to a course. According to ECTS rules, each student can gain a maximum of 60 credit points per year or 30 credit points per semester.

#### Semester 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Fundamentals of Business Administrations</td>
<td>3</td>
</tr>
<tr>
<td>02</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>03</td>
<td>Finance and Investment Management</td>
<td>3</td>
</tr>
<tr>
<td>04</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>05</td>
<td>Human Resources Management</td>
<td>2</td>
</tr>
<tr>
<td>06</td>
<td>Organization</td>
<td>2</td>
</tr>
<tr>
<td>09</td>
<td>Accounting and Balancing</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>Operational Statistics</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Principles of Political Economy</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Business and Private Law</td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>Business Language (English/French)</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>General Optional Subjects</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Semester 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>07</td>
<td>Organization</td>
<td>2</td>
</tr>
<tr>
<td>08</td>
<td>Data Processing</td>
<td>2</td>
</tr>
<tr>
<td>09</td>
<td>Accounting and Balancing</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Cost Accounting</td>
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<tr>
<td>11</td>
<td>Business Mathematics</td>
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<tr>
<td>12</td>
<td>Operational Statistics</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Principles of Economics</td>
<td>2</td>
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<tr>
<td>16</td>
<td>Business and Private Law</td>
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<td>Business Language (English/French)</td>
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</table>

#### Semester 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>19.1</td>
<td>Additional Practical Courses</td>
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</tr>
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<td>19.2</td>
<td>Practical Semester</td>
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</table>

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<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>03</td>
<td>Finance and Investment Management</td>
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<tr>
<td>06</td>
<td>Marketing</td>
<td>4</td>
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<tr>
<td>05</td>
<td>Materials Administration and Manufacturing</td>
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<tr>
<td>08</td>
<td>Data Processing</td>
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<tr>
<td>10</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
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<td>16</td>
<td>Business and Private Law</td>
<td>4</td>
</tr>
<tr>
<td>18</td>
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<td>22</td>
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### Semester 5

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<tbody>
<tr>
<td>02</td>
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<td>13</td>
<td>Corporate Taxation</td>
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<tr>
<td>15</td>
<td>Economic and Political Economy</td>
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<td>General electives</td>
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<tr>
<td>22</td>
<td>Business electives</td>
<td>4</td>
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</table>

### Semester 6

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<th>Kurs-Nr.</th>
<th>Titel</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>19.1</td>
<td>Additional Practical Courses</td>
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</tr>
<tr>
<td>19.2</td>
<td>Practical Semester</td>
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### Semester 7

<table>
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<tr>
<th>Kurs-Nr.</th>
<th>Titel</th>
<th>Credits</th>
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<tbody>
<tr>
<td>02</td>
<td>Business Management</td>
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<tr>
<td>15</td>
<td>Economic and Political Economy</td>
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<td>Degree Dissertation</td>
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<td>22</td>
<td>Major Rotation Optional Subjects</td>
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<tr>
<td>23</td>
<td>Areas of Specialisation</td>
<td>14</td>
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<td>24</td>
<td>Business Administration Seminar</td>
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<td>25</td>
<td>Economics Seminar</td>
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### Semester 8

<table>
<thead>
<tr>
<th>Kurs-Nr.</th>
<th>Titel</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Business Management</td>
<td>4</td>
</tr>
<tr>
<td>15</td>
<td>Economic and Political Economy</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Labour Law</td>
<td>2</td>
</tr>
<tr>
<td>23</td>
<td>Areas of Specialisation</td>
<td>14</td>
</tr>
</tbody>
</table>
### 1. Principles of Business Administrations

**Course objective**
- Familiarize students with theoretical aspects of business administration, enabling them to understand the instruments, functions and laws of micro-economics.

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 2nd semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Objectives**
- Basic concepts
- Sales processes
- Payment systems
- Factoring
- Applying and rendering services
- Breakdown of business systems according to diverse criteria
- Working capital capacity and utilisation
- Cash flow
- Flow of goods

---

### 2. Business Management

**Code: 02**

1. + 2. Semester

**Objectives**
- Leadership process
- Goal setting
- Planning
- Management
- Control
- Planning instruments
- Business policy
- Corporate Identify
- Ecologically-sound management
- From strategic planning to operative programs

---

### 3. Finance and Investment Management

**Code: 03**

1. + 2. + 4. Semester

**Objectives**
- Liquidity
- Capital requirement
- Payment systems
- Instruments of internal and external financing
- Criteria for capital decisions
- Relevant financial markets
- Financial planning
- Cash management
- Cash-flow management
- Financial Analysis

---

### 4. Marketing

**Code: 04**

1. + 2. + 4. Semester

**Objectives**
- Marketing goals and concepts
- Marketing instruments and marketing mix
- Market research
- Primary research
- Project co-ordination
- Product strategies
- Market-oriented price policies
- Direct Marketing
- Franchising
- Communication: PR, Sponsoring, Product Placement

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### Prerequisites

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Course objective</th>
<th>Method of instruction</th>
<th>Examination</th>
<th>Language of instruction</th>
<th>Name of lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Familiarize students with theoretical aspects of business administration, enabling them to understand the workings of an integrated planning, Management and Control System.</td>
<td>Lectures</td>
<td>Written examination at the end of the 8th semester</td>
<td>German</td>
<td>Different lecturers</td>
<td></td>
</tr>
</tbody>
</table>
5. Materials Administration and Manufacturing

Code: 05
4. Semester
4 ECTS-Credits

Objectives
- Product innovation
- Norms and standards
- Production and sales logistic
- Production process
- Procurement
- Receipt of goods
- Warehouse organization
- Storage
- Production
- Shipping
- ABC and XYZ analyses
- Warehouse strategies
- Capacity planning
- Production planning and management
- Procurement

6. Human Resources Management

Code: 06
1. + 2. Semester
4 ECTS-Credits

Objectives
- Recruitment in various labour market situations
- Development of worker potential in the course of technical and organizational changes
- Personnel organization
- Methods of personnel planning
- Sociological and psychological concepts in the leadership process
- Communication
- Motivational factors

7. Organisation

Code: 07
1+2. Semester
4 ECTS-Credits

Objectives
- Organization as a management function
- The role of organization in business
- Instruments and principles of organization and cybernetics
- Methods and techniques of organizational structuring
- Processes and cycles
- Office communication and structures

8. Data Processing

Code: 08
2. + 4. Semester
6 ECTS-Credits

Objectives
- Summary of hardware and software development
- Computer systems and peripheral equipment
- System analyses
- Classification of languages and software engineering techniques
- Project Organization and Completion
- Networks
9. Accounting and Balancing

**Objectives**
- Form and content of financial statement
- Annual accounts
- General practice
- Income statement and profit and loss account
- Valuation of assets
- Accounting periods
- Disclosure requirements

**Prerequisites**
- Train students in accounting principles and practical bookkeeping skills.

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 2nd semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 09

**Duration:** 1. + 2. Semester

**ECTS-Credits:** 6

10. Cost Accounting

**Objectives**
- Cost category
- Cost centre
- Cost object
- Planning and recording of cost centres and cost objects (plans budgets, standards, variances)
- Applications of variable costing
- P & L methods and schemata
- Cash flow calculations
- Profit centre concept

**Prerequisites**
- Familiarize students with cost accounting as an aspect of business controlling.

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 4th semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 10

**Duration:** 2. + 4. Semester

**ECTS-Credits:** 6

11. Business Mathematics

**Objectives**
- Simple interest and compound interest
- Effective rate of interest
- Annuities and amortization
- Introduction to the mathematics of investment
- Marginal analysis
- Non-linear optimization
- Probability density functions and probability distributions
- System of linear equations
- Matrices
- Introduction to linear optimization

**Prerequisites**
- Familiarize students with basic mathematical tools and methods necessary for economics and finance

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 2nd semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 11

**Duration:** 1. + 2. Semester

**ECTS-Credits:** 5

12. Operational Statistics

**Objectives**
- Introduction to statistics
- Probability
- Characteristics of discrete and continuous distributions (location, variation)
- Correlation
- Simple and multiple regression
- Sampling and interval estimation
- Time-series analysis

**Prerequisites**
- Familiarize students with statistical methods and tools for business applications.

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 2nd semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 12

**Duration:** 1. + 2. Semester

**ECTS-Credits:** 5
### 13. Corporate Taxation

**Objectives**
- Overview of functions and legal structures
- Income Tax
- Corporation tax
- Sales tax
- Trade tax
- Wealth tax
- Interdependence between business taxes

**Prerequisites**

<table>
<thead>
<tr>
<th>Course objective</th>
<th>Method of instruction</th>
<th>Examination</th>
<th>Language of instruction</th>
<th>Name of lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Familiarize students with the German taxation system for income, capital and transfer taxes as they apply to business</td>
<td>Lectures</td>
<td>Written examination at the end of the 5th semester</td>
<td>German</td>
<td>Different lecturers</td>
</tr>
</tbody>
</table>

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 5th semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 13

**Semester:** 5.

**ECTS-Credits:** 8

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### 14. Principles of Economics

**Objectives**
- Economic terminology
- Economic systems
- Mechanisms of market economies i.e. social market economy
- Supply and demand
- Microeconomics
- Economic cycles
- Basic macroeconomics

**Prerequisites**

<table>
<thead>
<tr>
<th>Course objective</th>
<th>Method of instruction</th>
<th>Examination</th>
<th>Language of instruction</th>
<th>Name of lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Familiarize students with the basics of economics</td>
<td>Lectures</td>
<td>Written examination at the end of the 2nd semester</td>
<td>German</td>
<td>Different lecturers</td>
</tr>
</tbody>
</table>

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 2nd semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 14

**Semester:** 1. + 2.

**ECTS-Credits:** 4

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### 15. Economics and Economic Policy

**Objectives**
- Economic instabilities
- Stabilization and structural policies
- Credit and currency
- Budget and financial policy
- Export policy
- Monetary policy
- Global economic development
- European integration
- Third-world policy
- Multilateral relations
- International economic organizations

**Prerequisites**

<table>
<thead>
<tr>
<th>Course objective</th>
<th>Method of instruction</th>
<th>Examination</th>
<th>Language of instruction</th>
<th>Name of lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable students to analyse and evaluate economic developments and decisions</td>
<td>Lectures</td>
<td>Written examination at the end of the 8th semester</td>
<td>German</td>
<td>Different lecturers</td>
</tr>
</tbody>
</table>

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 8th semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 15

**Semester:** 5. + 7. + 8.

**ECTS-Credits:** 6

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### 16. Business and Private Law

**Objectives**
- Basics of German civil and commercial law
- BGB
- HGB
- Partnerships
- Corporations
- Default actions

**Prerequisites**

<table>
<thead>
<tr>
<th>Course objective</th>
<th>Method of instruction</th>
<th>Examination</th>
<th>Language of instruction</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Enable students to recognize legal problems within the business realm of civil law, i.e. commercial and corporate law</td>
<td>Lectures</td>
<td>Written examination at the end of the 4th semester</td>
<td>German</td>
<td>Different lecturers</td>
</tr>
</tbody>
</table>

**Method of instruction**
- Lectures

**Examination**
- Written examination at the end of the 4th semester

**Language of instruction**
- German

**Name of lecturer**
- Different lecturers

**Code:** 16

**Semester:** 1. + 2. + 4.

**ECTS-Credits:** 8
### 17. Labour Law

**Prerequisites**

**Course objective**
Familiarize students with the legal relevance of labour law and enable them to independently solve legal problems in this area.

**Method of instruction**
Lectures

**Examination**
Written examination at the end of the 8th semester

**Language of instruction**
German

**Name of lecturer**
Different lecturers

**Code:** 17  
**Semester:** 8  
**ECTS-Credits:** 2

### 18. Business Language (English/French)

**Prerequisites**
Enable students to effectively use economic terminology in English or French and to be able to conduct business in an international environment.

**Course objective**
Listening and Speaking  
Reading and writing in a business context  
Utilisation of English or French business literature  
Comprehension, evaluation and translation into German  
Business correspondence  
INCO-Terms  
Effects of national differences on a single language

**Method of instruction**
Lectures

**Examination**
Written examination at the end of the 2nd and the 4th semester

**Language of instruction**
German

**Name of lecturer**
Different lecturers

**Code:** 18  
**Semester:** 1, 2, 4  
**ECTS-Credits:** 6

### 20. Diploma Thesis

**Prerequisites**
Independent work done by the student on a concrete problem, very often taken from the industry.

**Course objective**

**Method of instruction**
Supervisor: According to the agreement between student and the supervisor

**Examination**
Final report on the project, assessment by marks.

**Language of instruction**
German

**Name of lecturer**
Different lecturers

**Code:** 20  
**Semester:** 7  
**ECTS-Credits:** 10

### 21. General Electives

**Prerequisites**
Type and length of exams is determined by Department 13

**Course objective**
Enable students to effectively use economic terminology in English or French and to be able to conduct business in an international environment.

**Method of instruction**
Lectures

**Examination**
Written examination at the end of the 2nd and the 4th semester

**Language of instruction**
German, Englisch, Französisch

**Name of lecturer**
Different lecturers

**Code:** 21  
**Semester:** 1, 5  
**ECTS-Credits:** 6
### 22. Business Electives

**Objectives**
Courses vary every semester

| Code: 22 |
| 4 / 5 / 7 Semester |
| 4 / 12 / 6 ECTS-Credits |

**Prerequisites**
Courses vary every semester

**Method of instruction**
Written report and presentation

**Language of instruction**
German, English, French

**Name of lecturer**
Different lecturers

### 23. Areas of Specialisation

**Objectives**
- Banking, Finance and Investment
- Marketing
- Organization and Business Computing
- Management Accounting and Controlling
- Human Resources Management
- Corporate Taxation
- Logistics
- Insurance

**Code: 23**

**7. + 8. Semester**

**14/14 ECTS-Credits**

**Prerequisites**
Courses vary every semester

**Method of instruction**
Tutorial, Research

**Examination**
Written report and presentation

**Language of instruction**
German, English, French

**Name of lecturer**
Different lecturers

### 24. Business Administration Seminar

**Objectives**
Courses vary every semester

**Code: 24**

**7. Semester**

**2 ECTS-Credits**

**Prerequisites**
Courses vary every semester

**Method of instruction**
Tutorial, Research

**Examination**
Written report and presentation

**Language of instruction**
German, English, French

**Name of lecturer**
Different lecturers

### 25. Economics Seminar

**Objectives**
Courses vary every semester

**Code: 25**

**7. Semester**

**2 ECTS-Credits**

**Prerequisites**
Courses vary every semester

**Method of instruction**
Tutorial, Research

**Examination**
Written report and presentation

**Language of instruction**
German, English, French

**Name of lecturer**
Different lecturers