

## Internship curriculum for practical semesters

**Internship curriculum of the School of Business  
for the practical semester of the Bachelor degree course  
BUSINESS ADMINISTRATION and INTERNATIONAL MANGEMENT**

### **Practical semester**

Takes place: 5<sup>th</sup> semester  
Duration: 20 weeks

### **Internship**

#### **Training objective:**

Being introduced to the profession of business manager by solving independently specific tasks with regard to company organization and process control; acquiring qualifications in problem solving.

#### **Training content:**

In accordance with their future study focus the students should, if possible, participate in solving tasks and carry out basic assignments independently and responsibly. The assignments' degree of difficulty should correspond with the current state of studies and a future business manager's responsibility. The internship curriculum, essential part of the course of studies, lists further details.

#### 1. Training in Industries

Fields of activity:

Company planning and control

Organization

Data processing / e-commerce (WEB 2.0)

Human resources management

Purchase and material management

Production organization and control

Marketing

Decision-orientated accounting / controlling

Finance and investment planning

2. Training in Retail/Sales Business

Fields of activity:

Company planning and control

Organization

Data processing / e-commerce (WEB 2.0)

Human resources management

Purchasing and material disposition

Marketing

Decision-orientated accounting, mainly budgeting, calculation and cost control / controlling

Finance and investment planning

3. Training in Banks and Insurance Companies

a) in Banks

Fields of activities:

Credit business

Organization

Data processing / e-commerce / online banking

Human resources management

Marketing / retail banking

Accounting / controlling

Investment counselling

b) in Insurance Companies

Fields of activities:

Premiums' collection and reminder system

Data-processed accounting including payment transactions (cash, bank, postal checks)

Sales accounts (customer accounts)

Providing evidence regularly to the Federal Supervisory Office for Insurance Companies

Dealing with occurrences of insurance contingency including checking the coverage

Checking the beneficiary

Ways of payment

Benefit calculation in different insurance branches / controlling

4. Training in Economic and Tax Consulting Companies

Fields of activities:

Preparing financial and tax statements

Checking tax and review cases

Drawing up business management analysis

Expanding data processing knowledge (of selected programs)

5. Training in other Service Companies

A single curriculum cannot cover all groups of service companies individually, such as:

- Sales representatives and realtors
- Public Utility Companies
- Hospitals
- Real Estate Management companies

Fields of activities:

Company planning and control

Organization

Data processing

Human resources management

Marketing, i.e. public relations

Handling specific accounting problems of the respective branch

Finance and investment planning

6. Training in departments of Public Institutions

Fields of activities:

Handling specific planning tasks of the respective public administration department

Organization

Data processing

Human resources management

Public private partnership (PPP) / non-profit marketing

Handling specific questions of public accounting