

TRAINING INSTRUCTIONS FOR THE FIRST PRACTICAL SEMESTER OF STUDIES OF BUSINESS ADMINISTRATION AT THE FACHHOCHSCHULE LANDSHUT UNIVERSITY OF APPLIED SCIENCES

Length: 20 weeks
Situation: Third Semester

1. Practical Training

Goal

To gain a general understanding of how the various commercial areas of a company or an administrative office operate. To also gain insight into the complexity of administrative procedures and modern business methods that help provide solutions to business problems. To gain an introduction to skills and competencies in the areas of modern business practices.

Contents

The students should be placed in three administrative areas of the company where they would be introduced and given independent work. Additional information is given in the training plan, which is part of the specific study plan.

2. Accompanying courses of study

Goal

To supplement and strengthen the knowledge gained in practical training of modern work methods in commercial or administrative area in a company by relating theory and practice. Discuss and evaluate practical experiences.

1. Practical Seminar (2 courses a week)

Exchange and share experiences through: instruction, advice and reinforce lessons learned through short reports about practical activities, questions, discussions, exercises and illustrative explanations.

2. Complementary Subjects for Practical Experience (4 courses a week)

The curriculum is fixed by the study plan. It should be in narrow relation to the practical training, and in relation with the contents of previous semesters.

TRAINING INSTRUCTIONS FOR THE SECOND PRACTICAL SEMESTER OF STUDIES OF BUSINESS ADMINISTRATION AT THE FACHHOCHSCHULE LANDSHUT UNIVERSITY OF APPLIED SCIENCES

Length: 20 weeks
Situation: 6th Semester

1. Practical Training

Goal

To introduce the job of a Business Administrator by working independently and through others to accomplish the goals of the company, while establishing guidelines and policies for processes and acquiring the competencies necessary for problem solving.

Contents

If possible, the students should work in the departments or areas they will be specializing in during the following semesters. They must also perform jobs that are independent in nature which will accurately reflect such a job in the future as a Business Administrator. Additional information is given in the training plan within the study plan.

2. Accompanying courses of study

Goal

To acquire knowledge about problems in the areas students will be specializing in the following semester concerning examples of practical or every-day activities. Main themes should be about creativity, decision-making, case studies and the integration of theory and practice.

1. Practical Seminar (2 courses a week)

Exchange and share experiences through: instruction, advice and reinforce lessons learned through short reports about practical activities, questions, discussions, exercises and illustrative explanations.

2. Complementary Subjects for Practical Experience (4 courses a week)

The curriculum is fixed by the study plan. It should be in narrow relation to the practical training, and in relation with the contents of previous semesters.