

# Business Administration (Full-time)

Degree	<b>Bachelor of Arts (B.A.)</b>
Type of study	<b>Full-time study</b>
Standard period of study	<b>7 semesters (incl. internship semester)</b>
Commencement of studies	<b>Winter semester (1 Oct), Summer semester (1 Apr)</b>
Credits (ECTS)	<b>210</b>
Language of instruction	<b>German / English</b>
Department / Central Institute	<b>Department of Business and Economics</b>

## Degree programme

Business Administration is a broad-based degree programme with a wide range of options. You learn the relevant basics to master the challenges of the digital and interconnected world with intelligent strategies. How to manage a company strategically and operationally? How do the megatrends of digitalisation and sustainability affect companies? With scarce resources (keyword: climate change), good management is crucial to help the company or other organisations succeed in the long run.

Finance, strategic management, marketing, controlling and accounting, human resources or global supply chain management are important components of your studies that are equally relevant for start-ups and international corporations, public and non-profit companies. IT, legal basics, languages, soft skills, quantitative methods (maths and statistics) and interdisciplinary projects are also on the timetable.

Most courses are being offered either in German or in English. This is the perfect way to prepare for (voluntary) studies abroad at one of our many partner universities or for an international job.

## Professional field

Whether a start-up or an international group, whether industrial, service or consulting companies: our graduates work in a variety of functions in these companies. In addition, non-profit organisations or state institutions open up career opportunities for you.

The Bachelor in Business Administration is also an ideal preparation for further Master's programmes.

## Degree structure

The programme begins with the basics of the most important business functions and competences that you will need in your studies and later in your professional practice. This includes business and economics subjects as well as law, maths, statistics and IT. Interdisciplinary skills are taught in the key qualifications and language courses.

## Guidance for prospective students Student Counselling Services

**+49 30 30877-1919**

- [Contact form](#)
- [On-site consultation](#)

In the second stage of your studies, you can choose from a wide range of specialisation options in core areas of business administration, economics, law and quantitative methods. An interdisciplinary course, a business management game and a scientific seminar round off the programme.

If you wish, you can spend a semester abroad at one of the university's approximately 180 partner universities. An internship is planned for the 6th semester. In the 7th semester, you complete your studies with the Bachelor's thesis.

## Course contents

### Part One (1st - 3rd semesters)

Foundation

Business Administration; Economics; Business Law; Social Sciences; Statistics; Mathematics for Business and Economics; Quantitative Methods and Business Information Systems

### Key qualifications

English; An Introduction to Studying; Time Management; Study and Working Techniques; Spreadsheet Analysis; Strengths and Weaknesses Analysis; Presentations etc.

### Part Two (4th - 7th semesters)

Specialization choice of

4 modules main specialization and

2 supplementary modules (secondary specialization) such as:

- Marketing Management
- Corporate Finance
- Human Resources and Organizational Design
- Accounting/Controlling
- Company Taxes
- Global Supply Chain and Operations Management
- Business Law (previous knowledge required)
- Economics (can only be selected as a supplement)
- Business Information Systems (can only be selected as a supplement)
- Entrepreneurship and Corporate Succession (can only be selected as a supplement)

### Internship semester (6th semester)

### Interdisciplinary topics

such as: Internationalization; Innovation; Sustainable Operations; The Framework Conditions and Management of Services; Managing Diversity, Corporate Governance

Supplementary and interdisciplinary subjects Strategic Management; Company Simulation and Team Development; The Instruments of Controlling, The Political Economy and Social

Structure of Modern Society; International Economics; Communication & Interaction in a Professional Context; English

### **Supplementary and interdisciplinary subjects**

Strategic Management; Company Simulation and Team Development; The Instruments of Controlling, The Political Economy and Social Structure of Modern Society; International Economics; Communication & Interaction in a Professional Context; English

### **Admission requirements**

- Academic qualifications meeting the general requirements for admission to a University or University of Applied Sciences or professional qualifications allowing University admission as specified in §11 of the Law on Institutions of Higher Education in the State of Berlin (Berliner Hochschulgesetz - BerlHG)
- German language university entrance exam for foreign students.
- Proof of very good English language skills at Common European Framework of Reference (CEFR) B1 level.

### **Application procedure and deadlines**

Applicants without a German qualification need to apply via [uni-assist e.V.](#)

- Winter semester until 15 Juli
- Sommer semester until 15 January

### **Accreditation**

Programmakkreditiert durch den Akkreditierungsrat

### **Fees and grants**

Tuition fees	<b>None</b>
Semesterfee	<b>ca. € 300 per semester (incl. local transport semester ticket)</b>