

**Course Timetable – Business Administration and Management – Overall View
– Trimester 1-9**

1. English Language

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
English for Business Administration I	1	Written or oral examination	Presentation / Tests	144	66	7	Douglas Cullen
Course 1							
Course 2							
English for Business Administration II	2	Portfolio	Tests	144	66	7	Douglas Cullen
Course 1							
Course 2							
English for Business Administration III	3	Written examination	Tests	144	66	7	Douglas Cullen
Course 1							
Course 2							
English for Business Administration IV	4	Written or oral examination	Presentation / Test	48	12	2	Douglas Cullen
Course 1							
Course 2							
English for Business Administration V	5	Written or oral examination	Presentation / Tests	48	12	2	Douglas Cullen
Course 1							
Course 2							
English for Business Administration VI	6	Portfolio	Tests	48	12	2	Douglas Cullen
Course 1							
Course 2							
sum				576	234	27	

2. Islamic Studies

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Islamic Studies I	1	Written or oral examination	Presentation / Tests	36	24	2	Dr. Al-Hoshan
Course 1							
Course 2							
Islamic Studies II	8	Portfolio	Tests	36	24	2	Dr. Al-Hoshan
Course 1							
Course 2							
sum				72	48	4	

3. Vocational Pedagogy

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Key Competences for Academic Studies	1-3	Portfolio Examination		72	108	6	Ivan Kuzio
Basic Study and IT Skills	1		Portfolio Deliverables (e.g. Work Plan, Mind Map, Internet Communication)				
Advanced IT Skills	2		Portfolio Deliverables (e.g. Word File, Spreadsheet, Presentation)				
Skills for Academic Studies	3		Portfolio Deliverables (e.g. Mini Thesis)				

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
Fundamentals of Learning and Teaching	4	Trial Run Teaching Session (TRTS)		96	114	7	Lars Fiechel
Fundamentals of the Learning Process			Deliverables (e.g. Essay, Communication Profile, Learn Letter)				
Lesson Planning			Lesson Plan Deliverables (e.g. Learn Letter)				
Teaching Practice 1			Deliverables (e.g. Learn Letter, Observation Sheets)				
Didactics, Learning Technologies and Teaching Practice	5	Written Examination / Trial Run Teaching Session (TRTS)		96	114	7	Lars Fiechel
Didactics			Deliverables (e.g. Reports, Lesson Plan)				
Teaching Practice 2			Deliverables (e.g. Observation Sheets)				
Learning Technology			Deliverables (e.g. Essays, BL-Website)				
Subject Didactics and Teaching Practice	6	Portfolio Examination / Trial Run Teaching Session (TRTS)		96	114	7	Lars Fiechel
Subject Didactics			Deliverables (e.g. Lesson Plan)				
Teaching Practice 3			Deliverables (e.g. Observation Sheets)				

TVET in the Kingdom of Saudi Arabia	7	Written Examination / Project		48	72	4	Dr. Volker Paul
The TVET System in Saudi Arabia			Deliverables (e.g. Questionnaire Catalogue)				
Vocational Field Practice							
Complex Teaching-Learning Arrangements and Teaching Practice	7	Portfolio Examination / Trial Run Teaching Session (TRTS)	Attendance	72	78	5	Dr. Rainer Gerke
Complex Teaching-Learning-Arrangements			Deliverables (e.g. Educational Project Plan, Lesson Plan)				
Teaching Practice 4			Deliverables (e.g. Observation Report)				
Planning Education Processes	8	Education Process Plan		48	72	4	Dr. Rainer Gerke
Planning Assessment Processes			Deliverables (e.g. Written Test Design, Practical Test Design)				
Planning Teaching Units			Deliverables (e.g. Teaching Unit Plan)				
Advanced Teaching Practice	8	Portfolio Examination / TRTS		72	78	5	Andreas Reinholtz
Differentiation and Classroom Management			Deliverables (e.g. Assignments)				
Teaching Practice 5			Deliverables (e.g. Lesson Plan, Learning Diary)				
sum				600	750	45	

4. Business Administration and Management

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Business Mathematics I	1	Written examination	Tests	60	60	4	Dr. Wernet
Introduction to Business Administration	1	Written or oral examination	Deliverables	72	18	3	Dr. Wernet
Statistics for Business	2	Written or oral examination	Presentation Test	48	42	3	Dr. Wernet
Entrepreneurship and Management	2	Written examination	Presentation Report Business Plan	120	60	6	Dr. Wernet
Value Added Processes	3	Written examination	Learn Letter/ Presentation	108	72	6	Dr. Wernet
Correspondence & Communication	3	Written or oral examination		60	30	3	Dr. Wernet
Mathematics & Statistics for Business II	4	Written or oral examination	Test / Presentation	24	36	2	Dr. Wernet
Financial Accounting II	4	Written examination	Test	48	42	3	Dr. Wernet
Introduction to Human Resource Management	4	Portfolio assessment	Report/ Presentation	48	42	3	Dr. Wernet
Introduction to Marketing	4	Written examination	Project	48	42	3	Dr. Wernet
Cost Accounting I	5	Written or oral examination	Test	48	42	3	Dr. Wernet
Management & Organization	5	Written or oral examination	Report	48	42	3	Dr. Wernet
Business Law	5	Written or oral examination	Presentation	36	24	2	Dr. Wernet
Training Company	5	Oral examination / Portfolio Assessment		48	42	3	Dr. Wernet

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Training Company	6	Oral examination / Portfolio Assessment		36	24	2	Dr. Wernet
Economics	6	Written or oral examination	Report/ Test	48	72	4	Dr. Wernet
Cost Accounting II	6	Written examination		36	24	2	Dr. Wernet
Investment & Financing	6	Written examination	Learn Letter/ Presentation/ Test	48	42	3	Dr. Wernet
Environment & International Economics	7	Written or oral examination	Presentation Learn Letter	48	42	3	Dr. Wernet
Management Accounting	7	Written examination	Test	36	54	3	Dr. Wernet
Entrepreneurial Project	7	Business Plan	Presentation/ Project Schedule	60	90	5	Dr. Wernet

Specialization Human Resource Management

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Human Resource Management	8	Written or oral examination		108	132	8	Dr. Wernet

Specialization Logistics

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Logistics	8	Written or oral examination		108	132	8	Dr. Wernet

Specialization Marketing & Sales Management

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Marketing & Sales Management	8	Written or oral examination		108	132	8	Dr. Wernet

Specialization Accounting & Financial Management

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Accounting & Financial Management	8	Written or oral examination		108	132	8	Dr. Wernet

Specialization Office Management & Administration

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Office Management & Administration	8	Written or oral examination		108	132	8	Dr. Wernet
sum				1236	1074	77	

5. Company Field Practice

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Company Field Practice I	1,2 or 3	CFP Report			180	6	XY
Company Field Practice II	8 or 9	CFP Report			180	6	XY

sum			360	12	
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6. Bachelor Thesis

Modules and related Courses	Trimester	Assessment Method of Module Examination	If necessary partial study performance	Students Workload		ECTS	Responsible lecturer of Module
				Contact Hours	Independent Study		
Bachelor Project	9	Thesis			360	12	XY
Bachelor Thesis Seminar		Presentation		36	54	3	XY
sum				36	414	180	

sum		2520	2880	180	
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