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## Internship Curriculum

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### The Faculty of Economics Internship Curriculum for the Internship Semester of Bachelor Studies in BUSINESS and INTERNATIONAL MANAGEMENT

#### Internship Semester

Which semester: 5<sup>th</sup> semester  
Duration: 20 weeks

#### Practical Training

##### 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 Contents/Training Curriculum:

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 responsibilities. 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 counseling

#### 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 can not 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