

## Business Administration (Part-time: Evening Study)

Degree	<b>Bachelor of Arts (B.A.)</b>
Type of study	<b>Part-time study</b>
Standard period of study	<b>8 Semesters</b>
Commencement of studies	<b>Summer semester (1 Apr), Winter semester (1 Oct)</b>
Credits (ECTS)	<b>180</b>
Language of instruction	<b>German</b>
Department / Central Institute	<b>Department of Business and Economics</b>

### Degree programme

Would you like to combine your studies of Business Administration with professional employment? Then the part-time nature of this Bachelor's degree programme could be the right option for you. Classroom-based teaching is provided on Mondays to Fridays between 18.00 and 21.15; sometimes also on Saturdays.

Modern Blended Learning enables students to combine the advantages of a classical full-time course with innovative distance learning techniques. With teaching split equally between classroom-based and online self-study, the classroom-based teaching is performed over between 8 and 10 weekends (Friday and Saturday) from 8.00 to 16.00. We also organize a week-long block seminar per semester with teaching Monday to Friday 8.00 to 16.00.

Students can also choose to take courses from the other degree form (evening classes or Blended Learning). Those in professional employment and holders of a professional qualification (in accordance with § 11 BerlHG) can take advantage of support to facilitate assumption of their studies. A number of places on Blended Learning courses are reserved for holders of professional qualifications.

### Professional field

The highly practical nature of the teaching of this Business Administration degree programme prepares its graduates for a wide range of professional tasks. Graduates of this Bachelor's degree programme can move on to further professional specialization or start a consecutive Master's degree programme. The use of state-of-the-art technologies facilitate a comprehensive learning experience and prepare graduates of this programme for a range of management activities in the increasingly-digitalized environment of both SMEs and large companies.

### Degree structure

Both part-time degree programmes provide students with a cutting-edge foundation in all Business Administration and Economics topics. The programme provides sound theoretical and problem-solving training in successful and sustainable company management practices.

The degree programme is structured in two parts. Part One provides an introduction to Business Administration, which is extended in Part Two. The

### Guidance for prospective students

#### Student Counselling Services

+49 30 30877-1919

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

#### Student advisory service

Department of Business and Economics

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programme provides an introduction to and training in a range of key skills from the start.

## Course contents

### Part One (1st -4th semesters)

#### Foundation

Business Administration; Economics; Business Law; Social Sciences; Statistics; Mathematics for Business and Economics; Quantitative Methods/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 (5th -8th semesters)

#### Specialization choice

4 modules main specialization and  
2 modules secondary specialization such as:

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

#### Interdisciplinary subject field

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

## 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 - BerIHG)
- German language university entrance exam for foreign students.

### Restricted Admission



Where there are more applicants than places, programmes follow a NC (numerus clausus) procedure

### 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>