

Module code	Module title	Brief description	Semester	ECTS
Compulsory module: General Economic Competence				
1PM-AQUA-10	General Course Objectives (German acronym: AQUA)	Participants are familiarised with the basic theoretical and practical aspects of academic work. This module emphasises both types of knowledge acquisition and the way in which they lead to understanding, and also how to structure and present academic work. Students are given the skills to plan and schedule their work appropriately.	1	4
1PM-QV-10	Quantitative Processes	Students who have completed this module are able to apply quantitative methods and models to the solution of economic problems, and can apply their knowledge of financial mathematics, basic arithmetical operations and descriptive statistics to business management and economics issues.	1	5
1PM-GLWI-10	Economics and Business Management Basics	The module teaches the basics of business management and economics, including the principles of business management and decisions of a constitutional nature. The knowledge acquired is put into practice during seminars using a group board game that simulates basic business management processes, with the aim of creating a link with economic processes. The overall objective is for students to identify and understand the fundamentals of how market economies function, and to grasp basic economic issues and methods.	1	5
1PM-BUFÜ-10	Bookkeeping	The module provides an introduction to accounting, and in particular external accounting. It teaches bookkeeping techniques and the use of double-entry bookkeeping in business.	1	5
1PM-ORGA-20	Procurement, Organisation and Marketing	Students consolidate the knowledge they gained in Business Management Basics looking at procurement, provision of goods and services, and marketing. The module makes the connections between different business management functions more transparent.	2	5
1PM-KLR-20	Cost Accounting and Performance Accounts	This module provides an introduction to cost accounting and performance accounts. It focuses on the principles and techniques of full and variable cost accounting.	2	5
1PM-WRECH-20	Business Law	The module provides an introduction to the foundations and general principles of civil law and legal working methods. Case studies are used to help students understand legal approaches to private autonomy (declarations of intent, transactions, contracts) the form and content of contractual relationships and the rules on incomplete performance. Students also learn about	2	5

		the basic principles of property law.		
1PM-BBENG-20	Basic Business English	The Basic Business English language module introduces students to the general field of Business English, and focuses on public management and administration. Students acquire the skills to communicate effectively in this context, to describe their work environment and themselves, to communicate in everyday situations and to deal with business correspondence.	2	4
1PM-REWE1-30	Annual Accounts and Taxation	This module covers both the principles of annual business accounting in accordance with the German Commercial Code and taxation aspects. It also gives students the skills to deal with situations in practice. In addition, it considers the key features and systems of specific types of commercial taxation (income tax, corporation tax, business tax, sales tax) and procedural law under the German Fiscal Code.	3	5
1PM-REWE2-30	Investment and Financing	Once they have completed this module, students will be able to apply financial methods. They will understand investment and financing as core areas of financial management for business and will be able to use investment and financial accounting procedures independently.	3	5
1PM-ABENG-30	Advanced Business English	The Advanced Business English language module broadens and consolidates the language skills acquired by students in the Basic Business English module. The emphasis is on oral communication in public management, including job interviews and corporate presentations. The Advanced Business English course also aims to familiarise students with the basic aspects of intercultural communication.	3	4
1PM-STAT-45	Statistics	Students master the statistical principles required to record, process and evaluate data. They are given the skills to apply their knowledge independently and to deal with issues from other economic disciplines and from commercial practice.	4 and 5	6
1PM-REWE3-40	International Accounting and Risk Management	Building on the foundations of annual accounting in accordance with commercial law, this module deals with the principles of international accounting in accordance with IAS/IFRS and draws comparisons with annual accounting under the German Commercial Code. It also provides an insight into commercial risk management and equips students to handle cases in practice.	4	5

1PM-PERSO-40	Human Resources and Employment Law	Students consolidate their knowledge of human resources and employment law. The connection between operational areas and human resources management is made more transparent. The Human Resources section covers human resources planning, recruitment and development, taking into account the needs both of the company and of its employees. It also focuses on the principles of staff motivation and job satisfaction. A further emphasis is key staff management theories as part of corporate management, which aims – above all in the case of interactions – to influence staff behaviour in a targeted manner. It also focuses on the principles of staff motivation and job satisfaction. The module concludes by looking at incentive options and remuneration structures.	4	6
1PM-VWL1-40	Microeconomics	Building on students' basic understanding of economic processes and methods, and of how market economies work, the fourth semester asks them to undertake detailed analysis of the individual behaviour of particular economic agents. Central aspects of microeconomics are modelling and analysing the behaviour of households and companies, and understanding market forms and competition strategies. The aim of the module is to understand and analyse the behaviour and decisions of economic agents, and to train students' analytical thinking.	4	5
1PM-VWL2-50	Macroeconomics	Macroeconomics studies the processes, connections and problems raised by the economy as a whole. The aim of the module is to understand behaviour, from the starting point of understanding the behaviour and interaction of economic agents, and to consider in detail phenomena such as unemployment, inflation, economic growth and international trade.	5	5
1PM-WI-50	Business Information Systems	This module teaches the basics of information technology and business information systems and also deals with databases and project management.	5	5
1PM-MANT-50	Key Qualifications and Management Techniques	The aim of this module is to develop students' human resources expertise to include the specialised knowledge and skills required to manage staff. The module starts with the latest management techniques and theories, and looks at the results of research into the relationship between managers and staff. One area of focus is key staff management theories as part of	5	5

		corporate management, which aims – above all in the case of interactions – to influence staff behaviour in a targeted manner. A further focus is communication skills and their application to performance reviews, team coaching and conflict management. Self-management and awareness of one's own impact on others is another key skill. Important aspects in this context are time management, presentation skills and body language in the workplace.		
1PM-REWE4-60	Corporate Management and Strategic Controls	The aim of this module is to learn about the necessity of strategic corporate objectives and their implementation by means of strategic controls. The starting points are the latest management concepts, including strategic, value-oriented and employee-oriented business management. Students will come to understand that companies can only gain competitive advantage by ensuring that they have the correct strategic alignment; they will also learn how strategic and operational controls can be used to translate such advantage translated into consistent sub-targets and activities. In addition to learning about basic concepts, students are given an overview of the tasks, levels and instruments involved with corporate controls systems.	6	5
1PM-PSERP-60	Business Game and ERP Applications	The TOPSIM General Management business simulation game is challenging, wide-ranging and topical, covering all areas of business from research and development to purchasing, manufacturing, human resources planning, financing, marketing and sales, as well as product lifecycles, staff qualifications, productivity, rationalisation, environmental issues, share prices, enterprise value and ratings. Extensive reports (internal accounting with detailed costs calculations, external accounting, market research reports) on the basis of comprehensive planning assumptions (scenarios) provide participants with the information they need to make decisions. The complex relationships of cause and effect resulting in the achievement of the game objectives or corporate success require students to have a certain degree of specialisation and to engage in collaborative decision-making.	6	4
Compulsory Module: Public Management as a Specialist Skills Set				
1PM-SBWL1-10	Municipal Economics and Municipal Law Basics	The module provides an introduction to the basics of constitutional law and municipal policy and is intended to help students understand the interaction of the legislative, the executive and the judiciary. Students are made aware of the limits of economic activity and the importance for municipalities of behaving as commercial entities. The focus of the module is on	1	5

		the relevant legal framework.		
1PM-SBWL2-20	Public Business Management	The module compares decision-making and management issues in public enterprises and administrations with those of private sector companies. Starting with the historical development of public business management, the foundations of economic activity are the regulations relating to public enterprises and administrations. Regional examples are used to illustrate municipal administrative processes. Focusing specifically on public enterprises and administrations, this module lays the groundwork for managing communication with customers and residents in the context of a customer-oriented administration and the delivery of municipal mission statements.	2	5
1PM-VRECH-30	Administrative Law	The module provides an introduction to the basic concepts involved with general administrative law, and uses case studies to teach students about the application of administrative processes. Selected specialist areas of administrative law enhance students' understanding of how the processes work in practice.	3	5
1PM-SBWL3-30	Public Sector Financial Management	This module equips students to draw up municipal budgets and business plans, to create and analyse balance sheets, to draw up strategic development objectives derived from these and to formulate particular areas of business focus. In addition to general principles of budgeting and a look back at working with the Cameralist approach to budgets, the majority of the module is taken up with an introduction to, and work with, double-entry bookkeeping in municipalities.	3	5
1PM-SBWL4-40	Public Sector Human Resources	This sub-module gives students the skills to manage public sector human resources effectively and lawfully – both within authorities themselves and in independent or dependent public sector institutions. It takes as its example the TVöD (German public service collective wage agreement), a key arrangement for municipal employers in the Free State of Saxony and for the Federal Government; but as necessary it also looks at questions arising from the TVL (public service collective wage agreement) in the federal states. Questions of administrative law are discussed against the background of the state law of Saxony.	4	5
1PM-SBWL5-60	European Integration and European Law	In this module, students consolidate their knowledge of public enterprises in particular with regard to modern management, increased efficiency and the impact of European law. The module demonstrates the influence of European law on the national legal system both	6	5

		theoretically and using selected case studies. Particular emphasis is placed on the fundamental freedoms. The increasing significance of European law for public administration is also covered. Building on this, the module also deals systematically with European competition and state aid law as an example of direct administrative powers.		
Required optional modules				
1PM-VERW1-50	Administration in Practice and Selected Administrative Areas (VERW1)	In this profile, students consolidate their knowledge of administrative management. They also receive teaching on selected topics relating to the administration sciences and administrative practice with a strong real-world focus.	5	6
1PM-DLM1-50	Resources and Human Resources (DLM1)	Students who complete this module gain familiarity with the theoretical principles of the service and utility industries. Special attention is paid to explaining the features that distinguish these from material assets. In addition to the services sector, students are taught in particular about the principles of the utility and waste management industries. Practical examples and exercises are used to enhance understanding of the issues.	5	6
1PM-KHPF1-50	Healthcare and Social Services Basics (KHPF1)	Students consolidate their knowledge of healthcare services. The module deals in particular with quality management and legal issues, with a strong real-world focus. Health economics and politics are examined to ensure that learning is forward-looking and networked.	5	6
1PM-VERW2-60	Municipal Management (VERW2)	Regional marketing is a means of developing an area or state with a view to establishing a region as a business location and enhancing its attractiveness. The activities associated with this are both economic (e.g. ensuring that a specialist is available workforce) and social (e.g. encouraging civic engagement). The module also focuses on the promotion of creativity and innovation. In the context of constantly intensifying competition for businesses and skilled workers, it is very important that locations achieve these objectives. To this end, regional marketing is also extended by flexible and situation-specific concepts of regional management. These encourage an interdisciplinary approach to leading, managing and shaping regional development processes, and aim to promote sustainable development.	6	4
1PM-DLM2-60	Resource Management /	The changes taking place in municipal services are a complex and comprehensive process affecting the whole sector. This module provides students with a systematic overview and an	6	4

	Human Resources and Management (DLM2)	in-depth understanding of service control and management.		
1PM-KHPF2-60	Accounting in Hospitals and Care (KHPF2)	In this module, students gain a systematic overview and an in-depth understanding of healthcare accounting, in particular in hospitals and care facilities. Teaching is based on real-world examples and is constantly oriented towards practical issues.	6	4

Practical Modules					
1PM-PRAX1-10	Practical Module: Placement Partner Structures, Tasks and Processes	In this practical module, students study the basic processes and activities of the company hosting their practical placement, and gain an overview of their communications channels and information systems. They are directly involved in a real team, prompting them to develop new social skills and reinforce the social skills they already have. They consolidate the specialist competencies they acquired in the theoretical modules, and apply these in the placement presentation they prepare.	1	6	
1PM-PRAX2-20	Practical Module: Business Management Functions	This practical module familiarises students with the basic processes of selected functions of their placement partner's work, enabling them to apply work and problem-solving techniques and expand their interpersonal, methodical and social skills. After taking this module, students are equipped to take on independent responsibility for tasks relating to procurement, corporate organisation and in particular the design and implementation of marketing. They undertake an independent project, which is evaluated at an in-class session.	2	6	
1PM-PRAX3-30	Practical Module: Corporate Accounting	This practical module familiarises students with further basic processes in selected functions, and thus expands their interpersonal, methodical and social skills. After taking this module, students have an understanding of external and internal accounting in both private-sector and municipal placement partners. They develop their ability to undertake independent academic work by completing a second project.	3	6	
1PM-PRAX4-40	Practical Module: Human Resources Management	Students are familiarised with processes, instruments and methods of corporate human resources management in practice. They consolidate the knowledge of human resources planning, recruitment, remuneration, development and management gained in the theoretical sessions.	4	6	

1PM-PRAX5-50	Practical Module: Business Management Projects	In this practical module, students tackle business management tasks independently and further reinforce their methodological competence, selecting and applying specific problem-solving and project management techniques.	5	6
1PM-BTHES-60	Bachelor's Dissertation Public Management	In the Public Management Bachelor's Dissertation module, students demonstrate their ability to use the practical and theoretical knowledge they have gained, along with recognised academic methods, to work independently on a specified problem to a specified deadline, and also to critically evaluate and further develop their work and to communicate the results in an appropriate presentation.	6	12