

**CURRICULUM FOR THE SECONDARY COLLEGE OF
BUSINESS ADMINISTRATION**

I. LIST OF SUBJECTS ¹

(Allocation and number of lessons per subject)

A. Compulsory Subjects	Weekly Class Periods Year					Sum	Kind of Teaching Contract
	I.	II.	III.	IV.	V.		
Core Subjects							
1. Religious Instruction	2	2	2	2	2	10	(III)
2a. German	3	3	3	2	3	14	(I)
3. English incl. Business English	2	3	3	3	3	14	I
4. Foreign Language ²	3	2	3	3	3	14	(I)
5. History (History of Economy and Social Science)	-	-	3	2	-	5	III
6. Geography (Economic Geography) ..	2	3	-	-	-	5	III
7. International Economic and Cultural Areas	-	-	-	-	2	2	III
8. Chemistry	3	-	-	-	-	3	III
9. Physics	-	3	-	-	-	3	III
10. Biology, Ecology and Merchandise Technology	-	-	2	2	2	6	III
11. Mathematics and Applied Mathematics	-	3	2	3	2	10	I
12. Business Administration	3	3	3	2	2	13	I
13. – 14. Practical Training in Business Administration and Project Management ³							
13. Personality Development and Social Competence.....	2	-	-	-	-	2	III
14. Business Training, Project and Quality Management, Practice Firm and Case Studies	-	2	2	3	1	8	I
15. Accounting and Controlling ³	4	3	3	2	2	14	I
16. Business Informatics	2	2	2	-	-	6	I
17. Information and Office Management ⁴	3	2	2	-	-	7	III
18. Political Education and Law	-	-	-	3	-	3	III
19. Political Economics	-	-	-	-	3	3	III
20. Physical Education	2	2	2	1	1	8	(IVa)
Sum Core Subjects	31	33	32	28	26	150	
Frame for school-autonomous Curriculum Regulations	28-34	30-36	23-34	20-34	20-34	140-150	

Subject Area ³

21. Project Management and
Project Work ³

- - 1 - 1 - 2 - I

22. Seminars^{6 7} - - - - - 0-10 I-IV⁸

1 The list of subjects can be altered school-autonomously according to the regulations of Section IV

2 In official documents the name of the foreign language has to be given

3 Computer-aided

4 Computer-aided Word Processing

5 School-autonomous agreement according to the regulations of Section IV

6 In official documents the school-autonomously determined seminar as well as the school- autonomously determined seminars have to be given.

7 The subject matter of the seminars the students can choose (see Section IV) is designed for one weekly class period each.

A. Compulsory Subjects	Weekly Class Periods					Sum	Kind of Teaching Contract
	I.	II.	III.	IV.	V.		
23. Specialist Subject Area ^{3 5 9} or Special Subject ^{3 5 10}	-	-	2	2	2	6-16	I
Sum Core Subjects	31	33	34	31	29	158	
Frame for school-autonomous Curriculum Regulations	28-34	30-36	30-36	30-36	28-36	158	

23A Specialist Subject Area

A.1 Controlling and Annual Audit	I
A.2 International Business and Marketing	I
A.3 Entrepreneurship and Management	I
A.4 Multimedia and Web Design	I
A.5 Network Management	I
A.6 Software Development	I
A.7 Digital Business	I
A.8 Transport Management	I
A.9 School-autonomous Specialist Subject Area ¹¹	I

23B Special Subject

B.1 Special Subject Controlling and Accounting	I
B.2 Special Subject International Economy including Foreign Language(s) and Culture	I
B.3 Special Subject Entrepreneurship and Management including an Autonomous Field of Business	I
B.4 Special Subject Information Management and Information Technology	I
B.5 Special Subject Logistics Management and Forwarding Business	I
B.6 School-autonomous Special Subject	I

Non-compulsory Subjects, Non-obligatory Practice, Voluntary Work Placement, Remedial Instructions

B. Non-compulsory Subjects

1. Foreign Language ²	I
2. Latin ¹³	I
3. Philosophical Introductory Course	III
4. Descriptive Geometry ¹⁴	(II)

5.	Geography (Economic Geography)	III
6.	Business Informatics	I
7.	Special Business Administration ¹⁵	I
8.	Foreign Language Information and Office Management e ⁴	III
9.	Political Education	III
10.	Psychology (Industrial Psychology)	III
11.	Stenotype	(V)

8 School-autonomous seminars focussing on Business Administration and foreign language seminars are rated Teaching Contract Group I, language seminars that extend the communicative competence are, however, part of Teaching Contract Group II, all other seminars are Teaching Contract III, practice seminars are rated Teaching Contract Group IV.

9 In case a total number of 6 to 8 weekly class periods is given this is a Specialist Subject Area. The subject matter (see Section IV) for Specialist Subject Areas students can choose is designed for two weekly class periods each per year.

10 In case a total number of 9 to 16 weekly class periods is given this is a Special Subject. The subject matter of the Compulsory Subjects (see Section IV) for Special Subjects students can choose is designed for three weekly class periods each per year.

11 In official documents the term of the school-autonomous Specialist Subject Area has to be given.

12 In official documents the term of the school-autonomous Special Subject has to be given.

13 Either in four years with 3 weekly class periods each or in three years with 4 weekly class periods each.

14 In the third and fourth or in the fourth and fifth year with 2 weekly class periods each.

15 Within the Non-compulsory Subject the following areas can be offered: banks and insurances or industry and tourism and public administration.

	Weekly Class Periods					Sum	Kind of Teaching Contract
	I.	II.	III.	IV.	V.		

C. Non-obligatory Practice

1.	Ability Promotion	III
2.	Contemporary Culture	IVa
3.	Interpretative Acting	V
4.	Creative Design	V
5.	Physical Education	(IVa)
6.	Supporting Language Training German	III
7.	Rhetoric	IV
8.	Introduction to Academic Writing	III

D. Voluntary Practical Training

During the summer holidays and possibly four weeks before the beginning of the fifth year.

E. Remedial Instructions¹⁶

1.	German	(I)
2.	English incl. Business English	I
3.	Foreign Language	I
4.	Mathematics including Applied Mathematics	I
5.	Business Administration	I
6.	Accounting and Controlling ³	I
7.	Business Informatics	I
8.	Information- and Office Management ⁴	III

16 As course for one or more classes together – but only from the same year – during a certain period of the school year. Remedial Instructions, if necessary, can be offered twice for the same subject within one school year and for 16 lessons the maximum. Students can only be accepted for Remedial Instructions in two subjects during one school year.

II. GENERAL EDUCATIONAL OBJECTIVE

Legal Mission of this Type of School

The Secondary College of Business Administration provides general and business-oriented education in an integrated form, which qualifies for all sectors of the economy and the administration. Education at the Secondary College of Business Administration ends with a Reifeprüfung-Certificate and TVE-Diploma.

Based on §2 of 'Schulorganisationsgesetz' the Secondary College of Business Administration has to support the development of young people in a holistic way.

Central Aims:

The graduates of a Secondary College of Business Administration shall basically be able to

- advocate peace and justice and to support the protection of a humane environment and future for everybody,
- be familiar with the European Union and its member states regarding their historical, cultural, economic and social aspects,
- see the importance of co-operation amongst the countries of the European Union with other European countries and with the rest of the world,
- show understanding and respect for other people, their work and their points of view based on intercultural education and look for constructive solutions in conflict situations,
- understand the economy as a part of society and culture,
- help to form the state and the society,
- stand up for freedom and democratic principles,
- think about the meaning of life, tackle ethical and moral values like the religious dimension of life,
- assess, as a responsible person, the consequences of their own behaviour and that of others for the society and to be able to form an independent judgement as well as
- understand the importance of education and training as well as see the necessity for further personal education to be able to successfully cope with a constantly changing world.

Competences:

The graduates of a Secondary College of Business Administration shall be equipped with the necessary knowledge and skills as well as with the attitudes and values enabling them to accomplish the tasks given. They shall be prepared for their tasks as responsible members of the state and the society, especially for their role as employees, as entrepreneurs and as consumers, in particular they shall

- be interested in pursuing and taking in new information, approaching tasks self-confidently and enjoying their own work and achievements,
- be able to see tasks and to carry them out in a targeted way,
- develop key qualifications and be capable of thinking in a logical, creative and integrated way,
- be able to work accurately and patiently, individually and in a team,
- be motivated to act responsibly and to pay attention to economic, ecological and social aspects,
- be able to communicate in the language of instruction and in the foreign languages acquired,
- be prepared and able to co-operate; that means to acquire and use communication skills and social competences,
- realise the importance of quality management for performances rendered,

- know and observe the requirements of professional experience laid down by laws, other norms or usage,
- see business problems that can arise in a company and solve them efficiently using all the available support,
- be able to obtain all necessary information to solve commercial tasks,
- be familiar with the possibilities of information and communication technology and to be able to use them adequately in different situations,
- be able to distinguish the essential from the unessential and to develop ideas starting from the particular and going on to the whole,
- see the necessity for further job-related training and be capable of learning independently and continuously on their own using latest technologies and
- consider religions and philosophy as possibilities to broaden and deepen the competences given,
- support the idea of pollution control and consumer protection and
- strengthen their own personality (personalisation) and become reliable members of society (socialisation), develop individual, job-related values as well as see and put aspects of public interest into action.

III. GENERAL DIDACTIC PRINCIPLES

The curriculum has to be seen as a frame curriculum. Thus, this curriculum makes it possible to take economic, social and cultural changes into account and to emphasise some areas of the curriculum according to the specific aims of the Secondary College of Business Administration.

The Educational Principle Entrepreneurship Education (Education to develop an entrepreneurial spirit) includes the development of specific attitudes to think and act entrepreneurially and is seen as a task for all subjects and takes all generally accepted values into account.

In view of the fact that the students shall change their attitude towards entrepreneurial thinking and acting special importance has to be laid on the integration of appropriate teaching and learning methods when passing on subject matter. Apart from a general view the selection of subject matter has to include model principles. Already acquired knowledge shall be resumed and be used to increase the teaching output. Being exposed to, trying and reflecting different practical examples adds to the development of independent implementation strategies.

The practice-oriented co-ordination of targets, contents and methods as didactic principle has to be especially considered in regard to Entrepreneurship Education. Particularly teaching methods like case studies, role plays, project-oriented tasks and projects shall be used paying special attention to independent work on the one hand and forms of social learning on the other hand as well as to their relevance for the business world.

Apart from conveying specialised knowledge, from developing and promoting values, the promotion of key qualifications is particularly important. While doing so interdisciplinary aspects have to be taken into account in all subjects in the sense of a holistic orientation and in every single subject knowledge has to be created for other subjects based on the same contents.

Selecting the subject matter as well as including other educational matter has to be done by the teachers themselves in a very responsible way and due to the educational and teaching tasks the following criteria are of major importance:

- applicability for professional practice,
- topicality,
- interdependence with the students' experiences and interests,

- ideas of the economy and other extra-educational institutions,
- education towards humanity and tolerance,
- sustainability of measures for the society and
- contribution to the students' education as future employees resp. entrepreneurs.

Thorough acquisition within necessary limits and the training of fundamental functions is to be given preference over a superficial multitude.

Rapid changes in the economy, society and culture demand from the teachers to constantly observe the relevant developments of their subjects and to adapt their teaching and the teaching methods used – selection and application are basically left to the teachers provided that the educational objective is achieved – to the current standard of science and practice. Moreover, specific subject-related priorities can be set in co-ordination with the economy, science and extra-educational institutions.

Work in all subjects is to be aimed at the general educational objective of the Secondary College of Business Administration. Therefore, a close co-operation between all the teachers – e.g. for the timely provision of basic knowledge, the avoidance of double tracking, the preparation of business projects, the preparation and evaluation of work placements – is appropriate. This necessary co-operation should be secured by pedagogical conferences, the preparation of written plans for the organisation of the subject matter, records about their realisation as well as by other suitable measures.

New teaching methods enable the students to solve problems. Attention has to be paid to a close co-operation among the students and to a punctual fulfilment of tasks.

Co-operative, open learning, for example, can be used due to methodological freedom.

The aims of co-operative, open learning are:

- to educate the students to increasingly use independent and self-reliable working methods,
- to enable the students to work independently and particularly in a team and
- to motivate them through mutual tutoring to act and learn socially and in solidarity.

Co-operative, open learning can be used to

- split tasks within a group,
- solve subject-related and interdisciplinary topics and tasks,
- apply specific, problem-oriented means of teaching (e.g. exercise sheets, case studies, specific practice-examples and units),
- practice, if possible, the use of software-supported devices or modern information- and communication technology.

Regarding an overall education Secondary Colleges of Business Administration also have tasks that cannot be integrated in just one or a few subjects but have to be dealt with by interdisciplinary education.

Such educational tasks (educational principles) are:

Entrepreneurship education, (education to develop an entrepreneurial spirit), health promotion, training of reading and speech, media training, political education (including civic and peace education), education towards European thoughts and actions, education towards intercultural thoughts and actions, education towards an equal status of men and women, sexual education, environmental education, traffic education, preparation for the working and professional world as well as economic and consumer education. To comply with the challenges in the field of equality of opportunities and equality of sexes, teachers are encouraged in the course of 'Gender Mainstreaming' and equality of sexes to tackle the relevance of the category gender at

all levels of teaching and learning. Gender-specific images and prejudices have to be dealt with conscientiously.

By familiarising the students with different religions and values they shall be offered comprehensive tools for personal orientation not only for their private and professional life, but also for the development of the society.

The realisation of these educational principles requires an effective co-ordination between the different subjects in everyday school life using all possible lateral connections. Educational principles also have to be paid attention to when special subjects or subject matters are assigned to the same topic.

Particular fields of the subject matter, which are essential for future work in class and for the graduates, have to be particularly practised and specifically revised. Computer training programmes have to be used if possible; different levels of knowledge at the beginning and different talents of the students have to be taken into account.

Attention has to be paid to the correct usage of standard language and technical terminology. The linguistic element (correct usage of spoken language and spelling) is inseparable from the technical performance in all subjects.

In all other subjects great importance has to be put on the knowledge and skills acquired in the subjects 'Business Informatics' and 'Information and Office Management'.

If it seems to be pedagogically appropriate, dictionaries, other books, legal texts, formularies, electronic media as well as further sources of information common in a real working environment are to be used.

Teaching subject matter and the development of personality are inseparable components of classes. This results in the necessity to make use of any opportunity to reach the educational targets stated in the General Educational Objective in all subjects.

Problem-oriented assignments and action-oriented classes shall lead the students to think in a logical, creative and synergistical way, to work carefully and patiently, independently or in a team as well as to decide and act responsibly. As teaching model the training firm is the focus of education and offers the possibility for synergies to all other subjects.

Excursions, field trips and other school events as well as the invitation of experts from the business world shall help the students to gain insight into the complex correlation of economic processes. Visits of cultural events and cultural institutions shall motivate the students to take an interest in culture.

During the holidays the student shall complete a voluntary work placement before their fifth year at the latest. That way their insights into social and operational-organisational correlations are additionally stipulated and the students learn to understand their personal situation within the professional world. Special emphasis has to be laid on the preparation and evaluation of the voluntary work placement.

Different fields of the subject matter of a subject can also be taught by different teachers according to their qualifications; that does not mean that more than one teacher instructs the class at a time. Some complementary subjects can be offered in the form of integrated classes due to the aspect of concentration.

The basic subject matter given for each subject has to be taught without any exceptions. Depending on the level of achievement of the respective class the choice and extent of the addi-

tional subject matter (extension area) is based on the pedagogical responsibility of the individual teacher.

In each subject the students' knowledge in connection with the training firm, their IT-skills and the interdisciplinary subject matter has to be particularly considered.

In subjects in which the number of lessons can be set autonomously within a certain range by each school the teachers have to stress the subject matter given based on their methodical responsibility and according to the number of lessons agreed on.

In these subjects synergies always have to be stressed between the basic subject matter and this knowledge has to be implemented in practice-oriented tasks.

IV. SCHOOL-AUTONOMOUS CURRICULUM REGULATIONS

General Regulations

School-autonomous curricular regulations (§ 6 par. 1 of Schulorganisationsgesetz) open up free choice within the list of subjects, the contents of classes regulated in the curriculum (curricula of the specific subjects), the forms of teaching, learning and working as well as the organisation of learning within a given frame. For a sensible use of this free choice the orientation on the specific needs of a region as well as on a specific school location is of major importance. The use of school-autonomous free choice in this sense shall not be exhausted by isolated measures but it shall be oriented on a concept based on the needs of the students, on the needs of the other school partners as well as on the school environment and on the specific school profile for the whole educational period.

This free choice based on school autonomy offers schools the possibility to give a special profile (school profile) to the educational offer of the school as a whole or for single years while maintaining the educational objectives of the Secondary College of Business Administration. Such a school profile can be based on the interests and talents of the students, on the specific possibilities regarding space, equipment and the personnel resources of the school location, on the specific conditions of the economic, social and cultural environment etc. The profile gets its specific feature by a relevant extension, addition and specialisation - with regard to content - on the basis of the available lessons within the frame of the list of subjects for school-autonomous curricular regulations.

The general educational objectives of Secondary College of Business Administration - a balanced educational offer as well as the preservation of the possibilities to move - are to be taken into account.

Within the frame of these school-autonomous curriculum regulations a five year educational plan has to be developed that, if necessary, also sets the subject matter for the individual years and is compulsory for the duration of the training. The core subjects shall be the same for all students in parallel forms.

To optimise this educational plan the distribution of the number of weekly class periods for all compulsory core subjects given in the list of subjects can be changed for all the years considering the range per year.

Within the frame of the Subject Area a Specialist Subject Area (given in the curriculum) or rather a Special Subject (given in the curriculum) or a school-autonomous Specialist Subject Area (not given in the curriculum) or rather a Special Subject (not given in the curriculum) has to be determined from the third year on.

Specialist Subject Areas are fields that lead to an economic, job-related differentiation. Special Subjects are extensive specialisations in an economic field.

During the entire education at least one Specialist Subject Area to the extent of six weekly class periods has to be attended. A Specialist Subject Area can be determined with eight weekly class periods at the most, a Special Subject with at least nine and with sixteen weekly class periods at the most. Within the frame of the Special Subject four compulsory subjects can be determined at the most. Within the frame of the Specialist Subject Area two compulsory subjects can be determined at the most.

In case a school-autonomous Specialist Subject Area (23.A.9. of the List of Subjects) or a school-autonomous Special Subject (23.B.6. of the List of Subjects) is designed it is of major importance that the offers fit into the Educational Objective of the Secondary College of Business Administration content-wise. Each school-autonomous Specialist Subject Area or rather each Special Subject must have an economic emphasis.

Seminars complement the chosen or school-autonomously designed Specialist Subject Area or rather the chosen or school-autonomously designed Special Subject. Practice seminars can be created by school-autonomous curriculum regulations; these seminars have to be used to apply and strengthen the subject matter acquired in other subjects. In case a school-autonomous seminar is designed the Educational and Teaching Tasks as well as the Subject Matter have to be determined.

The number of weekly class periods given in the List of Subjects can partly or completely be fulfilled in form of block instructions and in accordance with school-autonomous divisions due to differentiations based on the individual abilities, performances and achievements of the students if it seems pedagogically appropriate.

School-autonomous curriculum regulations have to consider the frame of the teachers' weekly class periods provided and the space and the equipment of the specific school location.

Specific Regulations:

In the core subjects (2.-20.) - except Religious Instruction - variations can be made from the List of Subjects by school-autonomous curriculum regulations taking the following regulations under consideration:

- The number of class periods for core subjects given in the curriculum can be changed as long as the number of class periods for each year is taken into account.
- The changes are subject to the restriction that core subjects with a total number of up to four weekly class periods may only be reduced by one weekly class period and core subjects with five to ten weekly class periods by three weekly class periods at the most.
- The core subject 'Foreign Language' refers to a living foreign language. This subject can be reduced up to six weekly class periods. By school-autonomous curriculum regulations up to two further foreign languages can be offered.
- The number of weekly class periods of the core subject 'Business Training, Project and Quality Management, Training Firm and Case Studies' must not be reduced in the fourth and fifth year.
- If the number of weekly class periods of a core subject is reduced, the Educational and Teaching Tasks and the Subject Matter respectively have to be adapted school-autonomously.

Within the frame of the weekly class periods gained by the reduction of the core subjects an adapted number of weekly class periods of the core subjects of the Specialist Subject Area or

rather of the Special Subjects as well as of the Seminars given in the curriculum can be determined by school-autonomous curriculum regulations within the given range. In this case the Educational and Teaching Tasks and the Subject Matter have to be adapted school-autonomously.

Furthermore, within the frame of the weekly class periods gained by the reduction of the core subject school-autonomous Seminars, school-autonomous Specialist Subject Areas or school-autonomous Special Subjects can be created. For these additional curriculum regulations (title of the Seminar, of the Specialist Subject Area, of the Special Subject and of their core subjects, Educational and Teaching Tasks and Subject Matter) have to be issued.

The number of weekly class periods of the core subject 'Project Management and Project Work' cannot be changed and has to be determined with the maximum of altogether three weekly class periods.

Furthermore, further Non-Compulsory Subjects, Non-Obligatory Practices as well as additional Remedial Instructions can be determined by school-autonomous curriculum regulations; for Non-Compulsory Subjects and Non-Obligatory Practices not given in the curriculum additional curriculum regulations (Educational and Teaching Tasks and Subject Matter) have to be issued.

V. CURRICULA FOR RELIGIOUS INSTRUCTION

(Notification under § 2 par. 2 of the Religious Instruction Law)

1. Catholic Religious Instruction

See BGBI. Nr. 171/2003.

2. Evangelical Religious Instruction

See BGBI. Nr. 515/1991.

3. Old Catholic Religious Instruction

The Old Catholic Religious Instruction is generally given in a group in accordance with § 7a of the Religious Instruction Law in its currently valid version. Therefore, the curriculum for Religious Instructions of the Upper Grades of Grammar Schools has to be used.

4. Islamic Religious Instruction

See BGBI. Nr. 421/1983.

5. Israelite Religious Instruction

The notification BGBI. Nr. 88/1985 is to be used correspondingly to its wording valid at a time.

6. New Apostolic Religious Instruction

See BGBI. Nr. 269/1986.

7. Religious Instruction of the Church Jesus Christ of the Latter Saints

See BGBI. Nr. 239/1988

8. Syrian Orthodox Religious Instruction

See BGBI. Nr. 467/1988

9. Greek Orthodox Religious Instruction

See BGBI. Nr. 441/1991

10. Buddhist Religious Instruction

See BGBI. Nr. 255/1992

VI. EDUCATIONAL AND TEACHING TASKS OF THE SINGLE SUBJECTS

A. COMPULSORY SUBJECTS

2. GERMAN

Educational and Teaching Tasks:

The students shall

- be able to manage oral and written situations of communication in personal and professional fields,
- be able to express themselves orally and in writing according to norm,
- expand their individual expressiveness,
- be able to purposefully reveal, critically examine and dutifully use information from reference books and electronic media,
- gain experience and knowledge about themselves, their behaviour as well as about the behaviour of others by actively trying different forms of communication,
- be able to document and present facts addressee-adequately and situationally as well as deal with business texts independently and critically,
- be able to give their views on problems in the hotspot of the individual, society, politics and economy in an adequate form of language,
- be ready and competent for creative solutions,
- gain insight into structure and function of the language as well as be able to understand linguistic expressions in their plot synopsis and their importance for society,
- be able to deal with literary and non-literary texts independently and critically, grasp the contextual and formal quality of a text, reflect about personal reading habits and be able to understand their own judgement as dependent from the point of view and the perspective,
- gain insight into cultural and literary developments and by exemplary dealing with literary works develop an interest in literature,
- be able to understand media as an institution and an economic factor as well as their function in education, entertainment and information and be capable of a conscious, critical and contributing usage of media in their own areas of life as well as understand possible manipulations and
- be able to produce and present their own media creations.

Subject Matter:

First Year:

Basic Subject Matter:

Oral Communication:

Speaking in standard language (formulation of facts, experiences and statements).

Normative Grammaticalness:

Linguistic structures (parts of speech, constituents of speech, kinds of sentences, technical vocabulary), secure and practice-oriented usage of the rules of spelling and punctuation, computer-aided if possible.

Spelling and explanation of frequent foreign word.

Use of the 'Österreichisches Wörterbuch' and other reference books.

Expression:

Expansion of the vocabulary, improvement of expression (e.g. related to situation, intention, addressee).

Written Communication:

Summarising (excerpting, synopsis), describing, reporting, narrating and free composition.

Linguistic Observations and Textual Understanding:

Improving the technique of silent comprehending and loud contextual reading.

Literary observations (writing of texts).

Working Techniques:

Collecting information (use of libraries, information centres, electronic media); creativity techniques.

Media:

Mature dealings with media (peculiarities, common interests and differences; importance in society).

Culture portfolio.

Extension Area:

Oral Communication:

Reducing and overcoming barriers of communication (role-play, non-verbal communication), summarising and presenting. Breathing and elocution techniques, body language. Talks. Telephoning.

Written Communication:

Commenting.

Working Techniques:

Correcting and editing of one's own and for texts written by others. Learning, memory and concentration techniques.

Media:

Production of contributions for media. Advertising.

IT-Reference:

Collecting information from the Internet, critical handling of these pieces of information. Use of interactive electronic training-programmes for the normative area. E-mail as a sort of text.

Connection to Training Firm:

Presenting, summarising.

Tests:

Two one-hour tests.

Subject Matter:

S e c o n d Y e a r :

Basic Subject Matter:

Oral Communication:

Conversation (role-adequate and situational conduct).

Normative Grammaticalness:

Strengthening, securing, practical application of linguistic and spelling norms; Spelling and explanation of foreign words, particularly in Business language.

Written Communication:

Practice-relevant sorts of texts.

Analysing and documenting (information-processing sorts of texts), arguing, free composition, creative writing.

Verbalising of graphic presentations (e.g. of diagrams).

Linguistic Reflections and Comprehension of Texts:

Expansion of reading skills, increasing reading speed.

Describing and analysing.

Collecting and processing information taken from libraries, information centres and electronic media.

Working Techniques:

Reading techniques.

Literature, Arts and Society:

Dealing with topics from the students' own world of experience, socially relevant topics as reflected in literature and arts (literary genres, formal aspects).

Media:

Print media (kinds, functions, creative criteria).

Critical analysis with information from mass-media.

Culture portfolio.

Extension Area:

Oral Communication:

Presenting. Models of communication. Discussion and debate.

Written Communication:

Journalistic sorts of texts. Appealing.

Linguistic Reflections and Comprehension of Texts:

Reflecting linguistic forms of communication in electronic media, netiquette, technical texts.

Media:

Creation of contributions for media.

IT-Reference:

Print media online. Critically dealing with information taken from mass-media, also from electronic media. Use of interactive electronic training-programmes for the normative area.

Connection to Training Firm:

Presenting, summarising.

Tests:

Two one-hour tests (two-hours if necessary)

T h I r d Y e a r :

Basic Subject Matter:

Oral Communication:

Forms of conversation.

Means of communication and models of communication.

Normative Grammaticalness:

Securing the language and spelling correctness on individual demands.

Written Communication:

Defining terms.

Analysing, commenting, argumenting, appealing, free composition, creative writing.

Linguistic Reflections and Comprehension of Texts:

Analysing and commenting texts.

Forms of popular literature.

Processing information from the Internet. Analysis of the language in new media.

Forms of language, register.

History of language.

Working Techniques:

Correcting and editing of one's own and texts written by others.

Literature, Arts and Society:

Topics relevant in society as seen in literature and arts (motives, culture-historical orientation).

Media:

Television, radio, Internet (analysis and critical evaluation; understanding of mechanisms); analysis of commercial and political advertising.

Culture portfolio.

Extension Area:

Oral Communication:

Presentations with special focus on linguistic, media, choreographic, body-linguistic aspects.

Linguistic Reflections and Comprehension of Texts:

Speech patterns, linguistic clichés, particularities of the language in new media.

Composition of contributions for media.

IT-Reference:

Internet: Analysis and critical evaluation (individual web-sites, articles, talks).

Connection to Training Firm:

Correcting and editing; improvement of the normative competence. Presentation. Forms of conversation (e.g. argumenting, negotiation techniques).

Tests:

Two one-hour tests (two-hours if necessary)

F o u r t h Y e a r :

Basic Subject Matter:

Oral Communication:

Techniques of speech, forms of oral communication.

Written Communication:

Argumenting, stating one's views, reflecting, interpreting.

Linguistic Reflections and Comprehension of Texts:

Analysing and interpreting technical and literary texts.

Literature, Arts and Society:

Culture-historical orientation (literature and its correlation with the socio-cultural environment of the age).

Media:

Mass media (social functions: information, education and entertainment; forms of manipulation).

Film, video.

Culture portfolio.

Extension Area:

Written Communication:

Free Composition, creative writing.

Linguistic Reflections and Comprehension of Texts:

Analysis of speeches.

Media:

Creation of contributions for media.

Use of subject-specific forums

IT-Reference:

Criteria of selection and evaluation of sources from the Internet.

Use of subject-specific forums.

Connection to Training Firm:

Rhetoric, communication techniques.

Tests:

Two two-hour tests.

F i f t h Y e a r :

Basic Subject Matter:

Oral Communication:

Situational use of communication and presentation techniques.

Written Communication:

Guidance towards practical use of academic working techniques.

Interpreting, assessing, reflecting.

Linguistic Reflections and Comprehension of Texts:

Methods of interpretation, textual criticism and assessment.

Reflection on language.

Literature, Arts and Society:

Deepened culture-historical orientation (literature and its correlation with the socio-cultural environment of the age).

Contemporary arts, publishing and cultural activities.

Media:

Influencing individual views of the world, repercussions of mass-media on society and on political decisions.

Dealing with virtual reality.

Culture portfolio.

Extension Area:

Written Communication:

Essay, feature, review. Free composition, creative writing. Literature, arts and culture; culture management.

IT-Reference:

Criteria of selection and evaluation of sources from the Internet.

Tests:

Two three-hour tests (four hours if necessary)

3. ENGLISH INCLUDING BUSINESS ENGLISH

Educational and Teaching Tasks:

The students shall

- achieve communicative competence at a level of the Independent User B2 according to the standards for language competence fixed by the guidelines of the European Council (see A Common European Framework of Reference for Language, chapter three, common reference levels: global scale; European Council, Strasbourg 2001, ISBN 3-468-49469-6) and in some areas the level of the Proficient User C1 shall be achieved, i.e. the students are at least able to
 - understand the main contents of complex texts on concrete and abstract topics and conduct professional discussions in their own special field,
 - communicate spontaneously and fluently in a way that a normal conversation with native speakers can be conducted without any difficulties on either part,
 - express themselves clearly and in detail when discussing a wide range of topics, explain a point of view on a current question and state the advantages and disadvantages of different possibilities,
- use the skills of listening comprehension, of speaking, of reading and of writing in a process of communication in the foreign language situationally and in doing so be also able to apply technical means of communication as well as any knowledge acquired in other subjects,
- be able to use the target language in general and in job-specific situations adequately in oral and written communication,

- be able to reproduce the essentials of job-relevant foreign language texts in the German language and be able to summarise and comment on job-relevant German texts in the foreign language,
 - know about the economic, political, ecological, social and cultural situation of those countries where the target language is spoken to such an extent as these details are relevant for communication in everyday and professional life,
 - describe Austrian conditions in the target language and be able to compare these with the cultural environment of areas where the target language is spoken,
 - be able to apply the business vocabulary and phraseology of the target language situationally in oral and written communication,
 - be able to carry out business correspondence in the target language,
 - be able, when using the target language, to adequately apply aids like e.g. dictionaries and collect information independently,
 - understand and respect the characteristics of life and culture of the areas where the target language is spoken for the purpose of intercultural competence,
 - develop self-confidence, independence, work discipline and a positive work attitude as well as
- in the field of Business English be able to
- present and explain a product and its function,
 - present their own company (departments, structure, figures),
 - execute all inquiries, reservations, bookings, cancellations, complaints necessary for business trips,
 - take part in meetings, present agendas, understand minutes and present their own points of view,
 - cope with standard situations on the telephone, compose messages, pass on figures and data correctly, arrange and change appointments, give information on products, the company, delivery status etc.,
 - besides the standard correspondence write an application, a CV and a simple report in the English language,
 - conduct a job interview in the English language and
 - manage all the necessary tasks typical for the front-office area communicatively (customer relations and entertainment).

Subject Matter:

F I R S T Y E A R :

Basic Subject Matter:

Topics for Communication:

Situation from everyday life (e.g. body, family, food, clothing, housing, shopping, money, school, professions, leisure, holidays, time, weather).

Language Skills:

Listening Comprehension - understanding instructions in class and simple standard dialogues in everyday situations.

Oral Communication - simple standard dialogues, interviews, telephone conversations and role play, short presentations.

Reading Comprehension - understanding instructions and tasks, short texts (fiction) and authentic texts (e.g. newspapers, time tables, brochures).

Writing Skills - writing of practice sentences and texts, of simple reports; answering questions in writing; creative writing (e.g. stories, dialogues); private letters; notes.

Language Structures:

Command of basic structures relevant for communication (e.g. tenses, passive voice, modal verbs, adverb/adjective, word order, question and negation).

Language Acquisition Strategies:

Learning techniques, partner and group work, independent learning of vocabulary and acquisition of information, reading techniques (e.g. reading for gist), brainstorming and mind-mapping, open and self-controlled learning (learner independence = independent learning), heuristic learning (learning by doing); interdisciplinary learning and thinking.

Extension Area:

Tasks with various levels of difficulty and extent according to the differences in the students' language competence (= mixed ability groups).

IT-Reference:

Composition of texts and presentation material on the computer; gathering information in the Intranet/Internet.

Connection to Training Firm:

Short presentations, letters, notes, telephoning as preparation for working in the training firm.

Tests:

Two one-hour tests.

S e c o n d Y e a r :

Basic Subject Matter:

Topics for Communication:

Situations from the students' extended environment; job-related topics (e.g. office management, telecommunication, banking, tourism); intercultural relations; current topics.

Language Skills:

Listening Comprehension – everyday and job-related reports, dialogues and telephone conversations, simple commercials and news.

Oral Communication – job-related standard dialogues, interviews, telephoning and role-play; simple presentations.

Reading Comprehension - advanced reading techniques (skimming, reading for gist), short business-relevant texts, texts on current topics and simple literary texts.

Writing Skills – simple reports; written answers to questions; creative writing; technique of summarising; notes as well as texts from notes.

Language Structures:

Strengthening and expanding basic language structures; independent acquisition of complex structures relevant for communication (e.g. gerund, infinitive constructions, reported speech, if-clauses).

Language Acquisition Strategies:

Deepening and increasing of language acquisition techniques; independent gathering of information; brain-storming and mind-mapping; listening comprehension techniques (e.g. listening for gist); writing techniques (e.g. reports and summaries).

Extension Area:

Tasks with different levels of difficulty and extent according to the students' mixed language competence.

IT-Reference:

Writing and lay-outing of texts and presentation materials on the computer; gathering information in the Intranet/Internet; use of learner-software.

Connection to Training Firm:

Presentations, letters, faxes, e-mails, telephoning, talks with customers as preparation for working in the training firm.

Tests:

Two one-hour tests.

ThIrd Year:

Basic Subject Matter:

Topics for Communication:

Economy (e.g. company profiles, trade and transport), politics and society, current topics, intercultural relations.

Language Skills:

Listening Comprehension – strengthening already acquired skills; comprehending authentic listening texts.

Oral Communication – strengthening already acquired skills; subtleties of presentation techniques, presentation of charts; customer talks; argumentation and presentation of complex facts.

Reading Comprehension – strengthening already acquired skills; reading and summarising of complex authentic texts, reading as source of information for independent projects.

Writing Skills – strengthening already acquired skills; composition of complex texts (e.g. project reports, newspaper articles).

Language Structures:

Strengthening and expanding basic structures relevant for communication; stylistic subtleties, regional and social variations.

Business Communication:

Correct oral style in customer talks and telephone conversations; adequate written style in letters, faxes and e-mails; professional layout and structure of business letters; use in job-related standard situations (e.g. inquiry, offer, order); business-related case-studies.

Language Acquisition Strategies:

Strengthening and expanding already acquired language acquisition skills; interdisciplinary multi-lateral thinking.

Extension Area:

Complex case-studies and simulations; mini-projects; preparation for international certificates.

IT-Reference:

Writing and lay-outing texts and presentation materials on the computer; gathering information in the Intranet/internet; writing and formatting business correspondence on the computer; use of learner software.

Connection to Training Firm:

Presentations, business letters, faxes, e-mails, telephoning, customer talks as preparation for working in the training firm.

Tests:

Two one-hour tests (two hours if necessary).

Fourth Year:

Basic Subject Matter:

Topics for Communication:

Economy, society, culture, intercultural relations, current topics.

Language Skills:

Deepening and increasing already acquired language skills with growing emphasis on independence.

Language Structures:

Deepening and increasing the already acquired language structures.

Business communication in connection with the work in the training firm.

Correct oral style for customer talks and telephone conversations; adequate written style for letters, faxes and e-mails; professional lay-out and structure of business letters; application in job-related standard situations (e.g. complaints, reminders, payment); business case studies.

Language Acquisition Strategies:

Strengthening and increasing already acquired language acquisition skills; interdisciplinary multi-lateral thinking.

Communication within a team.

Independent acquisition and selection of information, relevance of information; strengthening and deepening intercultural skills.

Extension Area:

Preparation for international certificates; participation in projects (interdisciplinary); preparation for work experience abroad.

IT-Reference:

Writing and lay-outing of texts and presentation materials on the computer; gathering information in the Intranet/internet; writing and formatting business correspondence on the computer; use of learner-software.

Connection to Training Firm:

Working in the training firm; presentations, business letters, faxes, e-mails, telephone conversations, business talks, customer talks; preparation and participation in training firm fairs; contacts with training firms on an international level.

Tests:

Two one-hour tests (two-hours if necessary).

Fifth Year:

Basic Subject Matter:

Topics of Communication:

Economy, society, culture, intercultural relations, current topics.

Language Skills:

Deepening and increasing already acquired language skills with special emphasis on independence.

Language Structures: already acquired language structures.

Business Communication:

Deepening and increasing already acquired business communication; use in job-related situations (e.g. job application, business trips); complex business case studies.

Language Acquisition Strategies:

Strengthening and increasing already acquired language acquisition strategies; interdisciplinary communication.

Work on projects in a team; collection and selection of material, relevance of information; strengthening and deepening intercultural skills.

Extension Area:

Preparation for international certificates; participation in projects and composition of project work (also interdisciplinary); preparation for placements abroad.

IT-Reference:

Writing and lay-outing of texts and presentation materials on the computer; gathering information in the Intranet/internet; writing and formatting business correspondence on the computer; use of learner software.

Tests:

Two one-hour tests (two or three hours if necessary).

4. FOREIGN LANGUAGE

Educational and Teaching Tasks:

The students shall

- achieve a level of the Independent User B1 according to the standards for language competence stated in the guidelines of the European Council (see A Common European Framework of Reference for Languages, chapter three, common reference levels: global scale; European Council, Strasbourg 2001, ISBN 3-468-49469-6) and in doing so in some areas the level of the Proficient User B2 shall be achieved, i.e. the students are at least to be able to
 - understand the main points if standard language is used clearly and if it deals with familiar matters of life,
 - manage most situations which are encountered on trips in areas where this language is spoken,
 - express themselves coherently when talking about familiar topics and fields of interest,
 - report about experiences and events, describe hopes and aims and give reasons and explanations when talking about plans and points of view.
- have oral and written command of the standard situations of business communication (inquiry, offer, order, delivery, complaints, appointments, hotel inquiries and hotel reservations, welcoming and entertaining customers or guests),
- be able to explain Austrian affairs in the target language and compare these with those of the cultural environment of the target language,
- be able to use aids like dictionaries adequately and to collect information independently when using the target language,
- be able to understand and respect the characteristics of life and culture of the area where the target language is spoken in the sense of the intercultural competence as well as
- develop confidence, independence, work discipline and a positive work attitude.

Subject Matter:

First Year:

Basic Subject Matter:

Topics for Communication:

Simple situations from everyday life; man and environment (e.g. family, food, clothing, body, housing, shopping, school, leisure, profession, time, weather, money).

Forms of Communication:

Oral and written forms of communication which occur when dealing with topics of communication (e.g. conversation, telephoning, e-mail).

Language Competence:

Acquisition of necessary structures for topics of communication (morphology and syntax).

Extension Area:

Role-play.

IT-Reference:

Internet use, learner-software.

Connection to Training Firm:

Simple telephone conversations and simple written communication.

Tests:

Two one-hour tests.

S e c o n d Y e a r :

Basic Subject Matter:

Topics for Communication:

Facts taken from life within a community as well as from the students' social environment and their equivalent in countries of the target language.

Forms of Communication:

Forms of communication which occur when dealing with topics of communication (e.g. conversation, telephoning, e-mail, summarising of short narrative texts as well as oral and written presentation of facts).

Language Competence:

Acquisition of further structures necessary for topics of communication.

Extension Area:

Role-plays.

IT-Reference:

Internet use, learner-software.

Connection to Training Firm:

Telephone conversations and simple written communication.

Tests:

Two one-hour tests.

Third Year:

Basic Subject Matter:

Topics dealing with economy, society and culture from the countries of the target language also in reference to Austria.

Current topics.

Job-related Topics of Communication:

Introduction into the technical language starting from general forms of communication.

Language Competence:

Acquisition, revision and deepening of structures necessary for communication.

Extension Area:

Role-plays.

IT-Reference:

Internet use, learner-software. Guidance towards an independent gathering of information on the Internet.

Connection to Training Firm:

Introduction into oral and written business communication.

Tests:

Two one-hour tests.

Fourth Year:

Basic Subject Matter:

Economic, political, ecological, social and cultural topics from the countries of the target language also in reference to Austria; current topics.

Job-related Topics of Communication:

Standard situations of commercial practice in written and in oral form: sales contract, customer relations in personal contact using technical means of communication, company and product presentation, job-application.

Business communication in connection with the training firm.

Language Competence:

Acquisition, revision and deepening of structures necessary for communication.

Intensive practice of the basic skills.

Extension Area:

Business-relevant topics. Organisation of business trips. Additional topics relating to the geography, history, institutions and culture of the target language deepening the intercultural competence. Code-Switching. Guidance towards the contents of international certificates.

IT-Reference:

Use of the Internet and Intranet. Learner-software. Gathering information.

Connection to Training Firm:

Working in the training firm. Preparation of and participation in fairs. Presentation of the training firm.

Tests:

Two one-hour tests (two hours if necessary).

Fifth Year:

Basic Subject Matter:

General Topics of Communication:

Economic, political, ecological, social and cultural topics of international importance; current topics.

Job-related Topics of Communication:

Differentiating situations of commercial practice that demand individual problem solutions.

Case studies taken from commercial practice.

Economic and business relevant topics.

Language Competence:

Focused revision and strengthening of structures necessary for communication.

Practice of differentiated and complex forms of expression (oral and written):

Deepening of vocabulary.

Extension Area:

Additional topics relating to the geography, history, institutions and culture of the target language deepening the intercultural competence. Code-Switching. (change of language register in a conversation). Contents of international certificates.

IT-Reference:

Internet use, learner-software.

Tests:

Two one-hour tests (two or three hours if necessary).

5. HISTORY (ECONOMIC AND SOCIAL HISTORY)

Educational and Teaching Tasks:

The students shall

- be able to analyse political, social, economic, cultural and artistic topics based on their historic and social knowledge and on the knowledge of historic methods and understand how the past and history is related to the present and future in order to be able to act in a social and politically responsible way in their job and in everyday life, in public and in private life (with relevance to the present and competence to act),
- be able to build up systematic and factual long-term knowledge of important events in the past and interpretation guidelines of history, historic terms, theories, connections and their models and concepts of explanation (factual competence),
- be able to explain the historic development of Austria in a synchronic and diachronic context of time and space (European competence),
- be able to see a relationship between past, present and future, develop a sense of continuity and reflect their historic consciousness as well as their understanding of current developments (orientation competence),
- be able to formulate and answer questions concerning the past and historic events independently in order to be able to break away from the matter of course of historicity and deal with past and history in a reflecting way (question competence),
- be able to research information and to use analytic instruments and processes (methodological competence) as well as be able to recognise sources (texts, pictures, films etc.) as a basis of reconstruction of the past in its complexity and be able to put everything into adequate historic contexts (reconstruction competence),
- recognise the instrumentalisation and interpretation concepts of history in order to be able to solve the constructed unit according to the self-logic of presented forms (deconstruction competence) as well as
- acquire democratic attitudes committed to the values of human rights in the sense of political education, be enabled to actively participate in public life and develop a readiness towards an unbiased encounter and attitude with foreigners and the foreign on the basis of a reflecting identity as well as recognise the misuse of power, legal norms and political institutions and be able to stand up against these.

Subject Matter:

Third Year:

Basic Subject Matter:

Introduction:

Methods of research; division into periods; source criticism, text and picture analysis.

(Re- and de-) construction of histories; creating a sense of history and orientation in the present.

Prehistory and Early History:

Development of the human being; social systems; appropriation and stocks piling.

The Austrian area.

Early Advanced Civilisations:

Power, society; economy, culture and arts.

The Ancient World:

Society, economy and everyday life; culture and arts; the Aegean culture; the polis; Rome, the republic, the empire; Romanisation of the Austria area.

Migrations in late ancient history.

Middle Ages:

Cultural heritage of the Ancient World, Roman, Jewish-Christian and Germanic bases of the occident; power, society, economy, science, culture and arts.

Fiefdom and feudalism; imperial ideas and ecclesiastical claim for world supremacy; the Orient and Europe; Austria, Babenbergers, Habsburgers; romanticism, gothic.

Early Modern Times:

Inventions, discoveries, of empires and cultures outside Europe; the Ottomans and Europe.

Early capitalism and social revolutionary movements; Reformation and catholic restoration.

Humanism and Renaissance; Europe in the time of the 30-years war.

Absolutism and the Age of Enlightenment:

Power, society, economy, culture and arts; ideas of government, the absolute state considering France as an example; enlightened absolutism considering Austria and Prussia as examples; baroque, rococo.

Revolution and Restoration:

Foundation of the U.S.A.; French revolution and its consequences; the Congress of Vienna.

Rise of the Middle Classes (Bourgeoisie):

Industrialisation and social issues; revolutionary movements, revolutions; ideologies and political parties; everyday culture, arts and science.

Nationalism, colonialism and imperialism; economic and power political spheres of interest; Europe before World War I.

The multi-national empire of the House of Habsburg.

World War I and its consequences.

The Interwar Years:

Territorial and political reorganisation; society, economy, culture and arts.

Austria – the First Republic.

Communism in the Soviet Union.

Fascism, national-socialism; society, economy, the Third Reich.

World War II.

Holocaust, crimes of war.

Austria and national-socialism, offenders, victims; co-operation, adaptation and resistance.

Extension Area:

Prehistoric places of discovery, archaeology, the town in the early advanced civilisations, development of writing, Minoan culture, Greek philosophy, the city of Rome, religion and society. Ideas of state and utopias of enlightenment, culture of the Biedermeier, inventions, conditions of industrial production, labour movement and trade unions, modern art in Europe, flight, expulsion and exile, development and enlargement of the towns, world trade, individual and collective awareness of history.

IT-Reference:

Planning and evaluation of field-trips to museums and exhibitions (Internet-research, virtual museums); mechanisation and automation. Gathering information, filing, computer-aided procedures of analysis.

Connection to Training Firm:

Technical and organisational innovations in industry and trade. Development of the European trade and banking systems. Histories of companies, important business personalities, entrepreneurs, planned economy.

Fourth Year:

Basic Subject Matter:

New World Order:

The United Nations and international organisations; East-West conflict, block-formation and the Cold War; trouble spots; the super powers; decolonialisation and its consequences; contemporary history of Africa, America, Asia, Australia.

Austria:

The Second Republic, changes in the political system, political participation; foreign policy, Austria's confrontation with its own history.

Changes in society, ethnic groups, minorities, migration, economic development, reconstruction, domestic markets, the role of the media, culture and arts.

Europe:

Partition of Europe, block-formation, European integration, European Council, EU, OS-CE; political and social developments within European countries; wars in South-East Europe.

Latest Developments and Tendencies:

Democracy, human rights, safe-guarding world peace, peace and conflict research; international conferences and agreements; migration and its consequences; minorities and ethnic groups; tendencies in world economy, globalisation, social and cultural change of values, emancipation, open society, fundamentalism.

Science and scientists as well as economy and technology and the players in the 20th and 21st century, culture and arts; labour, leisure time.

Extension Area:

Urbanisation, urban society, geopolitics, global governance, international communities of states, demographic developments and policies, new forms of family, international courts (Nurnberg, The Hague), ways of social confrontation with the heritage of unjust regimes e.g. in South-Africa, indigenous peoples, genocide.

IT-Reference:

Making use of the Internet, daily newspapers, films pictures, caricatures, analysis of statistics.

6. GEOGRAPHY (ECONOMIC GEOGRAPHY)

Educational and Teaching Tasks:

The students shall:

- be provided with a basic topographical sense of orientation, be able to develop and apply it further,
- have a command of traditional and new geographical working techniques and be able to use these,
- understand and explain relations between spatial, social and economic structures in their dynamics as well as be able to apply this knowledge in everyday and job-relevant situations,
- see global and regional ecological connections and be able to assess their importance within the framework of lifetime-relevant issues,
- understand, describe and be able to assess demographic processes in their regional and global context,
- see the necessity of regional development planning and be able to judge the consequences of regional planning decisions for everyday issues,
- be able to judge world-wide economic and political unions under special consideration of the European Union and their dynamic development in their global and regional importance,
- develop an understanding for other cultures and be able to put this tolerance gained to practise in everyday actions,

- know about the economic and social structures of a globalised world and based on this knowledge be able to develop possibilities of personal actions and recognise their limits and
- be able to link economic and social knowledge with the contents of other subjects and apply them in everyday situations.

Subject Matter:

First Year:

Basic Subject Matter:

Geographical Working Techniques:

Working with maps, digital aids to orientation and geographical information systems.

Spatial orientation on the basis of topographical basic knowledge (structures of unspoilt nature and political structures).

Geographical Factors and Ecological Systems:

Spatial ecological issues in an economic, social and political context; climate and weather.

Demographic Geography:

Demographic structures and processes and their socio-economic interaction.

World-wide migration, causes and aims.

The Globalised World:

Centre-periphery-structures; causes and effects of economic and social disparities.

Development Problems of the Third World:

Availability and securing of resources, economic and social perspectives; long-distance tourism and its effects, urbanisation and town-country relations.

Third World policy and international co-operation.

Extension Area:

Intercultural comparison of countries and regions. Economic and socio-geographic analyses of selected Third World countries; regional case studies.

IT-Reference:

Use of the Internet and geographic information systems (GIS).

Connection to Training Firm:

Drafting country profiles considering potential trade relations.

S e c o n d Y e a r :

Basic Subject Matter:

Spatial Structure and Dynamics of the Industrial and Service Society:

Factors of unspoilt nature, economic geographical and geopolitical factors; fundamentals of industrialisation, change of the agricultural sector, current dynamics of the service society.

Geopolitical and socio-economic reasons and consequences of migration, conflicts and attempts for solutions.

Centres of the World Economy:

Fundamentals of dynamics, controlling headquarters and dependent peripheries dialectics between globalisation and regionalisation, economic and political unions and integration; development strategies and international co-operation.

Europe in Transition:

Structures and fundamentals of the European economy; eco-geographic and geopolitical changes especially considering the European Union and its enlargement tendencies.

Austria in a European and Global Context:

Structures of natural and economic areas; demographic structures and processes in their socio-ecological interaction; central and peripheral areas.

Structures and development of economic sectors; quality and deficits of Austria as location of industry and commerce.

Regional and national traffic issues and their ecological effects in Europe (EU as well as Central- and East-European countries).

Regional development planning and landscape protection; conflicts of usage.

Structures and Processes in Tourism:

Economic, social, ecological and cultural interaction.

Extension Area:

Economic and socio-geographic analysis of selected industrial and service countries; regional case studies.

IT-Reference:

Use of the Internet and other geographical information systems (GIS).

Connection to Training Firm:

Preparation of country profiles considering potential trade-relations.

Location factors for the start-up of enterprises. Presentation and moderation techniques in eco-geographic analyses. Traffic geography and logistics on the basis of topographic knowledge and geographic working techniques.

7. INTERNATIONAL ECONOMIC AND CULTURAL AREAS

Educational and Teaching Tasks:

The students shall

- consolidate their knowledge and skills acquired in the relevant subjects particularly in “Geography (Economic Geography)” and in “History (Economic and Social History)” and apply these in independent analyses,
- analyse and understand topics taken from economy, politics, society and culture to be able to act in a politically, socially and ecologically responsible way in profession and everyday-life, in public and private life,
- consolidate their knowledge of economic and social structures of the globalised world and apply these in regional and sector-specific case-studies,
- describe cultural traditions and their influence on economy, society and politics,
- be able to assess the chances and risks of global economic, political and cultural integration,
- understand and evaluate controversial positions in economy, politics and society,
- reinforce their tolerance and understanding for foreign cultures and ways of living and be able to use these as the basis of everyday actions being aware of the multitude of cultures and ways of living and economy and
- research information, data and sources and be able to prepare and present these as required.

Subject Matter:

Fifth Year:

Basic Subject Matter:

Economic and Cultural Areas:

Fundamentals and terms.

Aspects of Internationalisation and Globalisation:

Economic, social, ecological, political and cultural connections; historic relations.

Protagonists of World Economy, Origin of Global Economy and Global Politics:

Survey and current case-studies.

Areas of conflict in economy, politics and society and their historic roots.

Global perspectives of local acting.

Lasting effects, global responsibility, consumer decisions and their effects, conflict management, participation in the civil society.

International Economy and Culture:

Area concepts and their political and social relevance; cultural areas and their historic development.

Extension Area:

Sector or Regional Case-Studies:

Analysis of economic, political, social, ecological and cultural relations; historic references. Use of information and sources in foreign languages on current economic, political and cultural topics.

IT-Reference:

Use of multi-media; Internet-research.

8. CHEMISTRY

Educational and Teaching Tasks:

The students shall

- understand chemistry as part of their scientific world view and see chemical working techniques as a method to gain scientific knowledge,
- develop an understanding for the structure of matter from atoms,
- become familiar with the technical language of chemistry and be able to use the periodic system as an important source of information,
- be able to communicate successfully with experts in the field of chemistry,
- watch and describe qualities and reactions of matter and explain these with models,
- know about important chemical reactions and understand chemical reactions as changes of matter,
- know about the symbols of danger, judge the dangers of chemical substances and be able to handle these substances accordingly,
- know about chemical substances and terms in everyday life and in business and be aware of the importance of chemistry in daily life,
- acquire the fundamentals of organic chemistry as a later basis for bio-chemistry and genetics,
- understand the correlation between chemical industry and ecology and see the importance of chemistry in the solution of environmental issues and
- be able to integrate the knowledge of chemical processes regarding ecological questions, questions of personal and company safety and personal decision-making when selecting goods.

Subject Matter:

First Year:

Basic Subject Matter:

Position of Chemistry within Science.

Structure of Matter:

Structure of atoms, elements, periodic system, isotopes, chemical formula.

Basic Properties of Substances:

Melting point, boiling point, state of aggregation, conductivity, colour, smell, dangers of substances, flammability.

Substances with Special Properties:

Semiconductor, liquid crystals, superconductors.

Chemical Bonds:

Reason for chemical bonds, atomic bonds, ionic bonds, metal compounds, correlation between bond and quality.

Water:

Chemical compounds, drinking water, mixtures, solutions, concentrations, analysis, separation of substances.

Chemical Reactions:

Energy in chemical reactions.

Redox-reactions, mining and processing of metals, historic and economic importance of metals; acid-base-reactions, pH-value, indicator, salts, minerals.

Hydrocarbons and Hydrocarbon Derivatives:

Extraction, economic importance of crude oil and natural gas, structure and multitude of organic compounds, nomenclature, functional groups; alcohol, carboxylic acids.

Plastics, polymerisation, economic importance of plastics, recycling.

Air, air-pollutants, emission, immersions, MAK-values.

Extension Area:

Stöchiometry, chemical balance, electrochemistry, battery. Inorganic consumer goods, inorganic primary industry. Greases, soaps, detergents, cosmetics. Photography, dyes. Drugs.

IT-Reference:

Use of data from relevant web-sites. Use of learner software. Knowledge of materials used in information technology.

Connection to Training Firm:

Location-specific according to the kind of practice-firm, basic information on goods.

9. PHYSICS

Educational and Teaching Tasks:

The students shall

- observe and describe natural processes and phenomena and be able to apply model concepts of physics for their explanation,
- know ways of thinking and working models of classical and modern physics and be aware of physical model concepts and their limits,
- be able to describe causal connections verbally by using scientific technical language, graphically in form of diagrams as well as mathematically in form of charts and formulas,
- be able to sensibly estimate orders of magnitude and results of calculations,
- know about forms of energy, understand the preservation of energy as a fundamental physical and also ecological principle and understand the importance of transformation of energy for the economic and private use of energy,
- acquire the physical basic knowledge relevant for the construction and maintenance of technical devices used in private life and in business,
- be able to conduct a dialogue on physical and technical problems with experts,
- be aware of the historical relativity of all scientific findings and develop the courage to doubt and question them and
- be able to transfer their knowledge and skills in physics into responsible behaviour.

Subject Matter:

Second Year:

Basic Subject Matter:

Introduction into Working Methods and Fields of Physics:

Quantities and units.

World Views of Physics and their Development:

Structure of the universe (big bang hypothesis, beginning of the solar system, gravitation, orbits);

Microcosm (elementary particles, quantum).

Fundamentals of Mechanics:

Kinds of movements, velocity, acceleration, power.

Energy:

Conservation, transformation, technical possibilities of energy use.

Efficiency.

Heat, temperature, main principles of thermodynamics, entropy, heat transport.

Electricity and Magnetism:

Electrostatics (field concept, charge); direct current and alternating current (voltage, amperage, resistance, Ohm's law, serial and parallel circuits), conductivity in metals, semiconductors and solutions (electrolysis, galvanic elements, accumulators, fuel cells).

Permanent magnet and electromagnet.

Induction (generator, electric motor, transformer).

Oscillation and Waves:

Spreading, reflection, refraction, diffraction, interference, resonance; electromagnetic oscillation and waves, information transfer.

Extension Area:

Theory of relativity, rotation. Momentum, conservation of momentum, laws of impact. Hydrodynamics and aerodynamics. Acoustics and optics. Laws of gases. Electronic components. Oscillating circuit. Laser. Climate, weather, green-house-effect. Construction and functioning of some technical devices.

IT-Reference:

Use of data from relevant web-sites. Application of learner software. Knowledge of technical devices used in information technology and of methods of information saving and transfer.

Connection to Training Firm:

Knowledge of the functioning of technical devices used in the training firms.

10. BIOLOGY, ECOLOGY AND MERCHANDISE TECHNOLOGY

Educational and Teaching Tasks:

The students shall

- be enabled to understand complex systems,
- understand the interaction between ecological, economical and social mechanisms,
- develop a decision-making competence and a readiness for innovation through insights into these systems,
- see the limitations of nature regarding the extraction and exploitation of raw-materials and develop a responsible behaviour through this,
- develop a mature and stable personality by reflecting and analysing physical, psychological and social conditions,
- understand the structure of the world as an interaction of ecological, economic and social systems,
- acknowledge the human being as part of this system by understanding the scientific world view,
- see the connection between structures and functions of biological, ecological and economical systems and
- develop a sense of responsibility in dealing with one's own body as well as the organic and the inorganic environment.

Subject Matter:

Third Year:

Basic Subject Matter:

Position of the Individual Disciplines:

Fundamentals, conception and correlations of biology, ecology and merchandise technology.

General Biology:

Characteristics of life; cell, tissue, organ.

Fundamentals of biochemistry (carbohydrates, fats, proteins, nucleic acids, enzymes, vitamins, hormones).

Botany; agriculture, vegetable foods (e.g. fruit, vegetables, sugar, grain, vegetable oils).

Zoology; livestock breeding, animal foods (e.g. meat and dairy farming).

Human Biology:

Organisational structures of the human organs in an overview. Metabolism, digestion, excretion; dietetics.

Musculoskeletal system; ergonomics, bionics.

Body Care and Hygiene:

Skin, soaps, detergents, cosmetics. Clothing (natural and artificial materials).

Extension Area:

Fundamentals of mineralogy and geology (resources).

IT-Reference:

Ergonomics (e.g. computer work station). Internet research.

Connection to Training Firm:

Goods and services of the training firms.

Fourth Year:

Basic Subject Matter:

Structure of the cell.

Genetics and gene technology.

Micro-biology, biotechnology and foods technology.

Evolution:

Phylogeny, evolution, ethnology.

Control and regulation mechanisms in biology (cybernetics); the hormonal and the nervous system; bio-cybernetics.

Human Ecology (Physical Awareness):

Biology of learning. Sexual hygiene, family planning.

Psycho-hygiene; stress and coping with it.

Immune system; illnesses, prevention and cure.

Addictive substances and problems with addictions.

The responsible consumer (e.g. advertising, motivation research).

Foodstuffs and Luxury Goods:

Luxury goods (e.g. tea, coffee, cacao, tobacco, products of the fermentation industry), quality of foodstuffs, control and food law; influence on quality by processing, functional food, preservation and packaging.

Merchandise Technology:

Life-cycle of goods (raw material, planning and production, use and consumption, identification of goods; waste management on the basis of selected examples).

Wood Industry and Forestry:

Wood-processing industry; paper industry.

Plastics industry.

Extension Area:

Soil biology, farming; pest control.

IT-Reference:

Planning and production of goods. Problems of addiction (addictive behaviour) connected to Internet use. Control mechanisms in biology and information technology.

Connection to Training Firm:

Life-cycle of goods.

Fifth Year:

Basic Subject Matter:

Ecology, Economy:

Fundamentals.

Natural and Artificial Systems:

Antibiotic and biotic factors.

Systems Theories:

Flow of energy, matter and information.

Networking of soil, water, air as areas of the ecological sphere.

Regulation mechanisms, ecological balance, biological diversity.

Problem Area Economy, Nature:

“Life science” for the economy (biological strategies).

Ecological balances, ecological economy, environmental technologies, ecological design, eco-audit, ecological management, economical aspects over and above indirect profitability. Principles of sustainability. Environmentally and socially friendly forms of economy, ethics of economics.

Building Biology:

Building materials, energy.

Metals, earth ware, glass.

Waste Management:

Re-use of materials, recycling, waste disposal; recycling, down-cycling.

Energy Industry:

Connection between ecological and economical aspects.

Extension Area:

Plastics, jewellery industry. Mobility (e.g. transport planning, forms of transport, alternative forms of propulsion).

IT-Reference:

Flows of energy and information. Internet research.

11. MATHEMATICS AND APPLIED MATHEMATICS

Educational and Teaching Tasks:

The students shall

- be guided towards independent construction of knowledge,
- take up an active learning position,
- deal with economic problems in every year,
- gain insight into the possibilities of using mathematical processes job-wise,
- be able to develop a fundamental understanding for mathematical theories and concepts,
- apply mathematical methods on problems, describe these with suitable mathematical models and be able to estimate and interpret solutions,
- be able to work independently and in a team,
- use computer algebra systems and/or spreadsheets respectively a calculator suitable for graphics in every year and be able to solve mathematical problems with it.

Subject Matter:

Second Year:

Basic Subject Matter:

Numeric systems, numeric quantities, terms and powers.

Functions, inverse functions.

Equations and inequations, systems of functions, numeric solutions.

Matrix.

Descriptive statistics (introduction and split) and their graphic forms of presentation.

Extension Area:

Inequation systems. Vectors. Propositional logic. Boolean Algebra.

IT-Reference:

Complete subject matter. Computer use with suitable software (CAS and/or spreadsheet calculation respectively a calculator suitable for graphics).

Tests:

Two one-hour tests (two-hours if necessary)

Third Year:

Basic Subject Matter:

Trigonometric functions, applications.

Processes of growth and decline.

Recursive presentations of sequences, differential equations.

Compound interest calculation, domestic bonds calculation, debt redemption.

Complex tasks.

Extension Area:

Simulation of dynamic systems. Cryptography, theories of coding.

IT-Reference:

Computer use with suitable software (CAS and/or spreadsheet calculations respectively a calculator suitable for graphics).

Connection to Training Firm:

Financial mathematics.

Tests:

Two one-hour tests (two-hours if necessary).

Fourth Year:

Basic Subject Matter:

Fundamentals of differential calculus, cost and price theory.

The integral.

Calculation of rates and profitability; investment calculation.

Complex tasks.

Extension Area:

Additional applications of differential calculus. Integral calculus. Shares and stocks analysis.

IT-Reference:

Computer use with suitable software (Computer Algebra Systems and/or spreadsheet calculations respectively a calculator suitable for graphics).

Connection to Training Firm:

Investment calculation.

Tests:

Two one-hour tests (two-hours if necessary).

Fifth Year:

Basic Subject Matter:

Evaluating statistics.

Probability and allocation functions, regression calculation, correlation; contingency.

Complex tasks.

Extension Area:

Combinatorial aids, probability calculus. Simulation of economic models. Consolidation and linking of subject matter of all years. Closing statistics. Linear optimisation. Shares and stocks analysis.

IT-Reference:

Computer use with suitable software (Computer Algebra Systems and/or spreadsheet calculations respectively a calculator suitable for graphics).

Tests:

Two one-hour tests (two-hours if necessary).

12. BUSINESS ADMINISTRATION

Educational and Teaching Tasks:

The students shall

- be able to think and act entrepreneurially,

- know the structure of an enterprise, the power factors and the fields of performance as well as the relations of the enterprise to the world outside considering the legal and social environment,
- understand the inter-company relations and the operational decision making processes,
- gain an insight into the position of the enterprise within the tense atmosphere of the national and the international market and of interest-groups,
- know about methods that serve the realisation of business aims, the improvement of economic efficiency and the harmonisation of manpower,
- see and analyse economic problems and be able to solve and present these verbally, arithmetically and graphically,
- be capable of and ready for communicating, co-operating and working in a team and
- update and expand their knowledge continually.

Subject Matter:

First Year:

Basic Subject Matter:

Relations between Enterprise and Society:

Fundamentals of economy and management. The enterprise, its power factors and fields of performance combined with the balance in accounting.

The Enterprise and its Environment:

Market; social partners and interest-groups; authorities.

Relation between Customer and Suppliers:

Sales contract; legal bases, contents, initiation and conclusion of a sales contract including business correspondence.

Implementation of a sales contract according to the rules (delivery, acceptance, payment) and behaviour contrary to contract (delivery defects, delay in delivery, delays in acceptance, delays in payment) including correspondence and receipts in accounting.

Simple business case-studies.

Extension Area:

Contract for work and services. The customer as consumer. Distance selling. E-payment.

IT-Reference:

Electronic payments transactions. Digital signature. Sales contract on the Internet.

Connection to Training Firm:

All subject matters are the fundamentals for working in the training firm.

Tests:

Two one-hour tests.

Second Year:

Basic Subject Matter:

Business start-up.

Legal Bases of Economic Performance:

Legal forms of the enterprise; businessman; company and company register; authorities.

Simple Business Plan:

Business idea, entrepreneurial targets, planning a business start-up, overview.

Company's range of performance.

Materials Management and Goods Trade:

Tasks, supply-chain-management; sourcing management, organisation and planning (demand planning, order quantity, kinds of stocks, securing stocks); costs and risks; code numbers in regards to goods and inventory estimates in accounting.

Production of Goods and Services:

Objectives; factors of performance (know-how, human labour, operating funds, means of production, environmental resources); development tendencies; costs and risks; code numbers in regards to accounting.

Marketing and E-Marketing:

Importance of market orientation; objectives.

Marketing planning; market research and marketing analysis; buyer's behaviour; tools of market research, marketing tools.

Consumer and marketing; ethnic and social problems of marketing; costs and risks; code numbers in regards to accounting.

Business case-studies.

Extension Area:

Franchising. Conditions for E-marketing. Planning scenarios of E-marketing. Fundamentals of techniques for using questionnaires.

IT-Reference:

Business plan, Internet access to various Web-sites e.g. founder's services of chambers, of interest groups and of the 'Institut für Handels- und Gewerbeforschung'.

Internet research for market analyses, evaluation of market research data and code numbers using up-to-date software, business games.

Connection to Training Firm:

All the subject matters are the fundamentals for working in the training firm.

Tests:

Two one-hour tests.

Third Year:

Basic Subject Matter:

Corporate Management and Entrepreneurship:

Management and leadership processes; visions, company profile, business objectives, strategic planning, organisation, control, management styles.

Management techniques and management concepts.

Personal Management combined with Personnel Accounting:

Staff planning; labour market, staff selection, staff recruitment. Staff administration; staff motivation. Fundamentals of industrial law, collective agreements, work studies, evaluation, personnel development, personnel code numbers, humanisation of the world of work.

Finance Management:

Investment planning and investment decisions.

Finance planning and financial decisions.

Cost Management in combined with Cost Accounting and Controlling:

Cost accounting as instrument for planning, decision-making and controlling.

Price management.

Quality management.

Ecological management.

Management training by means of a computer-aided business games.

Business case studies.

Extension Area:

Development of company profile; organisational development.

IT-Reference:

Computer-aided personnel analysis (CPA). Computer-aided business games. Finance plan, investment calculation. Internet access to various Web-sites e.g. job market.

Connection to Training Firm:

All subject matters are the fundamentals for working in the training firm.

Tests:

Two one-hour tests.

Fourth Year:

Basic Subject Matter:

International Business Activities:

Functions and economic importance.

Risks; characteristics of the sales contract, of payment and of financing; channels of distribution; export promotion.

Customs clearance.

Financial Institutions:

Functions and economic importance.

Credit, deposit and service functions. Accounting of giro- and current accounts; savings deposits; accounting of securities; calculating dividends; evaluation of accounting conditions.

Portfolio Management:

Securities and other instruments of investment.

Capital market.

Stock exchange.

Net-banking; sales and purchase settlement, calculation of dividends.

Insurances:

Functions and economic importance.

Kind of insurances; contents and taking-out of an insurance policy; claim settlement.

Commercial Enterprises:

Functions and commercial importance; kind of enterprises.

Trade agents.

Development tendencies under special consideration of E-commerce.

Special forms of organisation of markets (stock exchanges, fairs, public competition calls).

Industry and Trade:

Functions and economic importance.

Research and development.

Production of goods and services.

Quality management.

Ecological aspects.

Transport Industry:

Functions and economic importance.

Transport agencies and transport intermediaries.

Transport documents.

Ecological aspects.

Tourism:

Functions and economic importance.

Up-to-date communication techniques and forms of communication.

Code numbers.

Development tendencies.

Ecological aspects.

Public Administration:

Functions and economic importance.

Targeting in public administration.

Additional services enterprises.

Business case studies.

Extension Area:

Ecological aspects (packaging regulations, transport). Design of shops and fair fairs. Certifications. Overall-finance in insurances and financial institutions. Additional services enterprises: Call Centre, staff leasing, management consultancy.

IT-Reference:

On-line auctions. Virtual fairs. Virtual market squares. Net-banking.

Connection to Training Firm:

All subject matters are the fundamentals for working in the training firm.

Tests:

Two one-hour tests.

Fifth Year:

Basic Subject Matter:

Further education and job orientation.

Educational market; job market; application; duties and rights of the employer and the employee, job profiles.

Vocational Pedagogic:

Educational targets; spreading, realisation and control of trainees.

Controlling an Enterprise:

Controlling.

Acquisition of a company, business plan.

Business co-operation and concentration.

Risk Management:

Risk and risk management.

Crisis management.

Liquidation of an enterprise.

Deepening Revision:

Cross-topical tasks including subject matter of all years.

Business case studies.

Extension Area:

Private bankruptcy.

IT-Reference:

Business plan, co-operate planning, Internet access to various Web-sites of multi-national companies.

Connection to Training Firm:

All subject matters are the fundamentals for working in the training firm.

Tests:

Two one-hour tests (two-hours if necessary).

13. – 14. PRACTICAL TRAINING IN BUSINESS ADMINISTRATION AND PROJECT MANAGEMENT

13. PERSONALITY DEVELOPMENT AND SOCIAL COMPETENCE

Educational and Teaching Tasks:

The students shall

- acquire social competence (dealing with others and consideration for others, tolerance and situational behaviour),
- gain insight into the consequences of their own behaviour and accept responsibility for their actions,
- develop the readiness to change their behaviour,
- set targets for themselves and be able to organise their lives independently,
- be able to handle time pressure and stress,
- pursue their goals consequently (endurance, will-power),
- be capable of solving problems independently,
- take initiative and deal with and solve practice-oriented tasks successfully alone and together with others,
- be able to experience group dynamics and be able to acquire conflict solving competence and
- acquire the capability to work in a team and use this strategy.

Subject Matter:

First Year:

Basic Subject Matter:

Organisation of the Learning Process:

Identify the individual type of learner and practical consequences. Formulation of objectives, planning of realisation, keeping a calendar, design of one's own work place. Handling teaching and working materials, filing techniques.

Learning and Creative Techniques:

Drafting and designing materials, keeping systematic notes, excerpting and structuring texts, understanding essential contents, independent formulation, revision and practice techniques.

New forms of teaching and learning.

Life-long learning (channels of further education).

Promotion of Performance and Self-organisation:

Self-motivation, concentration training, stress and anxiety management strategies, relaxation techniques; will-power and endurance.

Types of communication (verbal, non-verbal, unilateral, multilateral, single-stage and multi-stage, symmetrical and asymmetrical communication,) and group dynamics; feed-back.

Basics of Presentation:

Simple presentation techniques and use of media.

Basics and techniques of conducting conversations (question techniques, listening and argumenting, conducting telephone-conversations, patterns of behaviour regarding colleagues, superiors, business partners and authorities).

Basics of rhetoric and speech techniques.

Situational Behaviour, Business Behaviour:

Importance of manners in professional life; behaviour towards others and their consequences; personal image; application and interview training; dealing with cultural standards, conversation and speech culture.

Socio-psychological Fundamentals:

Self- and foreign perception, strength and weakness analysis, social roles; behaviour in a group, dealing with conflicts. Contributing ideas and requests. Healthy life-style as basis of personal efficiency.

IT-Reference:

Use of programmes learnt in the subject 'Information and Office Management' for the production of materials. Use of presentation software for the design of presentation materials. Organisation of backup media, fire-walls.

Connection to Training Firm:

Situational behaviour, business behaviour.

14. BUSINESS TRAINING, PROJECT AND QUALITY MANAGEMENT, TRAINING FIRM AND CASE STUDIES

Educational and Teaching Tasks:

The students shall

- be able to use communication and presentation techniques and judge their effects,
- behave situationally in professional routines and be able to use their communicative abilities,
- develop a customer-oriented behaviour and act accordingly,
- expand their personal experiences and their knowledge and skills acquired in other subjects and be able to apply these in practice-oriented tasks (e.g. case studies),
- be able to deal with basic business tasks in an exact, formally correct, punctual, target-oriented and independent way,
- be able to draft and interpret evaluations based on operational data, make entrepreneurial decisions and present these,
- get to know, understand and evaluate operational targets, organisational structures and connections as well as work processes through simulations and, therefore, be able to act efficiently,
- apply modern information technologies and expand and deepen their knowledge when running the training firm,
- initiate and carry out business independently by participating in the national and international training firm market,
- revise and actualise substantially their knowledge and skills acquired in Business Administration and Accounting and Controlling,
- be able to see and analyse the central importance of the quality of operational achievements for the continued existence and the development of their enterprise,
- deal independently with problem-oriented, interdisciplinary case examples and case studies in compliance with existing norms, rules and regulations,
- show networked thinking in handling simple and complex cases and

- be able to use software purposefully and concerning the demand of the individual case adequately.

Subject Matter:

Second Year:

Basic Subject Matter:

Techniques of Communication and Presentation (Revision and Deepening):

Kinds of communication, group processes, team development, feed-back, presentation and use of media.

Preparation, conduct and evaluation of conversations in everyday business.

Operational Communication:

Preparation and evaluation of sales talks, argumentation techniques: Sales techniques and negotiation techniques, simple sales talks with feed-back and use of video, customer-oriented telephone conversations, keeping notes of conversations, standard situation in a call-centre, presentation techniques (software-aided).

Practical business cases with reference to the basic subject matter in Business Administration and Accounting regarding the training firm using modern office, information and communication technology. Independent acquisition of information for business purposes.

Customer and supplier contacts, keeping regular customers.

Office Organisation:

Ergonomics and office planning, filing systems (also software-aided).

Extension Area:

Work with forms. Mini-projects. Handling customer data bases. The consumer as customer.

Simple business games. Preparation of the work experience.

IT-Reference:

Search engines, E-mail, office planning programmes, electronic banking. Use of presentation programmes, customer database, spreadsheet, word-processing software.

Connection to Training Firm:

All the contents are the fundamentals for working in the training firm.

Third Year:

Basic Subject Matter:

In-company Communication:

Sales techniques in sophisticated customer situations and negotiation tactics, sale of services.

Handling of conflicts with customers (also on the telephone including note-taking). Practising difficult call-centre situations.

Conflict management.

Organisation and conduct of meetings, moderation techniques.

Presentation using multi-media.

Creativity techniques.

Fundamentals of Project and Quality Management:

Projects (e.g. foundation of enterprises, stock exchange games)

Application:

Written and oral, application training.

Preparation for working in the training firm with the use of project and quality management methods.

Complex business cases based on the subject matter of Business Administration and Accounting. Foundation and process organisation. Scheduling.

Extension Area:

Sales management. Keeping and designing minutes. Draft and evaluation of simple questionnaires. Customer relationship management. Evaluation of the work experience.

IT-Reference:

Evaluation of questionnaires. Design of minutes. Data base administration.

Connection to Training Firm:

All the subject matters are the fundamentals for working in the practice-firm.

Fourth Year:

Basic Subject Matter:

Work in the centre for business administration in various functions (like e.g. administration, accounting including tax and duties, acquisition, investment and financing, personnel management, sales, imports and exports, controlling, quality management) applying up-to-date office, information and communication technologies and software (e.g. e-business).

Presentation of the training firm in public.

Situational behaviour in the field of internal communication.

Taking on several functions in the course of the job-rotation.

Job reference.

Extension Area:

Communication in at least one foreign language. Drawing up a business plan. Customer relations management and key-accounting-management. Implementation of an accepted quality management system. Settlement of annual accounts and draft of a tax declaration.

IT-Reference:

Internet, mailing programmes, looking after the homepage, E-business, application-oriented use of up-to-date software.

Fifth Year:

Basic Subject Matter:

Deepening Revision and Up-Dating:

Subject matter from the core subjects "Business Administration" and "Accounting and Controlling" of all years using those software packages required for managing operational tasks.

Business Case Examples and Case Studies:

Case examples with integrated tasks and increasing level of difficulty.

IT-Reference:

Administration of data base. Business standard software. Enterprise games.

Connection to Training Firm:

Including and developing the experience gained from working in the training firm.

Tests:

One two-hour test (if necessary three-hours).

15. ACCOUNTING:

Educational and Teaching Tasks:

The students shall

- acquire the knowledge and skills for practically carrying out tasks from the essential fields of operational accounting,
- be able to use typical calculation processes from Calculations for solving economic tasks,
- acquire knowledge of the legal bases of accounting and be able to see the consequences of illegalities,
- post current business transactions and be able to solve the fiscal problems related,
- understand basic correlations of cost accounting and be able to use cost accounting to make price calculations as decision-making and planning instrument as well as for the operating performance,
- be able to solve tasks of staff accounting (including posting and correspondence),

- be able to carry out and interpret annual audits, especially those of small Private Limited Companies, in simple form,
- make current evaluations of the figures of documentary accounting as well as be able to calculate and interpret code numbers,
- acquire basic knowledge in the law of taxation (including correspondence) and be able to apply it in every field of accounting,
- allocate receipts suitably adapted for data processing and be able to collect these data safely and quickly,
- be able to read, check and interpret computer printouts,
- understand and pay attention to the necessity of current data backup and protection,
- be able to evaluate, interpret and present results as well as
- see the importance of functioning accounting and controlling for the single enterprise and for the economy in general.

Subject Matter:

First Year :

Basic Subject Matter:

Basics of calculations; mathematical skills and understanding for numbers (estimations).

Fundamentals of Accounting:

Term; structures and tasks of accounting; bookkeeping systems.

System of Double-Entry Bookkeeping:

Term and characteristics; balance; systematics of entering an item in the ledger including opening and closing entries connected to sales contracts in Business Administration.

Accounting system (ÖPWZ) and draft of accounts.

Voucher system, voucher organisation connected to sales contracts in Business Administration.

Calculations, percentages.

Turnover Tax:

Turnover tax for purchasing and sales; formal regulations; posting; settlement with the tax and revenue office.

Calculation of interest from hundred.

Books of Double-Entry Bookkeeping (computer-aided if possible):

Kinds of books.

Posting of current business transactions in the ledger connected to sales contracts in Business Administration (registration of merchandise purchases and sales; delivery costs and forwarding expenses; returns; price deductions; discount; payment; taxes; wages and salaries and others); sum and trial balance.

Balance of the ledger.

Bookkeeping of subsidiary ledgers (especially cashbook).

Organisation of Bookkeeping:

Regulations for bookkeeping and notes.

Combined Business Transactions:

Posting of simple business transactions based on receipts (computer-aided if possible including sum and trial balances).

Extension Area:

Calculation of interest from hundred and in hundred. Posting of purchases in class 1.

Forms of organisation for bookkeeping in small and medium-sized companies.

IT-Reference:

Calculations, percent calculations, calculations of interest, posting of current business transaction.

Connection to Training Firm:

All the contents of the curriculum form the basis for working in the training firm.

Tests:

Four one-hour tests.

S e c o n d Y e a r :

Basic Subject Matter:

Fundamental Characteristics of Valuation:

General regulations of valuation.

Merchandise and material valuation (principles of preparation).

Valuation of Assets:

Purchase of assets.

Concept and reasons of asset depreciation; calculation and posting including bookkeeping of assets.

Particular cases of valuation of assets, e.g. maintenance and original costs, elimination of assets.

Accruals and deferrals.

Reserves.

Debts valuation.

Balance of Sole Traders (computer-aided if possible) connected to legal forms of enterprises in the core subject 'Business Administration'.

Transfer and supplementary entry with non-booking ascertainment of returns; settlement sheet; balance including equated profits and loss account.

Posting exercises.

Computer-Aided Accounting (one weekly class period):

Requirements on the regularity of computer-aided accounting; organisation of accounting using data processing.

Posting of current business transactions including stores and property accounting (opening, current posting, invoicing and administration of unpaid items) on the basis of a voucher register; simple audits; balance including equated profit and loss account; regular data backup.

Business case studies.

Extension Area:

Posting of depreciations using the indirect method. Deepening audit.

IT-Reference:

Dealing with the subject matter with computer-aid. Business standard software.

Connection to Training Firm:

All subject matter is the basis for working in the training firm.

Tests:

Three one-hour tests, one of them in Computer-Aided Accounting.

Third Year :

Basic Subject Matter:

Cost Accounting:

Fundamental principles; systems of cost accounting in general; objectives and position in accounting.

Cost Accounting as Fundamentals for Pricing:

Ascertainment of costs with regard to costing (including import duties and taxes), classification of costs calculations; departmental costing; cost unit calculations; profit and loss statement calculations; sales and balance calculations.

Cost accounting as decision instrument connected to cost management in the core subject 'Business Administration'.

Calculation of actual costs on direct costing; application field of Direct Costing.

Cost Accounting as Statement of Operating Results:

Determination of operating results.

Evaluation of unfinished and finished products.

Line-specific characteristics of cost accounting in trade, tourism, industry and crafts.

Staff Accounting connected to Staff Management in Business Administration:

Accounts of current and other earnings; special cases of staff accounting; settling accounts with health insurances, tax and revenue offices and local authorities; payroll account and other legally necessary records.

Staff Accounting (computer-aided):

Accounts of current and other earnings. Evaluation. Master file back-up and current data back-up.

Deepening Revision Computer-aided:

Posting exercises (current business cases, simple audits, allocations of receipts to an account).

Business case studies (case studies cost accounting).

Extension Area:

Cost accounting as planning instrument. Legal cost calculations. Target cost calculations.

Cost Accounting (computer-aided):

Dealing with a business case taken from financial accounting (including stock bookkeeping and fixed assets accounting) including cost accounting based on voucher collections; necessary evaluation with control and interpretation.

Master file up-dates and day-to-day data back-up (can be blocked).

IT-Reference:

Spreadsheet calculations.

Connection to Training Firm:

Cost accounting as basis for pricing. Cost accounting as decision instrument.

Tests:

Three one-hour tests (two-hours if necessary).

Fourth Year :

Basic Subject Matter:

Calculation of Receipts and Expenditures (computer-aided if possible):

Legal regulations, current records, ascertainment of returns based on voucher collections including the necessary evaluation.

Movement of Goods and Payment Transactions with Foreign Countries Connected to International Trade in Business Administration:

Accounting of foreign currencies; posting of foreign transactions, evaluation.

Reserves:

Term and system; calculation and posting of simple transactions; importance from an accounting policy point of view.

Taxation (including Correspondence):

Classification of taxes.

Profits taxes

Tax procedures.

Balancing:

Term, purpose and forms of balance; legal regulations; accounting axioms; accounting and valuation principles (commercial and fiscal law); calculation of success referring to commercial and fiscal law (fiscal Mehr-Weniger-Rechnung).

Annual Balances (computer-aided if possible) connected to Business Management in Business Administration:

Balance of partnerships and private limited companies, in particular classification of balance audit and disclosure requirements; structure of balance and equated profit and loss account (including appendix and background report).

Jobs in accounting and controlling.

Posting exercises.

Business case studies.

Extension Area:

Trade-related income-expenditure calculations. Additional exercises on closing entries.

IT-Reference:

Spreadsheet calculations. Business standard software.

Connection to Training Firm:

All subject matter is the basis for working in the training firm.

Tests:

Two one-hour tests (two-hours if necessary).

Fifth Year :

Basic Subject Matter:

Evaluation of Figures of Documentary Accounting for Entrepreneurial Decisions (computer-aided if possible):

Preparation, processing and presentation of figures (statistics); calculation and interpretation of code numbers; current evaluation of accounting (short-term profit and loss account).

Controlling:

Job outline of a controller. Tasks and fields of work.

Special Business Transactions:

Posting of travel expenses, leasing transactions, securities and others.

Taxation:

Transfer tax, other taxes and duties; fundamentals of subsidy law.

International rendering of accounts: alternative uniform systems of accounts.

Revision based on the subject matter of all years; updates.

Extension Area:

Planning and planning calculations (financial planning, budgeting, deviation analysis), computer-aided if possible.

IT-Reference:

Spreadsheet calculations. Business standard software.

Connection to Training Firm:

Evaluation of annual accounts of training firms.

Tests:

Two two-hour tests (three-hours if necessary).

16. BUSINESS INFORMATICS

Educational and Teaching Tasks:

The students shall

- know about the construction, the functioning and the range of applications of electronic information processing equipment and be able to use it,
- know about the construction, the functioning, the network components and the range of application of networks and be able to identify the organisational structures in networks,
- select and use standard software to solve practice-oriented tasks and be able to solve the tasks given independently with it,

- be able to collect, make use of and pass on information applying modern technologies,
- be able to prepare and test programme modules to solve partial tasks,
- document their work,
- be able to back-up data and analyse the security of EDV systems as well as
- see the consequences of information processing and communication techniques on staff members, enterprises, the society and culture and be able to comment on this profoundly.

Subject Matter:

First Year :

Basic Subject Matter:

Fundamentals:

Data; hardware; software.

Operation:

Basic unit; periphery.

Operating system and user interface; kinds and administration of files.

Spreadsheet Calculation and Graphics:

Function, mode of operation, operation.

Data Structure and Data Storage:

Identification of data objects; data elements and data structuring; kinds of data.

Data Bases:

Functions, mode of operation, operation.

Data Transmission and Networks:

Data transmission systems; transfer methods; operating mode.

Local Area Network; Wide Area Network; Internet, research.

Extension Area:

Use of spreadsheet calculations for solving tasks provided by the subject 'Accounting and Controlling'.

Connection to Training Firm:

All subject matter is the basis for working in the training firm.

Tests:

Two one-hour tests (two-hours if necessary).

Second Year :

Basic Subject Matter:

Hardware:

Purchasing decision; installation, exchange and configuration of hardware components.

Networks:

Fundamentals of computer nets; technical components; organisational components; net management; network security.

Spreadsheet Calculations and Graphics:

Expanded function. Economic use.

Data Base:

Expanded functions. Economic use

Data transfer.

Telecommunication.

Legal Aspects of Information Processing:

Data protection; authentication; protection of intellectual property.

Extension Area:

Use of standard software for solving tasks provided by the subject 'Accounting and Controlling' as well as 'Business Administration'.

Connection to Training Firm:

Spreadsheet calculations, data bases, data transfer, telecommunication in the training firm.

Tests:

Two one-hour tests (two-hours if necessary)

Third Year :

Basic Subject Matter:

Programming:

Systematic of problem solving; structures and algorithms. Transfer to a higher programming language. Documentation.

Principles of object orientation.

Data Bank Design:

Development of data models; realisation in a data bank system.

IT Security:

Hardware, software, organisation.

Data security, individual measures, IT security in networks.

Cipher procedures; use; digital signatures.

Effects of information processing on the individual, on society and on the environment.

Extension Area:

For the Special Subject Information Management and Information Technology the following content are essential:

Mathematical basics of cryptography. Visualisation of data models and procedures with the help of tools.

Connection to Training Firm:

Networks, web and FTP servers in the training firm. Further examples with more complex contents.

Tests:

Two tests (two hours if necessary).

17. INFORMATION – AND OFFICEMANAGEMENT

Educational and Teaching Tasks:

The students shall

- master the keys of multifunctional keyboards using the touch-typing method and be able to work on calculation keyboards,
- be able to type and draw up demanding letters and other written documents observing the ÖNORM standards and typographical principles without mistakes,
- master the design and rationalisation possibilities of a word processing programme and be able to combine these with data from other software products,
- be able to draw up publications and presentation material,
- handle equipment responsibly and ecologically,
- be able to manage extensive documents,
- be able to use aids of office-management in a practice-oriented way,
- be able to draw up and work with online contents,
- use the Intra– respectively the Internet for collecting information,
- be able to plan and administer addresses, appointments and talks and
- be able to arrange graphics for print and screen.

Subject Matter:

First Year:

Basic Subject Matter:

Ten-finger touch system including the calculation keyboard. Writing skill of 150 gross-strokes per minute. 40 syllables per minute in dictations. Ergonomics. User interface of com-

puter-aided word processing. Structured data back-up, data security. Standard functions of word processing programmes. Formal layout according to ÖNORM.

Layout of letters based on models, direct dictations, sound carriers.

Tabulator and tables.

Information Management (Office Management):

Acquisition of information in the Internet: Email. Office Management (planning of appointments and tasks, filing systems).

Publishing:

Typography and lay-out. Fundamentals of text design. Import and manipulation of graphics. Standard functions and presentation software.

Extension Area:

Rules for correction. Voice entry.

IT-Reference:

Application of learner software.

Connection to Training firm:

Subject matter is the basis for working in the training firm.

Tests:

2 one-hour tests (two-hours if necessary)

S e c o n d Y e a r :

Basic Subject Matter:

Word Processing:

Typing skills of about 190 strokes per minute respectively 50 syllables in dictates. Extended functions of a word processing programme for professional lay-out of written documents (e.g. AutoText, document patterns, format patterns, forms). Correspondence according to ÖNORM standards, serial prints, integrating data taken from other software packages. Scanning.

Information Management (Office Management):

Specific search for information from the Internet and its adaptation. Organising and filing Emails and Internet addresses.

Office Management:

Publishing:

Drawing up presentations for the web. Standard functions of a Web-Editor. Editing of texts, presentations, graphics and pictures, Web-Publishing and Screen design.

Extension Area:

Computer-aided learning (Computer Based Learning). Formulating.

IT-Reference:

On-line forums. Web-Publishing. Application of e-learning sequences.

Connection to Training Firm:

Subject matter is the basis for working in the training firm.

Tests:

2 one-hour tests (two-hours if necessary)

Third Year:

Basic Subject Matter:

Word Processing:

Typing skills of about 220 strokes per minute respectively 60 syllables in dictates.

Job applications.

Serial prints on conditions and selections.

Drawing up and lay-out of substantial documents.

Information Management (Office Management):

Information research and information analysis.

Publishing:

Drawing-up and lay-outing documents using a DTP programme. Importing and editing pictures for printing. Examples of application (presentation and Web-Publishing).

Extension Area:

Computer-aided learning (Computer Based Training). Minutes. Macros.

IT-Reference:

Use of e-learning sequences. Design of Web-Sites in co-operation with the network administrator.

Connection to Training Firm:

Subject matter is the basis for working in the training firm.

Tests:

2 one-hour tests (two-hours if necessary)

18. POLITICAL EDUCATION AND LAW

Educational and Teaching Tasks:

The students shall

- be able to use substantial legal sources of information using modern data bases in a target-oriented way,
- be able to update, expand and apply their knowledge of Austrian and international law ,
- know about the tendencies of development in today's society and act in a socially critical, environmentally conscious and consumption-critical way,
- know about their functions as citizen, especially as citizen of a Union, within the public sector as well as the society and exercise these in a responsible way,
- acquire legal knowledge that enables them to take independent action in simple legal matters respectively to know about the ways of law enforcement and
- be able to communicate with legal and economic experts.

Subject Matter:

Fourth Year :

Basic Subject Matter:

Legal System and International Organisations:

Kinds of law; interpretation and interpretation aids; legal subjects; approach to law; basic rights and civil rights and liberties, functions of the most important international organisations and systems of collective security.

European Law:

Basic structures of the EU, principles of EU law and its law enforcement, collective security in Europe, reform and further development within the EU.

Austrian Law:

Legal and political basic concepts; the role of the individual in a political and legal environment; parties and ideologies, social partners.

Basic Structures of a State:

State elements, forms of states and governments; principles of the Austrian constitution; legislation at federal and provincial level; administration at federal and provincial level; self-government; control of governmental authority, court organisation.

Application of Law in Everyday Life:

Regulations of ABGB and its side laws, fundamentals of laws concerning persons, family law and law of inheritance; law of property and obligation (fundamentals of contractual arrangements, provability of completion of contract, challenging contracts respectively subject matter of a contract, problems with contracts, means of securing the contracts), civil damages law; flat owner and rent law; consumer protection law; e-commerce law, signature law, distant sales law; criminal law (conditions for punishability, economic offences).

Law Enforcement:

Administrative proceedings (especially administrative law proceedings), survey of civil law and criminal law proceedings; characteristics of industrial and social welfare tribunal proceedings, execution of distraint, insolvency proceedings.

Entrepreneur and Employee in Law and Economy:

Fundamentals of industrial law and of commercial legal protection, of copyright (under consideration of legal problems in the Internet); product liability and product safety law; norm system concerning industrial law, typical and untypical employment relationships, rights and duties of an employment relationship, functions of the employee representative committee, termination of employment, most important regulations of protection of employees and of work constitution law. Professional training law.

Extension Area:

Specific administrative law e.g. protection of children and young persons, building law; traffic law. Simple briefs in administrative proceedings; cases connected to consumer protection law; case studies connected to court proceedings; personal rights; principles of media law; most important regulations of social law.

IT-Reference:

Gathering information and critical evaluation of information. Knowledge of using legal information systems and E-government offers provided by national and international authorities. Homepages of authorities, corporations, lawyers, solicitors and interest groups. Homepages of international organisations. Downloading of application forms, petitions. Ledger, land register, trade register. Use of the Internet when using a foreign language as medium of instruction.

Connection to Training Firm:

Sourcing of forms and applications. Written pleading in administrative proceedings. Fundamentals of contractual arrangements. Cases of consumer protection. Certificates of titles. Electronic signature. E-Commerce, electronic money transfer. Industrial law and industrial proceedings. Written pleading in legal and trade proceedings. Data protection and copyright. Ledger register. Extracts from the industrial register. Employment contract. Giving one's notice. Dismissal and resignation. Registration of Claims in insolvency proceedings. Design of reminder and mandate lawsuits.

18. POLITICAL ECONOMICS

Educational and Teaching Tasks:

The students shall

- be aware of the ethic responsibility in a global economy and be able to see and evaluate Austria's position as a member of the international community of states as well as of the EU and the consequences resulting from it (Key Qualification European competence),
- respect other cultures and see the connections of peace, political and economic stability as the basis for prosperity and welfare,
- use substantial sources of information and statistics of political economics in a target-oriented way and put them into practise by using modern data bases,
- be able to do justice to their role as responsible Union citizens in economy and society,
- actualise, expand and put their knowledge about Austria's role as economic factor into practise,
- know about the development tendencies within their society and act in a social-critical, consumer-critical and environmentally conscious way and
- be able to communicate with economic experts.

Subject Matter:

Fifth Year :

Basic Subject Matter:

Political Economic Fundamentals:

Basic problems of macro economics ; micro and macro economy; fundamentals of economic policy; economic situation and growth policy; supply and demand, market forms, price mechanisms and pricing policy; production factors and their interaction; most important expert opinions; survey of national income and product account and economic cycle.

Austrian Macro-Economics:

Role of the state within the economy (e.g. Federal Finance Act and Revenue Sharing); social partners; economic growth, labour market and social policy; distribution of income and income redistribution; budget and budget policy.

European Economy:

Economic structures and economic policy; co-operation of EU institutions, budget policy, structural and regional policy of the EU; financial institutions of the EU; the Single Market; foreign trade and balance of payments; further development of the European economy; exchange rate fixing, European Currency system; European consumer price index (HVPI), consumption and consumption policy.

Global Economy:

International economy, globalisation, role of multinational companies: level and comparison of wealth; structural change; foreign trade; international economic organisations and economic agreements; kinds of currencies, monetary policy; exchange rate fixing; international currency systems; economic systems and economic order; current economic theories and appropriate control instruments; international debts, developing countries and development aid.

Money and Finance:

Theory of money (function of money, kinds of money, quantity equation); inflation, deflation, stagflation, measures of monetary policy; interest rates and interest rate policy; budget policy.

Selected Chapters of Austrian, European and Global Economic Policy:

Energy, industry, environment, tourism, transportation, agriculture.

Extension Area:

Regional development planning policy, location policy, residential building policy; research and innovation policy, social change and economic problems of the modern industrial society and service economy. Fight against poverty; migration problems; demographic development and pension problems.

IT-Reference:

Gathering information and critical evaluation of information. Homepages of international organisations. Knowledge how to use E-Government offers of national and international authorities. Use of the Internet when using a foreign language as medium of instruction.

Connection to Training Firm:

Innovation policy. Income, labour market and social policy. Investment and location policy. Pricing policy. Humanisation of the world of work.

20. PHYSICAL EDUCATION

See BGBI. Nr. 37/1989, in the current wording.

22. PROJECT MANAGEMENT AND PROJECT WORK

Educational and Teaching Tasks:

The students shall

- acquire technical and social competence and be able to solve practice-oriented tasks,
- handle economic respectively Special Subject oriented tasks independently, develop independent solutions and advocate these against others,
- be able to use project management methods,
- show associated thinking dealing with simple and complex cases,
- be able to use software in a target-oriented way and in connection to the specific case,
- be able to apply knowledge and skills acquired in other subjects when dealing with the project work as well as
- initiate a project based on their personal experience, interests and abilities with economic respectively Special Subject specific focus and carry it out, conclude, document and present it individually (exception to the rule) or in a team.

Subject Matter:

Fourth Year:

Basic Subject Matter:

Project Management:

Definition (Project, project management, kinds of projects): People and roles within the project. Project manager as job outline.

Project management phases (start, execution, conclusion).

Project management instruments and methods.

Finding a topic, project acknowledgment analysis, project application, project-context analysis, project definition, project contract.

Guidance towards academic working techniques.

Project Management Instruments and Methods:

Object structure plan, project structure plan, work distribution, milestones, scheduling, cost and resource planning, diagram of functions.

Planning a sample project using the methods of project management.

Project organisation (distribution of competences and responsibilities within the project related to the permanent organisation).

Documentation and reports within the project team and communication with the environment (also in foreign languages).

Project culture.

Project marketing.

Project Management Processes:

Starting process of the project (e.g. clarity and acceptance of target), processes for carrying out the project (e.g. current evaluation of the project progress, controlling, crises and chances management), processes concluding the project (e.g. project evaluation).

Project presentation under consideration of the target group.

Reflexions of the results and processes.

Extension Area:

Quality management of projects, project-oriented companies. Programme and portfolio management. Analysis of data.

IT-Reference:

Gathering and evaluating information, minute taking. Project and quality management instruments.

Connection to Training Firm:

Application of project and quality management methods in the training firm.

Fifth Year:

Basic Subject Matter:

Project work on subject-relevant or interdisciplinary topics with economic respectively Special Subject-related focuses.

Planning and realisation according to project management methods including project contract and presentation for the project contractor.

Target setting, planning, organisation, execution, documentation, presentation of the project work.

Extension Area:

Presentation of project work in a foreign language.

IT-Reference:

Data base administration, software-aided project planning, co-ordination, controlling. Presentation software. Statistical methods.

22. Seminars

BUSINESS INFORMATICS

Educational and Teaching Tasks:

The students shall

- be able to deepen, expand, actualise and use their knowledge acquired in the subject 'Business Informatics' in an interdisciplinary way,
- be involved in planning and expanding information and communication systems,
- be able to use their IT-competences for internal and external communication,
- be able to prepare documents necessary for decisions,
- be able to use standard software for solving job-related tasks,
- be able to analyse and reproduce organisational structures and processes,
- be able to select and use suitable software for solving specific problems,
- think logically and synergistically and be able to formulate using technical language and
- be capable of working systematically using practice-relevant forms and techniques as well as motivating themselves and others.

Subject Matter:

Operational information systems.

Software-aided reproduction of objects and economic processes.

Computer-aided project management.

Organising and editing information for internal and external communication.

Business case studies.

Information management.

Interdisciplinary and task-comprehensive use of IT tools under special consideration of the Special Subject.

Organising and editing information for internal and external communication in the training firm.

FOREIGN LANGUAGE COMMUNICATION TRAINING

Educational and Teaching Tasks:

The students shall

- expand and deepen their communicative competence,
- use their language competence individually and
- be able to work interdisciplinarily and synergistically.

Subject Matter:

Special Subject respectively Specialist Subject Area specific communication in one or two foreign languages.

Preparation for certificates.

Acquisition and use of communication techniques (e.g. refined presentation techniques, argumentation techniques, discussion techniques, problem solving techniques).

Organising and editing information for internal and external communication in the training firm.

APPLIED NATURAL SCIENCES

Educational and Teaching Tasks:

The students shall

- be capable of comprehending complex systems,
- see the relations between structures and functions of biological, ecological and economic systems,
- develop competence of action and readiness for innovation through insight into these systems,
- see human beings as parts of these systems based on the understanding of a scientific world view,
- see the limitations of nature considering the exploitation and capacity of natural resources and act responsibly and
- develop a sense of responsibility in connection to the human body as well as the living and non-living environment.

Subject Matter:

Ecological Evaluation:

Eco-balance including company, process, product and structure balance.

Ecological sourcing (office ecology) based on examples.

Structure balance.

Product life cycle under special consideration of waste management concepts and waste disposal (recycling, thermal use, disposal site).

Eco balance (ecological cost and comparison calculations).

Eco-Audit.

ECO Design.

Business Ethics.

Nature Watching and Documentations using Electronic Media:

Taking in and processing information in biological and technical systems.

National parks, biosphere parks and their ecologic and economic importance.

SALES MANAGEMENT

Educational and Teaching Tasks:

The students shall

- be able to use knowledge acquired particularly in other economic subjects in business life,
- deal and identify with the job outline of customer consultants (sales persons),
- know about the different kinds and structures of consultation and sales talks,
- acquire the necessary communicative, economic and legal skills for a successful, customer-oriented sales behaviour and be prepared for further development through permanent training,
- be able to deduce advantages for their customers from detailed knowledge about products,
- be able to adjust themselves to consultation and sales situations,
- be able to offer individual problem solutions to customers and argue in a customer-adequate way as well as
- be able to master product and sales specific vocabulary and use it in sales talks.

Subject Matter:

Job Profile and the Position of Customer Consultants:

Social, economic and technical competence of customer consultants.

Fundamentals of Communication in Customer Consultation and Sales:

Personal appearance; fundamentals of conversations in consultations and sales; friendliness in contact with customers. Conducting simple sales talks.

Sales Psychological Fundamentals of Customer Advisory Service:

Types of customers; target-oriented consultations and sales: customer expectations; basic and additional benefit. Argumentation: kinds of argumentations and argumentation techniques.

Goods as Sales Objects:

Sales-relevant economic knowledge about products; technical terminology in consultation and sales talks.

Leading Simple Consultation and Sales Talks Using Economic Knowledge:

Approach; opening; question techniques; basic rules of product and service presentations; dealing with objections; defects and guarantee, terms of delivery and payment in sales talks; conclusion techniques; saying good bye and initiation of further contacts. Use of sales-supporting materials in consultation and sales talks.

Sales Techniques in Different Forms of Distribution:

Direct customer contact in sales premises and at fairs.

Language of Customer Consultants:

Situational and target-oriented language of sales persons.

Products as Sales Objects:

Sales-relevant knowledge about goods; product and business line relevant acquisition of information, design of product range; product presentation, conducting product and business line specific customer consultation talks.

Services as Sales Objects:

Customer specific offers; price-performance-ratio; conducting business line specific customer consultation talks.

Use of Supporting Materials in Consultation and Sales Talks:

E.g. from computer-aided accounting, Internet, company homepages, data bases, article data bases, customer data bases.

Sales Techniques in Different Forms of Distributions:

Consultation talks selling services; sales by sales representatives; telephone selling; consultation and sales in call-centres; E-Commerce: M-Commerce: sales to resellers; direct selling.

Specific Sales Situations:

Combination offers, replacement offers; special offers; supplementary sales; exchange; complaints; conflict situations.

Legal Questions in Consultation and Sales Talks:

Consumer protection, product liability; liability for defects and guarantee, exchange, complaints, legal questions of E-Commerce, law against unfair competition, duty of the sales person to instruct and inform.

Customer-Relationship: ethics in sales.

Conducting sophisticated sales and negotiation talks with video evaluation.

23.A. Specialist Subject Area

23.A.1. CONTROLLING AND ANNUAL STATEMENT OF ACCOUNTS

Educational and Teaching Tasks:

The students shall

- know the instruments of strategic and operational management,
- know and be able to apply the methods for structuring controlling-relevant information systems,
- be familiar with the methods of acquiring and evaluating information also with the aid of modern software,
- understand the fundamentals of organising cross-entrepreneurial reporting as well as be capable of presenting events, decisions and processes within the enterprise in writing and in diagrams,
- be able to draw up and analyse annual statement of accounts trying to give a most accurate picture of the financial conditions, finances and profit situation of the company,
- deepen and apply their knowledge of taxation laws as well as be able to carry out the relevant correspondence with authorities,
- see the importance of accounting, especially of the annual statement of accounts and of the planning calculation for the company and the economy in general and
- be made capable of thinking in success-oriented control systems.

Subject Matter:

Third Year :

Basic Subject Matter:

System-Oriented Strategic Management:

Systematic thinking in companies; cybernetic concepts.

Early recognition.

Strategic Controlling:

Company profile; instruments of strategic planning and control.

Operational Controlling:

Investment controlling; budgetary controlling.

Planning and Planning Controlling:

Operating budget; integrated profit and loss planning and budgeting.

Standard costing.

Extension Area:

Controlling and information; business line specific detailed plans, budget control.

IT-Reference:

Use of economic standard software. Quest in the Internet.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fourth Year :

Basic Subject Matter:

Legal regulations of accounting:

Special Cases of Valuation:

Capital and current assets, liabilities and provisions.

Creation and release of reserves.

Audit Technique:

Drawing up financial statements of sole traders and of partnerships with specific concentration on valuation problems.

Operational Taxes:

Specific problems of taxes important for the enterprise; fiscal optimisation.

Making out tax declarations; tax law; communication with tax authorities.

Extension Area:

Differences between commercial and tax law. Business reports including appendix and status report.

IT-Reference:

Use of business software. Quests in the Internet. Finance on-line.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fifth Year :

Basic Subject Matter:

Code numbers and code number systems (editing of leadership information).

Acceptance of information systems.

Controlling:

Position of controlling within the business organisation.

Job outline and requirements of the controller.

Controlling in small and medium-sized companies.

Introduction and implementation of controlling as institution.

Development tendencies in controlling.

Rendering of account in a public limited company.

Technique of Financial Statement:

Drawing up financial statements of public limited companies with deepening concentration on valuation problems.

Analysis Sheet:

Analysis of assets and capital structure as well as profit situation of the company; flow of capital calculation.

Deepening repetition of the subject matter of all years.

Extension Area:

Business reports including appendix and status report. Accounting in other countries (examples).

IT-Reference:

Use of business standard software. Quests in the Internet.

Educational and Teaching Tasks:

The students shall

- know about and use the most important sources of information for international business,
- be able to see and judge the importance, the structure as well as the chances and risks of international trade,
- show understanding and knowledge of the culture, the social and geographical nature of selected economic areas,
- know about the importance, the structure and tasks of marketing in connection to international business,
- get to know marketing philosophies as well as mega trends, globalisation and tougher competition of markets in good time and be able to analyse and solve cases taken from the business environment,
- be aware of the ethic responsibility in a global economy,
- be able to see and evaluate Austria's position as member of the EU and the consequences of this fact,
- plan, organise, act and carry out projects in a decision-oriented way,
- include and consider Austria's EU membership in their considerations and
- be able to solve economic tasks based on international business.

Subject Matter:

ThIrd Year:

Basic Subject Matter:

Importance and basic conditions of international business, macro-economic effects.

Cross Cultural Management.

International marketing.

Marketing philosophies.

Structures of international markets.

International Marketing-Mix.

Performance programme policy.

Contraction policy; export and import calculation.

Distribution policy.

Communication policy.

Eco-marketing.

Extension Area:

Interpretation of country reports. Further exercises of marketing-mix based on consumer goods marketing. Service, capital goods and non-profit marketing. International trade mark and copyright in design.

Intangible assets laws.

IT-Reference:

Acquisition of information for international business. Market research, evaluation of results and their presentation.

Connection to Training Firm:

Putting the experience of project management and presentation techniques into practice.

Fourth Year:

Basic Subject Matter:

European integration and basics of EU law.

International trade agreements and trade organisations.

International law regarding international business.

Analysis of international markets.

Strategic and operational marketing planning for international markets (actual analysis, market selection, objectives, market penetration strategies).

Opening up and carrying out new business on international markets.

Negotiation techniques and strategies.

International data transfer (legal bases).

Risk Management:

Risks in international business and risk-political instruments e.g. debtors management, foreign currency management; exchange rate risk guarantee, interest rate guarantee. Credit inquiry; scheduling and control of schedule

Financing and settlement.

Export promotion and export guarantees.

Ethic principles in global economy.

Extension Area:

International product liability. International consumer protection. E-Business. Case studies on the topics foreign currency management, financing, settlement and payment guarantee.

IT-Reference:

Internet quests. E-Business.

Connection to Training Firm:

Contact and business with foreign training firms.

Fifth Year:

Basic Subject Matter:

International Logistics Management:

Forwarding agents and other businesses from the field of logistics, transport, transport agreements and transport insurance, liability regulations, claims settlement, payment of duty.

International forms of co-operation.

International projects.

Law on competition.

Forms of organisations on the international market.

Current economic developments.

Trends in international marketing.

Extension Area:

International connections regarding taxation. EU calls for tender using specific examples.

IT-Reference:

Internet quests. E-Business.

23.A.3. ENTREPRENEURSHIP AND MANAGEMENT

Educational and Teaching Tasks:

The students shall

- develop interest and pleasure in entrepreneurial independence,
- acquire competence in business start-up and company takeover management,
- acquire business start-up competence by developing business plans,
- be able to implement business concepts in business plans,
- be able to see and evaluate the chances and risks of business start-ups and company takeovers,
- be informed about management techniques and concepts as an important requirement for successful business management and be able to apply these to specific examples,
- see quality in operational work as important entrepreneurial strategy factor,
- understand and apply human resource management as possibility to use the innovative and transfer-related skills and knowledge of all employees,
- be able to use managerial information and control instruments,
- see change as management task,
- initiate projects in close co-operation with institutions and organisations relevant for business start-ups and be able to carry them out and conclude, document and present them individually and in a team,
- develop values that especially consider the ethic responsibility of entrepreneurs,
- see the social and ecological responsibility that is closely connected to entrepreneurial independence and to the management of organisations,
- understand the general operational and foundational connections and market processes,
- be induced to realise these ideas by developing innovative product and business concepts in an experimental environment (Business Plan),

- be able to convert elements of the normative business concept when founding a company,
- be capable of acquiring and evaluating information as well as of solving problems and
- see that founding a company particularly requires the ability and readiness to communicate and co-operate.

Subject Matter;

Third Year :

Basic Subject Matter:

General Fundamentals of Founding a Company:

Job outline; social position and image of an entrepreneur, personal requirements, kinds of self-employment, paths to self-employment., economic and socio-political (start-up) environment.

Framework and Company Foundation based on Business Start-up Processes:

Legal basics (trade law, commercial law, EU law, labour law, social security law, tax law); public authorities and institutions (trade authority, tax office, lobby groups, service facilities, finance and promotion institutions, insurances).

Planning and Decision of Business Star-ups:

Kinds of company foundations (start-up, acquisition, franchising), foundation strategies, foundation consulting, factors of success and risks, Business Plan.

Business Philosophy and Profile:

Development and formulation of company philosophy, profile and Corporate Identity.

Development of Business Plans:

Business idea, contents, formal set-up, presentation and argumentation.

Extension Area:

Specialised internal and external communication.

Preparation of Training Firm:

Development of a business plan for the training firm, foundation process (legal constitution and registration).

IT-Reference:

Acquisition of information, use of basic tools and techniques of digital communication.

Web-Publishing: design principles, examples of application.

Business-to-Business Administration.

Electronic Government: exchange of information with authorities and organisations; promotion institutions.

Use of public data bases and law information systems.

Connection to Training Firm:

Preparation for the training firm, business plan for the training firm.

Fourth Year :

Basic Subject Matter:

Strategic Management:

Corporate Identity and profile, Corporate Identity, positioning of company, business strategies, strategic management in the life cycle of the company, instruments, analysis of strengths and weaknesses.

Functions and Techniques of the Management:

Management control system, creativity techniques, decision-making techniques, Time-Management-Systems, stress management, conflict management.

Management Concepts and Management Styles.

Business-Related Strategies and Marketing Instruments:

Strategic marketing, market penetration, market control, customer acquisition and care, Key Account Management.

Quality Management:

Target setting, techniques, models;

Applied quality management.

Extension Area:

Strategic Controlling:

Instruments and tools (scenario techniques, Balanced Scorecard); Customer-Relationship.

IT-Reference:

Virtual companies. E-Sourcing.

Connection to Training Firm:

Management in the training firm, applied quality management.

Fifth Year :

Human Resource Management:

Company culture, staff recruitment, systems of payment, human resource development (staff motivation, coaching, staff management, staff appraisal), intrapreneurship.

Management, Information and Control Instruments:

Annual accounts analysis, capital and asset management, operational controlling, control models and instruments (cost accounting, budgeting, financial planning).

Analysis of management decisions in companies in connection to business start-ups and company takeovers (success and failure factors) under consideration of economic, social, ecological and ethical aspects.

Company Development and Crisis Management:

Design, presentation and argumentation of a business plan, entrepreneurial process of adjustment and optimisation, early recognition of insolvency and insolvency prophylaxis, measure to redevelop a rundown company, liquidation and dissolution of a company.

Extension Area:

Strategic controlling, fiscal policy and optimisation.

IT-Reference:

Internal business organisation and communication (tele-working, Knowledge-Management).

Computer Based training; tele-teaching; tele-learning; use in internal human resource development. Social effects of new technologies.

Connection to Training Firm:

Evaluation of training firm work and organised end (handing over) of entrepreneurial tasks.

23.A.4. MULTIMEDIA AND WEBDESIGN

Educational and Teaching Task:

The students shall

- be able to make use of the basic tools and techniques of multimedia communication,
- know about the technological development of tools and networks and be able to judge their future consequences,
- get to know job outlines as well as get acquainted with new forms of work and new economic systems (tele-learning, e-commerce),
- know about the fundamentals of semantic, graphic and ergonomic design and be able to make use of them,
- be able to edit information in a target group-oriented way,
- be able to see the importance of creative concepts and the necessity of detailed planning for the realisation of multimedia tasks,
- get to know alternative learning techniques by working with new media and be able to use them as well as
- realise the social and individual responsibility connected with the use of modern information and communication technologies.

Subject Matter:

Third Year :

Basic Subject Matter:

Hardware Components for Multimedia and Internet:

Fundamentals and technologies, functioning, practical use of storage and transmission techniques

Web-Publishing:

Fundamentals of web mark up languages, practical examples.

Web-Publishing with Web-Tools, practical examples.

Information Acquisition in the Web:

Search engines, search strategies; meta information for cataloguing in search engines. Registration of web sites in search engines.

Image Editing:

Fundamentals, tools, data compression techniques, file formats.

Principles of design and ergonomics.

Extension Area:

Data base gates to www (introduction; gate to web using tools; data selection).

Internet programming (introduction to web-based script languages, practical examples).

IT-Reference:

Operating systems, networks, data modelling, data base management systems, Internet, system integration.

Connection to Training Firm:

Product catalogue in the web and on electronic and digital storage media.

Fourth Year :

Basic Subject Matter:

Multimedia Design and Web-Publishing; screen design.

Structural planning; implementation; quality assurance; practical examples; work and target group planning including cost-benefit considerations.

Deepening the fields design, ergonomics, colour psychology, typography and symbolism.

Online Shopping and E-Business:

Technical and organisational prerequisites; integration in web appearance: practical examples.

Video and Sound Editing:

Hardware and software tools, compression techniques, file formats, practical examples.

Transmission technologies in the web (streaming media).

Multimedia Programming:

Authoring systems; page description languages, scripting languages, Applets, practical examples.

Data Base Gates to www:

Revision of data base access using script languages or higher programming languages, practical examples.

Extension Area:

Practical examples with increasing levels of difficulty.

Connection to Training Firm:

Commercial about the training firm. Online shop management. Staff member presentation in the web including sound and/or video, Actualisation of training firm web appearance. Quality assurance of web appearance. Video conferences with other training firms (national/international). Internet telephony.

Fifth Year :

Basic Subject Matter:

Content Management Systems and desk systems (entry, administration, archiving of all different kinds of information).

Market review; selection process; analysis of strength and weaknesses; cost-benefit analysis.

Multimedia Application:

Information systems; product catalogues; interactive brochures; cyberspace; virtual reality.

Computer Based Training (CBT):

Tele-teaching; Tele-learning; possible use for internal staff development; human resources development; selection and evaluation of CBT-systems, authoring systems, design of simple interactive applications (learning sequences).

E-Commerce:

Technical and organisational prerequisites.

E-Payment, E-Government, E-Sourcing, E-Commerce applications; information brokers.

Development trends and social effects of technologies.

Extension Area:

EDI (Electronic Data Interchange):

Formats, importance and possible applications; EDIFACT (Electronic Data Interchange For Administration, Commerce and Transport), XML (Extensible Mark-up Language).

Connection to Training Firm:

Introduction of an internal information system for the training firm (job description, documentation of operational procedures). Customer-Relationship-Management (CRM) for keeping customers in the training firm, newsletter, list server, guest books, forums. Use of finished tools.

23.A.5. NETWORK MANAGEMENT

Educational and Teaching Tasks:

The students shall

- extend, deepen and actualise their knowledge and skills acquired in the subject 'Business Informatics',
- be able to acquire and use knowledge from technical documentations (manuals, literature),
- get to know organisation and methods of network administration,
- be able to install hardware and software for network administration as well as solve tasks within network management individually,
- be able to see and handle network errors,
- be able to know and use data security concepts,
- be able to prepare the basics for IT decisions,
- be able to document and present their work,
- be able to document, use and pass on acquired knowledge for user support clearly,
- get involved in planning, realising and extending information and communication systems,
- be able to install and administer Internet services,
- be able to install and administer client-server data bases and
- be able to formulate relevant invitations to tender, compare the offers, group the solutions clearly and present them.

Subject Matter;

Basic Subject Matter:

Fundamentals of Network Systems:

OSI layer model; topographies; transfer protocols.

Network Components:

Server, work station, network card, switch, hub, router, transmission media.

Installation and Configuration:

Network operating system; software for network administration; drivers; data back-up systems and concepts; anti-virus software; installation and administration of Internet services (web, proxy, FTP and mail server); client-server-data bases.

Network Administration:

User administration (creating and deleting users and user groups, authorisations and releases, installing and administrating email accounts, etc.); management of resources (printer queues, local printers – network printers, structuring back-up media in logical drives, etc.); administration of work stations (installation and linking to existing networks, central maintenance of work stations, cloning of personal computers, central administration of work stations, remote-network management).

Co-operation in error analyses and individual execution of error analyses; error handling.

Documentation:

Documentation software; documentation of network components; written documentation of day-to-day tasks and actualisation; design of a knowledge base (FAQ/Frequently Asked Questions) for network administration and user support.

User Training and Support:

Hotline; Help Desk systems.

Extension Area:

Planning and Realisation of Network Solutions:

Survey of actual situation, development of target concepts (network alternatives), budgeting and selection of the best alternative, commercial and technical realisation.

Public Opening of Tenders for Software Development and Network Management:

Planning and formulation of tenders, comparison of offers, preparation of decisions; sourcing and acceptance.

Connection to Training Firm:

Looking after hard and software; Maintenance of training firm networks; hotline.

23.A.6. SOFTWARE DEVELOPMENT

Educational and Teaching Tasks:

The students shall

- extend, deepen and actualise their knowledge and skills acquired in the subject 'Business Informatics',
- shall be able to procure information from available data stock,
- shall be able to acquire and use knowledge from technical documentation (manuals, literature),
- be able to prepare and test modules to solve partial tasks,
- be able to prepare the basis for decisions regarding the sourcing and use of software products,
- extend and deepen their knowledge about the organisation and development of software solutions,
- be able to apply symbolic depictions by using draft instruments,
- be able to carry out tasks of data organisation under consideration of data maintenance and processing time,

- be able to analyse complex problems, to edit them for programming and to manipulate them by using methods of software preparation and by considering the aspects of quality control,
- be able to document and present their work and
- be able to document, use and pass on acquired knowledge for user support clearly.

Subject Matter:

Basic Subject Matter:

Object-oriented Software Development:

Overview and comparison of methods, use of tools in software development.

Software project management.

Phase Model:

Targets, phases, principles.

Problem Realisation and Problem Analysis:

Target acquisition, target concept, solution concepts, project application.

Rough Planning:

Fixing project targets; methods of actual situation and actual analysis; methods of cost estimation and registration; scheduling; design of a task sheet; performance description.

Fine Planning:

Methods and techniques (Unified Modelling, network analysis, decision tables, structogram; data flowcharts, modularization; interface definition; considerations about capacity and speed; prototyping).

Object-oriented Development:

Classes, objects, authority, inheritance.

Fundamentals of Object-oriented Programming:

Introduction to an object-oriented programming language.

Syntax and semantics.

Programming, coding and testing programmes, debugging; methods, structures, algorithms, objects; modularisation and integration of standard software packages; use of current development tools.

Development of user interfaces (input and output).

Data Management:

Gathering and editing external and internal data stocks.

Design of data models; normalisation; relationalisation; use in database systems.

Data Transfer between Different Programmes and Systems:

Data import and data export; data conversion; dynamic data nexus; XML.

Project Realisation:

Programming; implementing; test; assessment and clearing of defects; control of performance; cost variance analysis; methods of quality control (reviews, tests); hand-over to contractor including documentation and presentation; version control; acceptance; training.

Extension Area:

Web-programming. Data base gate to the web. Introduction to one or more programming languages.

Connection to Training Firm:

Solving different tasks relevant for one respectively more training firms.

23.A.7. DIGITAL BUSINESS

Educational and Teaching Task:

The students shall

- be able to use the tools and techniques of digital communication,
- be able to see, analyse and initiate the necessary changes for the whole company organisation (structure and procedure) for digital business solutions,
- be able to analyse organisational problems when implementing and using digital communication systems and develop possible solutions,
- know about the technological development of tools and networks and be able to judge their future implications,
- get to know new job opportunities as well as become familiar with new forms of work and economy,
- be able to plan, draw up and evaluate an effective and user-friendly appearance in the net,
- be able to see and evaluate the possibilities, chances and risks of digital business,
- be able to evaluate the ranges of application for standard and individual software in the field of digital business,
- be able to see the importance of creative concepts and the necessity of detailed planning when using digital business applications,
- see the social and individual responsibility linked to the usage of modern information and communication technology and
- be able to see and evaluate the chances and risks of founding a company in the field of digital business.

Subject Matter:

Third Year :

Basic Subject Matter:

Technical Fundamentals:

Topology; network components (server, workstation, network card, switch, hub, router, etc.); client-server-data base; transmission media; transmission protocol.

Internet, Intranet, Extranet:

Basic terms and possibilities for practical usage and access.

Choice of provider, features, domain definition; IP-addressing; features and advantages of Internet services for clients.

Telecommunication Technologies:

Fixed phone and mobile communication. Telephoning via Internet (Voice over IP). Fundamentals of video-conferencing.

Web-Publishing:

Structure planning; execution; quality assurance; examples for application; task and target group scheduling including cost-benefit analysis;

Principles of design, ergonomics, colour psychology, typography and symbolism.

Image Processing:

Fundamentals, tools, data compression, file formats.

Extension Area:

Deepening in the fields of web-publishing and image editing (web-based script languages; simple data bank gates with tools).

F o u r t h Y e a r :

Basic Subject Matter:

Internal Company Organisation and Communication:

Virtual business; tele-working; workflow-systems (electronic records); document management (paperless office); archiving; knowledge-management (internal information system); helpdesk-systems (user support in all fields).

Security Aspects:

Ciphering techniques; digital signature; access control; transaction protocols; risks and solutions; security concepts.

Online-Shopping:

Market survey and choice of tools; analysis of strengths and weaknesses; cost-benefit analysis, risks; purchase and sales platforms; auctions; collection and exploitation of customer data.

Customer-Relationship (taking care of and intensifying the relationship with business partners using new media);

Selection and evaluation of instruments (newsletters, guest books, mailing lists, discussion forums).

Electronic Banking:

Online-banking; mobile-banking using different communication media; electronic payment systems.

Extension Area:

Video and sound editing (hard and software tools, compression technique, data formats).

Multimedia applications (information systems; product catalogues; interactive brochures; cyberspace; virtual reality).

Connection to Training Firm:

Electronic vouchers; implementation of internal information system; Customer-Relationship-Management; online shop; up-date and quality assurance of web appearance; video conferences; internet telephony.

Fifth Year :

Basic Subject Matter:

E-Sourcing (Purchase Using New Technologies);

Reasons, requirements, solutions, cost-benefit analysis, risks.

Desktop-Purchasing-Systems (computer-aided purchasing systems);

Supply-Chain-management (administration and integration of suppliers).

Content-Management and Editorial Systems (Collection, Administration, Archiving of any Kinds of Information):

Market survey; selection processes; analysis of strength and weaknesses; cost-benefit analysis.

Computer Based Training (CBT) (Computer-aided Learning):

Tele-teaching; tele-learning; fields of application for internal human resource development; selection and evaluation of CBT-systems.

Business-to-Administration (Contacts to Public Authorities and Organisations):

Electronic-Government, exchange of information with authorities and organisations; promotions.

National and international tenders.

Effects of new technologies.

Extension Area:

EDI (Electronic Data Interchange), formats, importance and range of application; EDI-FACT (Electronic Data Interchange For Administration, Commerce and Transport), XML (Extensible Mark-up Language).

Use of data bases and law information systems.

Connection to Training Firm:

Implementation of internal information system (job outlines, documentation of operational procedures).

23.A.8. TRANSPORT MANAGEMENT

Educational and Teaching Tasks:

The students shall

- know about the different carriers and be able to dispose of them according to transport requirements,
- know the most important borders and main roads,
- know relevant legal regulations for goods transport including liability provisions,
- know about the structure and operational organisation of forwarding agents,
- know storage and commission systems and use them adequately according to the requirements,
- know about conveyors and use them as required,
- be able to come up with offers for carryings, storage and additional services of forwarding agents,
- be able to calculate transport and side costs,
- initiate customs clearance of import and export consignments,
- be familiar with the tasks of a forwarding agent as logistics service provider,
- know about recent logistics concepts in forwarding,
- be able to edit and present information of technical literature for specific tasks and
- know about the demands on EDP systems in the forwarding business and be able to participate in selecting and implementing them.

Subject Matter:

Th I r d Y e a r :

Basic Subject Matter:

Carriers:

Road, rail, ship and air transport and combined traffic; development and importance of single carriers.

Traffic-Geographical Fundamentals:

Borders, national and international main roads.

Legal Regulations for Goods Traffic:

National legal regulations; relevant legal rules of the European Union.

Forwarding Agent:

Performance; offer; forwarding contract; customs clearance; forwarding insurance; Road-Pricing.

Kinds of Forwarding Agents:

Lorry, train, airfreight, seaport, inland navigation forwarding agents; consolidated consignment; combined traffic; transport of dangerous goods.

Further Service Providers:

Stock keeper; carrier.

Extension Area:

Order processing and correspondence in a foreign language.

IT-Reference:

Internet quests.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fourth Year:

Basic Subject Matter:

Cost and results accounting in transportation and storage.

Fleet of vehicles management and route planning.

Warehousing:

Storage and commission systems.

Extension Area:

Line of business software (requirements; structure; system selection and implementation); practical use of selected systems.

IT-Reference:

Spreadsheets.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fifth Year:

Basic Subject Matter:

Introduction to Operational Logistics:

Sourcing logistics, production logistics, distribution logistics.

Just-in-Time concept in industry and trade under special consideration of tasks of the logistics service provider.

Current Transport Logistics Concepts:

Supply-Chain-management; simulation of flows of materials.

IT-Reference:

Business standard software, planning software in particular; Internet quest.

23.A.9. SCHOOL-AUTONOMOUS SPECIALIST SUBJECT AREA

See School-autonomous Curriculum Regulations; Section IV.

23.B. Special Subject

23.B.1. Special Subject Controlling and Accounting

CONTROLLING

Educational and Teaching Tasks:

The students shall

- be able to think and act entrepreneurially,
- see the importance of controlling for the enterprise and the overall economy,
- gain insight into larger connections of business management in which planning as well as performance and advisory aspect shall be considered,
- know instruments of strategic and operational controlling and be able to apply them with the help of up-to-date and adequate software,
- process information for reports and be able to present the results in an audience-oriented way,
- be capable of gathering and evaluating information as well as of solving problems and of thinking in a success-oriented feed-back control systems and
- see that the work in the field of controlling especially requires the ability and readiness for communication and co-operation.

Subject Matter:

Third Year:

Basic Subject Matter:

Controlling:

Tasks, controlling concepts, controlling process; the controller, organisational integration.

Operational Controlling:

Strategic versus operational controlling.

Controlling as Basis for Accounting and Cost Accounting:

Traditional cost accounting systems, cost and results accounting, short-term profit and loss statement, characteristics of small and medium-sized companies.

Planning and Planning Controlling:

Planning schedule, detailed planning, company budget, integrated planning controlling; software for planning controlling.

Further Operational Controlling:

Break-Even-Analysis, ABC-Analysis, XYZ-Analysis, size of order analysis.

Extension Area:

Controlling and information, system-oriented management, business line specific detailed plans, budget control.

IT-Reference:

Business standard software especially planning software. Internet quests.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fourth Year:

Basic Subject Matter:

Operational Controlling (computer-aided):

Standard costing, editing and filing actuals, comparison of targets and achievements.

Deviation analysis (calculation, reasons, measures); reporting.

Investment Controlling:

Tasks, static and dynamic capital budgeting procedure.

Finance Controlling:

Tasks, financial planning, cash flow statement, code numbers and code number systems.

Modern Approaches of Cost Accounting:

Target Costing, costs.

Reporting in operational controlling.

Extension Area:

Further operational controlling instruments, controlling in small and medium-sized companies, controlling in non-profit organisations.

IT-Reference:

Use if business standard software especially planning software. Internet quests.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fifth Year:

Basic Subject Matter:

Strategic Controlling (computer-aided):

Tasks, visions, company philosophy, profile. Development and control of strategies.

Strategic Controlling Instruments including Reporting (computer-aided):

Company analysis (analysis of strength and weaknesses, Renner-Penner-Analysis, potential analysis, GAP-Analysis, value chain analysis).

Environment and competition analysis (environment analysis, benchmarking, competition analysis, portfolio analysis, product life cycle analysis).

Operations audit (Shareholder-Value-Analysis, utility analysis).

Strategic control (Balanced Score Card, scenario analysis).

Operational and Strategic Controlling:

Summarising case studies; development tendencies; problems of implementation.

Budget accounting, editing and filing actuals. Comparison of targets and achievements, deviation analysis (calculation, reasons, measures); reporting.

Extension Area:

Sector controlling, controlling and EDP (Management-Information-Systems). Business plan.

IT-Reference:

Business standard software especially planning and project management software. Internet quests.

ACCOUNTING

Educational and Teaching Tasks:

The students shall

- see the importance of accounting for a company and the economy as a whole,
- be able to draw up and analyse annual statement of accounts trying to give a most accurate picture of the financial conditions, finances and profit situation of the company
- be able to calculate operational code numbers taken from the annual statement of accounts with the help of analysis instruments, interpret them and come up with alternatives for the management,
- be able to deepen and apply their knowledge of commercial and taxation laws, of the federal tax regulations as well as of other regulations,
- be capable of acquiring and evaluating information as well as of solving problems and of thinking in success-oriented feed-back control system and
- see that the work in the field of controlling especially requires the ability and readiness for communication and co-operation.

Subject Matter:

ThIrd Year :

Basic Subject Matter:

Implementation of accounting.

Balancing of Accounts Practice:

Deepening valuation rules seen from commercial and tax law.

Annual Statements of Accounts of Single Enterprises (computer-aided):

Deepening of annual statements of accounts under consideration of computer-aided accounting programmes according to HGB.

Extension Area:

Case studies.

IT-Reference:

Business standard software especially computer-aided accounting programmes. Internet quests.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fourth Year :

Basic Subject Matter:

Communication with tax office (finance on-line)

Law of procedure, fundamentals of federal tax regulations, financial law.

Income-Expenditure Calculations (computer-aided):

Deepening income expenditure calculations under consideration of special practical examples (investment mirror, travelling expenses, legal obligation to keep records); transition from calculation of income and expenditures to balancing.

Annual Statements of Accounts of Partnerships (computer-aided):

Deepening of annual statements of accounts of partnerships.

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Extension Area:

Case studies.

IT-Reference:

Business standard software especially computer-aided accounting programmes. Internet quests.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fifth Year :

Basic Subject Matter:

Annual Statements of Accounts of Public Limited Companies (computer-aided):

Deepening of annual statement of accounts of public limited companies under consideration of operational taxes (corporation tax).

Business Report (computer-aided):

Drawing up business reports including annex and status report.

International rendering of accounts, comparison HGB, IAS (International Accounting Standards) and US-GAAP (Generally Accepted Accounting Principles).

Extension Area:

Case studies.

IT-Reference:

Fundamentals for working in the training firm.

OPERATIONAL INFORMATION SYSTEMS

Educational and Teaching Tasks:

The students shall

- be able to set up user interfaces of operational standard software in a practice-oriented way,
- understand the basic procedures and structures of business standard software,
- be able to solve complex examples taken from operational practice with the help of integrated standard software,
- be capable of acquiring and evaluating information as well as of solving problems and thus gaining insight into larger connections of operational practice and
- be able to see and critically judge connections between internal EDP organisation and other operational fields.

Subject Matter:

Fourth Year :

Basic Subject Matter:

Fundamentals:

Suppliers of software, structure of software, interface and navigation; hardware prerequisites, network configurations.

Basic Module Accounting:

Structure, ledger, auxiliary books, connections, voucher circulation, selected fields of master data, (inventory accounts, debtors, creditors).

Integration Accounting-Sale-Materials-Economy:

Maser data, advance sale activities, order processing, storage provision, delivery, invoicing, payment, purchase requisition, orders, goods received, handling of invoices, changing and cancelling vouchers, offset of open items.

Registration and Reporting:

Balance, return, profit and loss account.

Extension Area:

Benchmark test of integrated business standard software.

IT-Reference:

Kinds of data, data bases, connections, networks, Internet.

Connection to Training Firm:

Comparison with integrated business standard software used in the training firm.

Fifth Year:

Basic Subject Matter:

Repetition of subject matter of the fourth year.

Periodic tasks; posting period, recurrent entries, automatic payment, automatic reminders.

Master Data in Controlling:

Kinds of costs, cost centre, kinds of activities, code numbers.

Posting with cost centres.

Reporting in Controlling:

Short-term profit and loss account, cost centre reports, target comparison.

Planning:

Process of cost centre planning, planning and budgeting, planning aids.

Extension Area:

Case studies.

IT-Reference:

Kinds of data, data bases, connections, networks, Internet.

23.B.2. Special Subject International Economy including Foreign Language(s) and Culture

Core Subjects like 'International Business and Marketing' (23.A.2.).

23.B.3. Special Subject Entrepreneurship and Management including an Autonomous Field of Business

Core Subjects like 'Entrepreneurship and Management' (23.A.3.) and Specialist Subject Areas.

23.B.4. Special Subject Information Management and Information Technology

Core Subjects like 'Multimedia and Web Design' (23.A.4.) and/or 'Network Management' (23.A.5.) and/or 'Software Development' (23.A.6.) and/or 'Digital Business' (23.A.7.).

23.B.5. Special Subject Logistics Management and Forwarding Business

LOGISTICS MANAGEMENT

Educational and Teaching Tasks:

The students shall

- be able to see logistic tasks in economic systems based on division of labour,
- know about the developments as well as the importance of logistics for an economic system based on division of labour,
- know about the necessary resources for goods and services,
- be able to distinguish the requirements of different kinds of companies for logistics,
- in the context of Sourcing Logistics:
 - be able to determine kinds, amounts and times of sourcing demands,
 - look for potential suppliers and be able to select these based on operational criteria,
 - know systems of transport and storage and
 - be familiar with current trends and new logistics concepts.
- In the context of Production Logistics:
 - know about necessary data and records for carrying out production,
 - know about forms of organisation within production,
 - know about work, transport and storage systems and be able to arrange them logistically,
 - be able to evaluate investment decisions,
 - be able to plan production programmes and flow,
 - be able to qualify the demand for components,
 - be able to plan production orders in terms of deadlines considering available capacities and
 - be able to use code numbers to evaluate the capacity of production systems:
- in the context of Distribution Logistics:
 - be able to plan and evaluate logistics networks for the distribution of goods,
 - know the essential parameters of distribution logistics,

- know about the systems of storage, consignment sale, packaging and transport,
- be able to plan and evaluate the co-operation with logistics service providers:
- in the context of Logistics Controlling:
 - know about evaluation methods for logistics services,
 - be able to use methods for calculating logistics costs,
 - be able to process performance and cost data graphically:
- know about the main aspects of quality management and be able to co-operate in implementing specific projects respectively to take over the leadership,
- know about the main aspects of environmental management and be able to co-operate in implementing specific projects respectively to take over leadership,
- be able to process and present information taken from technical literature for solving specific problems,
- know about the requirements of EDP systems for planning and controlling operational and interplant flow of material and goods and be able to co-operate in selecting and implementing these systems.

Subject Matter:

ThIrd Year :

Basic Subject Area:

Business Fundamentals for Logistics:

Tasks, targets; development; power factors (manpower, working capital, materials, information).

Production Logistics:

Sales and production planning (planning methods of different manufacturing systems engineering, simple forecasts, aggregated systems for co-ordinating resources).

Organisation of production programmes (assessment of demand, lot size planning, fixing dates from receipt of order till dispatch, start and finish dates, time from receipt of order till dispatch, display format, capacity scheduling, available capacity and capacity demand, matching of capacity); production control (order release, order documents, machine scheduling, control centre, production failures).

Sourcing Logistics:

Determination of demand; kinds of supply systems; search and selection of suppliers; soliciting quotations; fulfilment of contract control; new sourcing concepts (Modular Sourcing, Single Sourcing, Global Sourcing).

Planning of Logistics Structures:

Concepts for production systems (mechanisation and automation; vertical range of manufacture; types of organisations; layout planning; investment decisions); concepts for production systems (product design; product innovation, product variation).

Extension Area:

Practical exercises; exercises for relevant topics; case studies taken from regional economy and literature; computer-aided simulation and business games; application of relevant software.

IT-Reference:

Business standard software for solving practical problems.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fourth Year:

Basic Subject Matter:

Distribution and Redistribution Logistics:

Logistics networks of distribution; logistics co-operations; outsourcing; characteristics of distribution logistics.

Logistics of Trade:

Distribution structures; push versus pull principle; category management; logistic co-operations (logistic service provider; cargo transport centre; city logistics); storage systems (storage capacities, storage design, storage equipment, conveyors; location, storage layout, inventory management systems).

Practical Exercises:

Practical examples connected to the relevant topics; case studies taken from regional economy and literature; computer-aided simulation and business games; application of relevant software for solving technical problems.

Extension Area:

Cross Sectional Area in Logistics:

Quality management (importance, quality-audit, quality management systems).

Environmental Management:

Environmental law; operational environmental information systems; environmental management systems; waste management logistics.

IT-Reference:

Business standard software and sectoral software.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fifth Year:

Basic Subject Matter:

Logistics Controlling:

Acquisition and evaluation of information; parameters of logistics performance; planning and controlling of logistics costs; process analysis; process cost accounting; variance analysis: budgeting; benchmarking; Target Costing.

Logistics Chain Management:

Fundamentals; forms of co-operation; virtual business networks; description and visualisation of supply chain (graphic illustration, e.g. SCOR model); strategic and operational logistic planning; planning problems in supply chains.

Practical Exercises:

Practical examples connected to the relevant topics; case studies taken from regional economy and literature; computer-aided simulation and business games; application of relevant software for solving technical problems.

Extension Area:

Fundamentals of mathematics and statistics for logisticians (linear and mixed-integral optimisation, simulation, regression analysis, statistic code numbers).

IT-Reference:

Business standard software, sectoral software, optimisation and simulation software.

FORWARDING BUSINESS

Educational and Teaching Tasks:

The students shall

- know about the different carriers and be able to dispose of them according to transport requirements,
- know the most important borders and main roads,
- know relevant legal regulations for goods transport including liability provisions,
- know about the structure and operational organisation of forwarding agents
- know storage and commission systems and use them adequately according to the requirements,
- know about conveyors and use them as required,
- be able to come up with offers for carryings, storage and additional services of forwarding agents,
- be able to calculate transport and side costs,
- organise customs clearance of import and export consignments,
- be familiar with the tasks of a forwarding agent as logistics service provider,
- know about recent logistics concepts in forwarding,
- be able to edit and present information of technical literature for specific tasks and
- know about the demands on EDP systems in the forwarding business and be able to participate in selecting and implementing them.

Subject Matter:

Third and/or Fourth Year:

Basic Subject Matter:

Carriers:

Road, rail, ship and air transport and combined traffic; development and importance of single carriers.

Traffic-Geographical Fundamentals:

Borders, national and international main roads.

Legal Regulations for Goods Traffic:

National and international legal regulations; relevant legal rules of the European Union.

Forwarding Agent:

Performance; offer; forwarding contract; customs clearance; forwarding insurance.

Kinds of Forwarding Agents:

Lorry, train, airfreight, seaport, inland navigation forwarding agents; consolidated consignment; combined traffic; transport of dangerous goods.

Further Service Providers:

Stock keeper; carrier.

Extension Area:

Geographical information systems, environmental problems through traffic (external effects).

IT-Reference:

Business standard software; sectoral software.

Connection to Training Firm:

Fundamentals for working in the training firm.

Fifth Year:

Basic Subject Matter:

Forwarding Agents as Logistics Service Providers:

New logistics concepts (Hub & Spoke; area forwarder; city-logistics, cargo transport centres, contract logistics.

Cost and results accounting in transportation and storage.

Fleet of vehicles management and route planning.

New Technologies:

Tracing of consignments; storage and commission systems.

Sectoral Software:

Demands; structure; selection and implementation of systems; practical handling of selected systems.

Warehousing:

Extension Area:

Simulations (storage, fleet of vehicles utilisation, Cross-Docking).

IT-Reference:

Business standard software; sectoral software (fleet management, route planning).

23.B.6. School-autonomous Special Subject

School-autonomous Curriculum Regulations, Section IV.

B. NON COMPULSORY SUBJECTS

1. FOREIGN LANGUAGE

Educational and Teaching Tasks:

As in the compulsory subject 'Foreign Language'.

The Educational and Teaching Tasks is to be adapted to the number of weekly class periods and to the students' knowledge.

Subject Matter:

First to Fifth Year :

The subject matter is to be adapted to the number of weekly class periods and to the students' knowledge.

2. LATIN

Educational and Teaching Tasks:

The students shall

- have adequate vocabulary, sufficient knowledge of grammar and proficiency to an extent that they are able to read and understand simple texts by Latin authors, transfer them into linguistically and stylistically correct German and interpret them in a simple way,

- understand the way of Greco-Roman antiquity, their effects on the Christian-Occidental world and their fundamental importance for Europe and our times and
- gain insight into the structure of languages by comparing Latin with German and other modern foreign languages.

Subject Matter:

Extended and expanded in each year.

Morphology:

Syntax:

Lexicology:

Life and Culture of Greek and Romans.

Texts and Translation Techniques:

Tests:

Two tests per year.

3. PHILOSOPHICAL INTRODUCTORY COURSE

Educational and Teaching Tasks:

The students shall

- be able to reflect the acquired knowledge, opinions and values critically,
- be able to comment on theories about the experience and behaviour of the human being,
- acquire psychological knowledge and be able to use it reflexively to get to know their own person and fellowmen,
- understand the social forms of living together and be able to use this knowledge for self-education,
- be able to evaluate the problems of education and life critically,
- be able to apply pedagogical and psychological knowledge on problems of organisation and communication,
- apply managerial techniques and be able to participate in designing entrepreneurial culture,
- be able to discuss philosophical fundamental questions of life profoundly,
- be able to see the amount and structure of human knowledge as well as its limitations,
- be able to grasp the conditions, methods and limits of science in their social and historical relation and
- examine the different values critically in order to be able to achieve personal values and act responsibly.

Subject Matter:

Fourth Year:

Psychology and Philosophy as Science of the Human Being:

Experiencing, behaving, acting, realising. Body-soul problem. The conscious, the unconscious. Importance of psychology for family, society and economy.

Perception:

Space, time, form.

Memory and learning, language and thinking.

Dynamics of Experiencing, Behaving and Acting:

Motives and conflicts of motives, motivation, decision and responsibility. Needs, control of needs.

Models of desire, control of desire, sublimation, sexuality. Depth psychological personality models; defence mechanisms; indication for psychotherapeutic possibilities. Emotion and affect. Theory of aggression. Frustration and its assimilation. Addiction and dependence. Interests, attitudes and values.

Development and Education:

Emotional, cognitive, social and linguistic development. Social roles, conditions and development of sex specific behaviour. Forming of conscience. Character of youth. Forms of living in a partnership. Possibilities and limitations of self-realisation. Ageing and death.

Individual and Society:

Self perception and perception by others, social perception. Person, type, stereotype. The problem of psychic normalness. Groups. Psychology of working process, human being and working means, alienation, social-psychological structure of plant community, importance of social and gender-specific roles and norms, especially in the working environment, problems of unemployment. Conflict solving strategies. Formation of opinions and convictions. Information and manipulation, suggestive procedures. Organisational psychology (organisation and management, personnel management and its problems).

Fifth Year:

Access to Philosophising:

Particularity of philosophical questions. The human being as acting and knowing being.

The Knowing Human Being and Reality:

Access to reality; interpretations of reality; basic terms of metaphysics; theories of truth. Forms and functions of signs. Problems of scientific knowledge.

The Acting Human Being in his/her Contemporaries and Environment:

Problems of freedom, problems of the good, moral forms, values and social structures (intercultural comparisons); the question of a successful life. Power and right, decision and responsibility, conscience and fault.

Ethic problems caused by the development of civilisation (economic ethics, war and peace, human rights, right of resistance and political freedom).

Responsibility towards the individual, contemporaries and environment, joint responsibility for the future, moral problems of scientific-technical progress.

Fields of Topics to Select (at least one is to be dealt with):

Aesthetics; philosophy of history; logic; philosophy of nature; philosophy of religion; legal and social philosophy; philosophy of language; anthropology; history of philosophy.

4. DESCRIPTIVE GEOMETRY

Educational and Teaching Tasks:

The students shall

- be able to understand, analyse and linguistically describe geometrical forms and structures,
- be able to solve three-dimensional problems by using a workshop drawing,
- be able to make drafts of three-dimensional objects by hand,
- be able to see the distinctive dimensions of an object,
- be able to apply suitable ways of projection for drawing three-dimensional objects,
- be capable of drawing techniques,
- develop three-dimensional faculty of visualisation and
- realise the necessity of workshop drawings as important means of communication.

Subject Matter:

Method of Presentation:

Oblique elevation, co-ordinate normal elevations, side elevations.

Objects:

Point, straight line, polygon, circle in the plane; plane restricted bodies (prism, pyramid); cylinder, cone, sphere; cylindrical and spherical section.

Usage:

Fundamentals of coded projection (reading maps, contour lines); reading construction drawings; production of nets and developments for the production of three-dimensional models.

Method of Presentation:

Normal axonometry.

Objects:

Conic sections, simple plane restricted bodies; cylinder and cone of revolution, cone, sections of cylinders, spheres and cones.

Usage:

Reading and interpreting technical operating instructions, reading explosion drawings.

Tests:

Two one-hour tests per year (two-hours if necessary).

5. ECONOMIC GEOGRAPHY

Educational and Teaching Tasks:

The students shall

- deepen their economic geographic knowledge in a selected way,
- be capable of using the acquired knowledge in solving problems,
- be capable of evaluating independently decision making processes and solving economic geographical questions and
- gain insight into relations of area planning, economy and politics.

Subject Matter:

Topics of the compulsory subject Geography (Economy Geography) in a deepened form, as e.g. regional analyses, problems of local and regional area planning, economic geographical analyses of part and extended areas or states, topics of correlation between economy and ecology.

6. BUSINESS INFORMATICS

Educational and Teaching Tasks:

The students shall

- extend, complete, deepen and actualise their knowledge and skills acquired in the compulsory subject 'Business Informatics' from the first to the third year as well as
- know and be able to apply possibilities of important standard software considering the latest development.

Subject Matter:

System Software:

Operating system; user interface.

User Software:

Spreadsheet and graphs; presentation; data base; word processing.

Applications:

Use of available hardware and standard software to solve operational problems and to support the implementation of project work.

7. SPECIAL BUSINESS ADMINISTRATION

Educational and Teaching Tasks:

The students shall

- know the structure and problems of the respective Special Business Administration and its importance for the Austrian economy,
- know about the range of action of the respective branch of economy,
- understand internal connections and operational decision making processes of the respective field of Special Business Administration,
- be able to use current information and communication technologies specific for the trade,

- develop an understanding for a rational management of working and organising processes specific for a business and
- be able to solve operational examples typical for the branch.

Area: Banks and Insurances

Subject Matter:

B a n k s:

Basic Conditions and Constitutive Decisions:

Legal bases of Austrian banking and of the EU; overall economic importance; structures of banking; relations to the international money and capital market.

Sourcing of Capital:

Liable and borrowed capital.

Use of Capital:

Credit transactions including settlement and provision of security, transactions for one's own account.

Services:

Account management; investment counselling; national and international payments; leasing; factoring.

Organisation.

Marketing.

Accounting and Controlling:

Balance sheet structure of banks; cost accounting; audit; controlling.

I n s u r a n c e s:

Basic Conditions and Constitutive Decisions:

Legal bases of the Austrian insurance business and of the EU; overall economic importance; structure of the insurance business; relations to the international insurance market.

Risk Management:

Risk and risk management.

Sourcing of Capital:

Types of insurance, branches of insurance; kinds of insurance.

Use of Capital:

Handling claims.

Services:

Arrangement of insurance packages for households and business.

Organisation.

Marketing.

Accounting and Controlling:

Balance sheet structure of insurance; calculation; audit; controlling.

Area: Industry

Subject Matter:

General Fundamentals:

Importance, structure and problems of the Austrian industry. Legal framework; research and development; ecological aspects.

Preparation of Production:

Production programme; production planning; consumption planning; materials management; job layout.

Execution of Production:

Planning and organisation of production flows; production methods and production engineering; production control and quality management.

Marketing.

Accounting and Controlling:

Use and evaluation of cost accounting; operations review and analysis sheet; controlling.

Area: Tourism

Subject Matter:

General Fundamentals:

Legal, social and cultural, economic and ecological aspects of tourism; trends and problems; perspectives for the future.

Organisation of Tourism:

Types and tasks. Courses of training and education in tourism.

Travel Agency:

Offers; organisation of travel.

Catering and Hotel Businesses:

Types of businesses; offer; internal organisation.

Marketing.

Communication techniques.

Accounting and controlling.

Area: Public Administration

Subject Matter:

General Fundamentals:

Public administration; public businesses; legal bases, legal entity and legal forms.

Performance Planning:

Achievement of public order, public services; principles of economic administration;

Marketing.

Organisation:

Organisation of secretariats and offices. Personnel management.

Financing:

Fund-raising, taxes, charges and duties, revenues; price policy and making tariffs; outside financing; limits of public indebtedness.

Investment:

Kinds; public authorities as client; allocation of funds; procedure of supply; inventory; materials management.

Accounting and Controlling:

Aims and systems; bookkeeping systems; estimate; closing of the accounts; budgeting; cost accounting; company specific accounting; examination and control; controlling.

8. FOREIGN LANGUAGE INFORMATION AND OFFICE MANAGEMENT

Educational and Teaching Tasks:

The students shall

- be able to design documents of economic, administrative and their personal environment in the foreign language in consideration of the national standards and the relevant ÖNORMEN with the aid of computers as well as

- be able to apply means of telecommunication for the collection and transfer of information depending on the situation.

Subject Matter:

Designing texts and documents as well as information in the foreign language based on the knowledge and skills acquired in the first, second and third year.

Software in the foreign language is included to support.

International exchange of information.

Telecommunication.

9. POLITICAL EDUCATION

Educational and Teaching Tasks:

The students shall

- show understanding for the network of politics, society and economy as well as have insight into political facts,
- be prepared to take part in public life and to take up information and be able to form an own opinion and
- be prepared to take part in current political affairs and to develop their knowledge in the field of political education as well as in legal fields under civil law and in relation to their job.

Subject Matter:

Man in society.

Students and school (class and school community)

Educational objectives.

Social Environment:

Family - partnership - education. Minorities and fringe groups. Role models. Conflicts and their models of solution. Media as opinion leaders and as a factor of social power. Youth and society.

Active Democracy:

Theories of states and ideologies. Parliamentary democracy and party system. Associations and their influence on legislation. Local and provincial politics. Extra-parliamentary possibilities of political participation.

Politics as a duty and a possibility. Jurisdiction, laws and (political) behavioural patterns. Administration between submissiveness to authority and service.

Security Policy:

Spiritual, civilian, economic and military national defence and active foreign policy.

10. PSYCHOLOGY (INDUSTRIAL PSYCHOLOGY)

Educational and Teaching Tasks:

The students shall

- be able to apply their pedagogical and psychological knowledge on problems relating to organisation and communication,
- be able to judge their behaviour and the behaviour of others,
- create the conditions for motivation, protect themselves from manipulation and be able to manage conflicts,
- be able to use management techniques and help to influence company culture positively,
- act responsibly against themselves and others, co-operate in a team and be tolerant as well as
- be able to communicate adequately in different situations.

Subject Matter:

Individual:

Behaviour of human beings; self-knowledge, self-reflection, instinct, impulse, need, motive, personality (empirical, depth psychological and cognitive access), characterology, qualification (observation, interrogation, test).

Experience of the Human Being:

Social perception (perception of oneself and others), thinking, learning, values, attitude (responsibility towards individuals, contemporaries and environment, joint responsibility for the future, problems of scientific and technical progress, power and right, morality and legality, decision and responsibility). Developmental psychology. Aggression. Stress. Ambiguity tolerance.

Group:

Importance of psychology for the forms of living together, for society and economy. Aims, norms, roles. Targeting of conflicts. Group dynamics. Sociometry.

The Working Human Being:

Psychology of the working process; device and the human being; alienation. Social-psychological structure of plant community. Importance of social and socially specific roles and norms.

Communication:

Processes; structures. Disturbances; moderation. Information management. Media consumption; consumption control (market and advertising). Body language and its meaning. Rhetoric.

Interaction:

Motivation; manipulation. Transaction analysis.

Management Techniques:

Time management; creativity techniques; presentation techniques; decision making techniques.

11. STENOTYPY

Educational and Teaching Tasks:

The students shall be capable of taking down texts in shorthand in an adequate speed and of repeating them literally.

Subject Matter:

Increase in writing skills in special consideration of the working practice; safe reading and transfer of own notes.

C. NON - OBLIGATORY PRACTICE

1. ABILITY PROMOTION

Educational and Teaching Tasks:

The students shall

- realise the importance of independent work by means of "help to help oneself – Hilfe zur Selbsthilfe",
- be supported to foster their sense of responsibility, their consciousness and their ability for self-reflection,
- reflect on their own actions and so learn to stimulate self-organisational processes,
- learn to make independent decisions by being shown in a helping and motivating way how problems are to be solved, by being supported to find solutions and by being encouraged also to implement these solutions,
- learn to formulate their own objectives and then be able to evaluate, co-ordinate and reflect these realistically and
- improve as well as enlarge their perception, their experience and behaviour.

Subject Matter:

Individual, supporting problem-solving strategies through personal counselling.

Motivation strategies, development of independent ideas for the solutions of conflicts and decision-making situations.

Preparation of scenarios for foreseeable problems, facilitation of friction-free problem-solving strategies.

Pointing out efficient patterns of communications.

Mediator techniques.

Expansion of competence for communication and conflict situations.

Project supervision.

Creating and dealing with visions.

Positions of perception in systems (I – you).

Differences of opinions and knowledge as a chance and a resource.

2. CONTEMPORARY CULTURE

Educational and Teaching Tasks:

The students shall

- recognise present-day art as a reflection of their own life in a pluralistic society,
- know the various forms of expression in contemporary arts and culture,
- be led towards a positive attitude, but also towards criticism and the ability of criticism when dealing with modern culture,
- be able to recognise prejudices when dealing with modern culture and judge them critically,
- understand contemporary art in connection to socio-economic and political circumstances as well as see the interrelation and conflict regarding the social environment,
- sharpen their sensual perception by dealing with art and
- be able to recognise and experience the intellectual as well as also the emotional dimension of the contemporary art.

Subject Matter:

Contemporary Culture:

Functions of arts in a social context. Position of the Austrian cultural scene in comparison with the international one. Cultural management (organisation, marketing and financing).

Contemporary Cultural Scene:

Kinds of fine arts, music and literature. Kinds of performances.

Methods of Approaching Arts:

Experiencing, describing, discussing and evaluating arts.

Individual artistic experience through creative spontaneity.

Attending and organising readings, exhibitions, dramatic and music theatre, concerts, festivals, street theatre and fringe forms.

Talks with artists.

3. INTERPRETATIVE ACTING

Educational and Teaching Tasks:

The students shall

- develop their personality in psycho-motor, affective, social and cognitive areas,
- receive fundamental information on theatre,
- be introduced to the tasks and meaning of dramaturgy, directing and production,

- discuss theoretical reflections and practical possibilities of realisation in the areas of techniques of speech, body language, role-play as well as the dramatic forms of expression and their presentation and utilise this in acting according to their abilities,
- gain confidence in dealing with other people,
- develop an attitude which enables them to present a project which has been developed as a team and
- develop a readiness to participate actively and /or share in as a spectator in matters of theatres at a local level.

Subject Matter:

Inter-action and sensibility exercises (loosening up exercises; practising their expressiveness through exercises in the areas of movement, sound, language; exercises in dealing with materials, use of stage props).

Techniques of talking and of speech (voice and breathing techniques, articulation exercises, reading according to text and for gist).

Dealing with non-verbal theatre (pantomime, dance-, mask- and music-theatre), with classical and experimental forms of theatre.

Role-play (e.g. Improvisation, impromptu-play, deciding games, planning games, sketches, character-play, shadow- and puppet-shows; use of modern dramatic forms like radio play, film).

Inventing and creating conflict situations, developing problem-solving strategies in acting, presenting current topics in scenes. Presenting selected scenes of a play and / or self-written texts.

Developing, creating and presenting a play in front of an audience (self-made productions or play following a set text).

4. CREATIVE DESIGN

Educational and Teaching Tasks:

The students shall

- understand the historical, social, technical, physical, chemical and economic principles of activities related to handicraft, arts and craft and sculpture,
- recognise form and colour design as part of non-verbal communication,
- be able to design using various materials,
- recognise and learn to avoid technical and compositional errors in handicraft and artistic design,
- be able to produce handicrafts using various materials that are sound in quality and conscious of the environment,
- be able to work according to instructions in a creative, independent, efficient, careful and exact way and
- be able to purposefully plan and carry out work-processes following economic principles.

Subject Matter:

Visual Arts and Design:

Optional design (drawing, painting, three-dimensional and architectural design). Elements of colour and form in their connection to design particularly in the fields of advertising and commercial art using graphic programmes if necessary. Two-dimensional design, elements of decoration, collages, decoration of showcases, aesthetic elements of interior and industrial design. Studies of works of acknowledged and trend-setting painters, designers and graphic designers.

Handicraft Design:

Development and encouragement of creative powers by working independently with wood, metal, stone, clay, glass, plastic and other materials. Textile and / or other handicraft techniques and show-pieces. Studying the works of acknowledged visual artists.

Photography:

Equipment and accessories, photo-technical basics. Basic elements of photographic design.

Developing and processing photographs. Recognising and judging motifs. Creating colour compositions and acquiring techniques of applied photography (portrait and people photography, object-, nature-, landscape- and architecture- photography; travel photographs and stills). Studying the works of acknowledged photographers.

5. PHYSICAL EDUCATION.

See BGBI. Nr. 37/1989, in the wording of BGBI. II Nr. 395/1997

6. SUPPORTING LANGUAGE TRAINING

Educational and Teaching Tasks:

The students shall

- acquire and improve oral and reading competence necessary for the job and for their personal development as well as refine their ability to communicate in German,
- be able to use different forms of speech in everyday life and in job-related situations considering the communicative adequacy of the means of speech and formal correctness,
- be able to gradually use the standard language fluently in writing and orally paying special attention to rules and
- be able to extract personal and job-relevant information from texts and then use them situationally.

Subject Matter:

First Year:

Written Communication:

Preparatory practice for summaries of texts and descriptions as well as guidance towards the production of case-oriented kinds of texts.

Oral Communication:

Phonetically aware use of the standard language; formally correct summarising of things read and heard and its reproduction from memory.

Vocabulary exercises in topical areas of everyday life and job.

Improvement of reading and listening comprehension by means of authentic texts (increasing the contextual comprehension).

Normative Language Correctness:

Practising and securing the correct spelling, differentiated selection of problematic areas of spelling. Practising and securing main language structures of the German language in particular further practice of the declination and the conjugation.

S e c o n d Y e a r :

Written Communication:

Preparatory practice in order to compose practical texts (minutes, everyday correspondence); gradual guidance towards structuring and arguing.

Oral Communication:

Phonetically aware use of the standard language; exercises to enlarge the vocabulary in selected topics. Role-play for argumentation with prepared structures.

Enlarging the reading and listening comprehension by means of authentic texts (increasing contextual comprehension).

Normative Language Correctness:

Further practice in selected chapters of spelling and problem areas of the German language.

T h I r d Y e a r :

Written Communication:

Elaboration of structures for complex arguing and appealing.

Oral Communication:

Phonetically aware use of the standard language; situational use of technical vocabulary.

Increasing reading and listening comprehension by means of authentic texts (increasing contextual comprehension).

Normative Language Correctness:

Further practice in selected chapters of grammar and style.

7. RHETORIC

Educational and Teaching Tasks:

The students shall

- prepare speeches and be able to present them in standard language,
- be able to hold unprepared speeches based on acquired structures of presentation,
- be able to present texts intentionally,

- master voice, gestures and mimics consciously and
- comprehend situations of speech and be able to adapt their speech.

Subject Matter:

Speech Techniques:

Breathing technique, extension of range of the voice, articulation, intonation.
Mimics and gestures.

Linguistic Means:

Means of style for speeches (rhetoric figures). Extension of vocabulary. Syntactic varieties.

Preparation of Speech:

Disposition exercises; pattern of construction, key word technique. Technique of prepared speech. Technique of free speech.

Presentation:

Prepared speech, free speech. Lecture and declamation.

Analysis of Speeches:

Analysis of historical and literary speeches (sound documents, films, videos, texts). Analysis of own speeches, video feedback.

Short historical survey of the art of rhetoric.

8. INTRODUCTION TO ACADEMIC WORKING TECHNIQUES

Educational and Teaching Tasks:

The students shall

- be able to realise, see exactly and observe the facts and problems of the main fields in their many aspects, reasons, connections and links,
- reach adequate judgement and attitudes with logical and critical thinking, clear conception, sensible formation of questions, controlled abstraction and generalisation and
- be stimulated and guided to work systematically and carefully planned as well as attempt to use insight in basic scientific procedures and conceptions.

Subject Matter:

Third or Fourth or Fifth Year :

Relevant use of sources of information, particularly of libraries and infotheques.

Introduction into bibliography.

Forms and rules of quoting.

Structuring and systematising of problem settings.

Written forms of presentation for description and argumentation for concrete as well as abstract facts of the case and structures of thinking.

Presentation of acquired results.

D. VOLUNTARY PRACTICAL TRAINING

Educational and Teaching Tasks:

The students shall

- be able to use all the knowledge, skills, attitudes and ways of thinking acquired in the theoretical and practical lessons in the business environment,
- gain an insight into the organisation and the work processes in enterprises,
- gain – from the synopsis of school and practice experience – a positive attitude towards work in general and towards the real job environment in particular.

Time and Subject Frame:

The voluntary practical training shall, if possible, amount to four weeks, shall be attended in the holidays before entering the fifth year and comprise special commercial activities.

After the voluntary practical training each student shall compose a report describing the tasks he /she was assigned to and the insights gained during the training and he/she shall talk about his/her experiences with the teacher of “Business Administration”.

E. REMEDIAL INSTRUCTIONS

Educational and Teaching Tasks, Subject Matter:

Aim of remedial instructions is the revision and practice of the covered subject matter which either can be assumed or has been dealt with in a subject of the respective year, for students who are affected or threatened by a temporary decline in performance, which is to be based on the assumption that it concerns students who are capable and willing to work. The before-mentioned decline in performance is to be equated with the poor command of the language of students whose mother-tongue is not German.

Remedial instructions, as a rule, may not be applied to expand, add to or deepen the subject matter of the respective subject.

**Federal Minister for Education, Science and Culture
GD for Technical and Vocational Education and Training
Colleges of Business Administration and Business Schools**

A-1014 Vienna, Minoritenplatz 5
+43 1 53 120 53120-4404

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