

Soest,
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"Introduction into Business Administration"

Lecture

BA I / BA II

Winter Semester 2019/20 and Summer Semester 2020

Structure:

I. Basics und Methods of Management and Business Administration

- a) What is Management?
- b) Basic Methods of Management Science: Modeling
 - A. Types of Models
 - B. Elements
 1. Target System
 2. Restrictions
 3. Variables, Stationary Values und Parameters
- c) Rational Choice in a Cooperation
 - A. Principle of Rationality and the "Economic Principle"
 - B. Real Target Systems and their Elements
 - C. Problems of the Target "Profit Maximization"
 - D. Profit / Return on Investment / Efficiency / Productivity
- d) Basic Terms of Business Administration
 - A. Point of Time-Related Values (Assets)
 - B. Period-Related Current-Values
- e) The Production Factors (Overview)

Wir geben Impulse



II. Funktionen and Institutions of Management

- a) Management Functions (Overview)
- b) Strategic Management
- c) The Decision-Takers
 - A. Owners and Managers
 - B. Employees
- d) Start of the Management-Process: Setting Targets
- e) Instruments of Leading
- f) Principles of Leading
- g) Planning
 - A. Tasks and Structure of Planning
 - B. Strategic Planning
 - 1. Strategic Business Fields
 - 2. Instruments for the Valuation of Strategic Business Fields
 - C. Operational Planning
- h) Deciding
 - A. The Concept of Decision
 - B. The Valuation of possible Results
 - C. Decision Rules
 - 1. Decisions under Certainty
 - 2. Decisions under Risk
 - 3. Decisions under Uncertainty
- i) Organization
 - A. Task of Organization
 - B. The Organizational Structure
 - 1. Task Analysis
 - 2. Task Synthesis
 - 3. Organizational Structures
 - (1) Line System
 - (2) Functional System
 - (3) Staff-Line System
 - (4) Special Line Systems
 - (5) Divisional Systems
 - (6) Matrix Systems
 - C. Processual Organization
- j) Controlling
 - A. Terms and Tasks
 - B. Internal Control
 - C. Internal Revision
 - D. External Audits

III. Staff-Related Management Tasks

- a) Staff Search
- b) Optimization of Working Conditions
 - A. Work Time Models
 - B. Spreading of Work Time
 - C. Workplace Development
 - D. Corporate Climate
- c) Design of Wages
 - A. Valuation of Work
 - B. Types of Wages
 - 1. Time-Related Wages
 - 2. Work-Related Wages (Piece-Wages)
 - 3. Bonus Payment Systems
 - C. Voluntary Social Benefits
 - D. Profit Participation

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zum Schreiben
vom 03.09.2019

IV. Asset Related Management Tasks

- a) Depreciation
- b) Capacity
- c) Material-Efficiency