

# COURSE DESCRIPTION

## REAL ESTATE MANAGEMENT

2019/2020



**Europa-Wirtschaftsschulen GmbH**

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## **Introduction**

Europa-Wirtschaftsschulen GmbH – EWS Vienna, located in the heart of Austria’s capital, offers you the perfect opportunity to enjoy a personalised study-programme and a stimulating extra-curricular experience in one of the world’s cultural centres.

The enrolment of international students is welcome and we are committed to their academic and personal success. EWS aims to provide an excellent learning and working environment.

This brochure has been designed to help you get started. Please do not hesitate to contact us for further questions.

We hope that you will enjoy your stay at EWS!

## **Address**

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# Mission

Europa-Wirtschaftsschulen (EWS) is a private Higher Education institution, located in the picturesque city centre of Vienna, near Schottentor (U 2 subway), the Votive Church and the University of Vienna.

EWS was founded in 1964 with the mission to offer alternative paths in Higher Education for business studies, i.e. shorter, more practice- and student-oriented studies than at university, focusing on a jointly developed European curriculum by and with EWS's many European partners. It was the first European programme of its kind in Austria and the network behind it then – ESA (European Schools for Higher Education in Administration and Management) – today comprises more than 50 institutions in 16 European countries with some 40,000 graduates employed in the private and public sector in Europe. High rates of employability of ESA graduates, proficient in three languages, is the most tangible proof of this successful European network.

Over the last decades, EWS has initiated the creation of additional European educational organisations, like EMA – European Management Academy (Seat Paris). We have been active in BUSINET – Network for the Development of Business Education Programmes – since 1994. Today EWS offers successful high-quality international business studies, focusing on business administration including financial management, development of personal and professional skills, excellent foreign language training and up-to-date computer literacy. Our major aim is to prepare the students for their European employability.

## FULL-TIME PROGRAMMES

EWS offers Advanced European Business Studies. These post-secondary programmes (undergraduate or first-cycle studies) are compact, practice-oriented and international with integrated studies and work placements abroad. As a competitive alternative to education at mass institutions, EWS offers personalised full-time 2- and 3-year programmes in the following key areas:

### Intern. Management

<b>Diploma</b>	“International Management”
<b>Duration</b>	6 semesters, full-time programme, including one semester abroad and a minimum of 4 months of work placement(s)
<b>Language of instruction</b>	German, partially English in the 5th semester
<b>Profile</b>	The aim of this broad-based study programme is the training of assistants and junior managers for the private and public (general business) sectors as well as international organisations. The focus of the programme is a solid business administration background, interdisciplinary analysis and thinking, advanced skills in two foreign languages, computer literacy as well as training of soft skills /team-orientation, motivation, reliability, etc.)

# Office Management



<b>Diploma</b>	European Schools for Higher Education in Administration and Management – ESA “International Administration and Management”
<b>Duration</b>	6 semesters, full-time programme, including one semester abroad and a minimum of 4 months of work placement(s)
<b>Language of instruction</b>	German, partially English in the 5th semester
<b>Profile</b>	The aim of this study programme is the training of multi-lingual assistants providing general management support. The focus of the programme is a solid business administration background, advanced skills in two foreign languages, computer literacy, project management, reporting, documentation, organising skills.

# Event Management

<b>Diploma</b>	“Business Studies and Event Management”
<b>Duration</b>	6 semesters, full-time programme, including one semester abroad and a minimum of 4 months of work-placement(s)
<b>Language of instruction</b>	German, partially English in the 5th semester
<b>Profile</b>	The aim of this study programme is the training of entrepreneurs and junior managers for the event management business and marketing/PR departments of international companies. The focus of the course is a solid business administration background, event management (including event marketing and project management), computer literacy (web-design, homepage animation, multimedia applications), advanced skills in English and preferably a second foreign language.

# Real Estate Management

<b>Diploma</b>	“Business Studies and Real Estate Management”
<b>Duration</b>	6 semesters, full-time programme, including one semester abroad and a minimum of 4 months of work-placement(s)
<b>Language of instruction</b>	German, partially English in the 5th semester
<b>Profile</b>	The aim of this study programme is the training of entrepreneurs and junior managers for the real estate business. The pillars of the course are a solid business administration background, knowledge of the Austrian Real estate laws combined with financial and tax know-how, advanced skills in English and preferably a second foreign language.

Students will be awarded the nationally recognised Certificate for Assistant - Real Estate Agents and Certificate for Assistant – Real Estate Administrators.

# Social Media Management

<b>Diploma</b>	“Business Studies and Social Media Management”
<b>Duration</b>	6 semesters, full-time programme, including one semester abroad and a minimum of 4 months of work-placement(s)
<b>Language of instruction</b>	German, partially English in the 5th semester
<b>Profile</b>	The aim of this study programme is the training of entrepreneurs and junior managers for the social media business and marketing/PR and HR departments of international companies. The focus of the course is a solid business administration background, social media management (including social media marketing and project management), computer literacy (web-design, homepage animation, multimedia applications), advanced skills in English and preferably a second foreign language.

## Study programme

EWS full-time 2- and 3-year programmes are organised as follows:

1 semester	Introduction to business topics towards the end of the semester students may choose one of the five programmes offered
2 - 4 semester	Specialisation in <ul style="list-style-type: none"> <li>▶▶ International Management</li> <li>▶▶ Office Management</li> <li>▶▶ Real Estate Management</li> <li>▶▶ Event Management</li> <li>▶▶ Social Media Management</li> </ul>
5 - 6 semester	Internationalisation with studies abroad



# Real Estate Management

	ECTS Credits	Semester Hours	Semester					
			1st	2nd	3rd	4th	5th	6th
<b>ACCOUNTING</b>								
BUSINESS CALCULATIONS	2	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRINCIPLES OF ACCOUNTING	3	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL ACCOUNTING	4	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL COST ACCOUNTING	3	30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCE SHEET ANALYSIS	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTROLLING I	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATISTICS I	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTROLLING II	2	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STATISTICS II	2	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>BUSINESS ADMINISTRATION</b>								
PRINCIPLES OF BUSINESS ADMINISTRATION	3	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSINESS PRACTICE</b>								
GENERAL BUSINESS INTERNSHIP	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL BUSINESS INTERNSHIP	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNICATIONS</b>								
COMMUNICATION TECHNIQUES	1	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRESENTATION TECHNIQUES	1	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEGOTIATION TECHNIQUES	1	9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMPUTER SCIENCE</b>								
PRESENTATION PROGRAMMES - MS POWERPOINT	1	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORD PROCESSING, MS WORD	2	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPREADSHEET PROGRAMMES - MS EXCEL	2	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATA BASES - MS ACCESS	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EDP - CASE STUDY	2	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HTML - CONSTRUCTION OF INTERNET PAGES	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTRO TO MULTIMEDIA	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>ECONOMICS</b>								
PRINCIPLES OF ECONOMICS	3	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCE AND INVESTMENT I	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCE AND INVESTMENT II	2	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL ECONOMICS	2	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>ENGLISH</b>								
BUSINESS ENGLISH I	5	45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS ENGLISH II	5	60	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Real Estate Management

	ECTS Credits	Semester Hours	Semester					
			1st	2nd	3rd	4th	5th	6th
BUSINESS ENGLISH III	5	60	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS ENGLISH IV	5	60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS ENGLISH V	5	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUSINESS ENGLISH - INTERNATIONAL EXAM	1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>EVENT MANAGEMENT</b>								
LOCATION MANAGEMENT	1	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GERMAN</b>								
BUSINESS CORRESPONDENCE I (in German)	1	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GERMAN: WRITING WORKSHOP	1	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACADEMIC WRITING	1	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS CORRESPONDENCE II (in German)	2	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LAW</b>								
INTRO TO THE AUSTRIAN LEGAL SYSTEM	2	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC AND PRIVATE LAW	2	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMERCIAL LAW	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LABOUR AND EMPLOYMENT LAW	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAXATION	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MANAGEMENT</b>								
MANAGEMENT	4	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLIED MANAGEMENT	4	30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LABOUR, BUSINESS AND ORG. PSYCHOLOGY	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APPLIED PROJECT MANAGEMENT	1	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUMAN RESOURCE MANAGEMENT	1	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL MANAGEMENT	3	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL PROJECT MANAGEMENT	1	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>MARKETING</b>								
PRINCIPLES OF MARKETING	2	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARKETING-MIX	3	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL MEDIA MARKETING	4	27	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL MARKETING	3	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>OFFICE MANAGEMENT</b>								
OFFICE AND PROJECT MANAGEMENT 1	2	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFFICE AND PROJECT MANAGEMENT 2	2	22	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>REAL ESTATE MANAGEMENT</b>								
INTRODUCTION TO REAL ESTATE MANAGEMENT	3	24	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Real Estate Management

	ECTS Credits	Semester Hours	Semester					
			1st	2nd	3rd	4th	5th	6th
REAL ESTATE MANAGEMENT FOR ADMINISTRATORS	5	24	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REAL ESTATE MANAGEMENT FOR ESTATE AGENTS	5	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNATIONAL REAL ESTATE MANAGEMENT	2	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>RESEARCH</b>								
RESEARCH - DEFENSE OF PROJECT PAPER/DIPLOMA T	1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PROJECT PAPER	6	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH DIPLOMA THESIS	8	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>SPANISH</b>								
SPANISH I	2	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPANISH II	2	30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPANISH III	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPANISH IV	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPANISH V	2	30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>STUDIES ABROAD</b>								
STUDIES ABROAD	20	> 225	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# Course Description

## Real Estate Management

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<b>Course Title</b>	<b>Semester Hours</b>	<b>ECTS Credits</b>
<b><u>PRINCIPLES OF ACCOUNTING</u></b>	30	3
<b>Course Field</b>	<b>Code</b>	<b>Prerequisites</b>
ACCOUNTING	ACC	none
<b>Programme:</b>	<b>Education type:</b>	<b>Semester:</b>
<input checked="" type="checkbox"/> REM	<input type="checkbox"/> Case Study <input type="checkbox"/> Seminar	<b>1st</b> <b>3rd</b> <b>5th</b> <input checked="" type="checkbox"/> Winter Sem.
	<input checked="" type="checkbox"/> Exercise <input type="checkbox"/> Tutorial	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Summer Sem.
	<input checked="" type="checkbox"/> Lecture	<b>2nd</b> <b>4th</b> <b>6th</b>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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### Course Objectives

The student's ability to use, analyse and prepare accounting statements and data in accordance with basic accounting practices using applicable tax laws.

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### Course Description

Introductory course for the non-business student to the basic principles of accounting.

Introduction to the purpose and nature of accounting, financial statements, processing accounting information

Accounting Systems: General Ledger

Basics of double-entry bookkeeping

Cash, Receivables and Temporary Investments, Inventories, Plant Assets and Intangible Assets

Payroll, Notes Payable and other Current Liabilities

Accounting for a Merchandising Enterprise

Purchases, Sales and Inventory, Pretax, VAT

Adjusting entries for discounts, rebates, credits and returns

Subsidiary Ledgers

Special accounting classes, current accounts, accounting of payment transfers

Accounting for an Industrial Enterprise

Annual Statement of Accounts, (Accounting Procedure at Year End)

Depreciations, Deferrals, Closing Accounts at End of Year, Cycle for Various Types of Enterprises

Balance Sheet - Principles / Valuation

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### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- basic principles of accounting
- basics of double-entry bookkeeping
- accounting for a Merchandising Enterprise

Skills

Upon completion of the course, the student is able to

- understand the purpose of bookkeeping
- apply the different entries for various accounting purposes
- analyse, interpret and communicate the information contained in basic financial statements and explain the limitations of such statements

General competencies

Upon completion of the course, the student is able to

- analyse business documents for accounting statements
  - to evaluate the consequences of entries for the annual Statement of Accounts
  - to apply basic accounting practices using applicable tax laws
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### Text

Einführung in die Buchhaltung im Selbststudium; Grohmann-Steiger, Schneider, facultas. 22. Auflage 2018

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### Evaluation

60 % written final exam, 20 % written mid term test, 20 % active participation and homework.

Attendance is mandatory.

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS CALCULATIONS**

### Course Field

ACCOUNTING

### Programme:

**REM**

### Education type:

- Case Study     Seminar  
 Exercise       Tutorial  
 Lecture

Semester Hours    ECTS Credits

30                    2

Code    Prerequisites

ACC    none

### Semester:

<input checked="" type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input checked="" type="checkbox"/> 2nd	<input type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.

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### Course Objectives

To provide the student with a range of mathematical processes in practical business situations.

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### Course Description

This is a first-semester, introductory course to Business Math:

Percentages, discounts, profit and loss  
 simple interest  
 compound interest, present value  
 business calculation for the merchandising enterprise  
 business calculation for the industrial enterprise  
 foreign currency translations

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### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- principles in Business Math
- how to calculate percentages, discounts, profit and loss
- calculation schemes

Skills

Upon completion of the course, the student is able to

- differentiate between various calculation schemes
- execute business calculations

General competencies

Upon completion of the course, the student is able to

- apply and analyze the different forms of business calculations
- execute a range of mathematical processes in practical business situations
- to defend companies' pricing policies

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### Text

EWS script; exercise materials with answer key

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### Evaluation

60 % written final exam, 20 % written mid term test, 20 % active participation and homework. Attendance is mandatory.

# Course Description

## Real Estate Management

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### Course Title

**FINANCIAL ACCOUNTING**

### Course Field

ACCOUNTING

### Programme:

REM

### Education type:

Case Study  Seminar

Exercise  Tutorial

Lecture

### Semester Hours ECTS Credits

30 4

### Code Prerequisites

ACC Principles of Accounting

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input checked="" type="checkbox"/> Summer Sem.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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### Course Objectives

To gain a thorough understanding of intermediate financial accounting in theory and practice.

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### Course Description

The second part of accounting builds upon the previous semester and focuses on more advanced cases and topics in financial accounting.

Analysis of financial statements;  
the recording process  
adjusting entries

Special entries: transport- and delivery cost, returns, adjustment of proceeds  
payment transactions incl. bills receivable and notes payable, credit cards  
closing entries:  
valuation of assets: current and long-term assets and liabilities and related expenses,  
depreciation of fixed assets  
deferred items  
allocation to reserves;

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### Learning Outcomes

Knowledge

Upon completion of the course, the student has:

- advanced knowledge of various accounting situations
- advanced knowledge of double-entry bookkeeping
- knowledge of special and closing entries

Skills

Upon completion of the course, the student is able to

- apply and analyze the purpose of various bookkeeping cases
- to interpret the analysis of financial statements
- to plan, analyse and defend the annual financial process

General competencies

Upon completion of the course, the student is able to

- analyze business documents for accounting statements
- to evaluate the consequences of entries for the annual Statement of Accounts
- to apply annual accounting practices using applicable tax laws

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### Text

Einführung in die Buchhaltung im Selbststudium; Grohmann-Steiger, Schneider, facultas. wuv  
Universitätsverlag  
22. Auflage 2018

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### Evaluation

60 % written final exam, 20 % written mid term test, 20 % active participation and homework.  
Attendance is mandatory.

# Course Description

## Real Estate Management

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### Course Title

**GENERAL COST ACCOUNTING**

### Course Field

ACCOUNTING

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise     Tutorial  
 Lecture

### Semester Hours ECTS Credits

30                      3

### Code Prerequisites

ACC    Principles of Accounting

### Semester:

- |                              |   |                              |   |
|------------------------------|---|------------------------------|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd            | <input type="checkbox"/> 5th | <input checked="" type="checkbox"/> Winter Sem. |
| <input type="checkbox"/> 2nd | <input checked="" type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input type="checkbox"/> Summer Sem.            |
| <input type="checkbox"/>     | <input type="checkbox"/>                | <input type="checkbox"/>     |   |

---

### Course Objectives

To give the business student an overview of the importance of cost accounting to businesses.

---

### Course Description

Introduction to the purpose and nature of accounting. This course aims to introduce the business student to the principles of cost accounting.

Definitions and terms

Introduction to cost terms, cost allocation, job order and process-costing systems;

- personnel costs
- allowance for depreciation (writeoff)
- calculatory interest
- summary operating statement

Direct costing

- breakdown of costs
  - ascertainment of optimum production- and sales programme
  - contribution margin accounting
  - price floor, critical quantities, break-even-point.
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has:

- knowledge the basic management functions of planning, decision making and control and how these are related within a business activity
- knowledge of the role and limitations of cost accounting practices in the context of other information and control systems
- knowledge of the benefits of budgeting

Skills

Upon completion of the course, the student is able to

- apply the main schemes of cost classification, costing methods, contribution analysis
- evaluate the operation of a budgetary control process and perform basic calculative analyses
- analyse the problem-solving and short-term decision-making aspects of management accounting
- apply standard costing techniques

General competencies

Upon completion of the course, the student is able to

- analyse and justify simple cases where cost accounting may contribute to making judgements and decisions
- 

### Text

Script by EWS; Collection of cost accounting exercises.

---

### Evaluation

60 % written final exam, 20 % written mid term test, 20 % active participation and homework.

Attendance is mandatory.

# Course Description

## Real Estate Management

---

### Course Title

**CONTROLLING I**

Semester Hours ECTS Credits

15

1

### Course Field

ACCOUNTING

Code Prerequisites

ACC Principles of Accounting

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise        Tutorial  
 Lecture

### Semester:

- |                              |   |                              |   |
|------------------------------|---|------------------------------|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd            | <input type="checkbox"/> 5th | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd | <input checked="" type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |

### Course Objectives

To give the student an overview of the interdisciplinary responsibilities of the controller to see that business operates in the most cost-effective way.

### Course Description

Introduction and aims of controlling/management control, corporate objectives model; operational and strategic goals;

The controller: responsibilities and job description

Analysis of objectives, operational goals,

direct costing - profit center

portfolio analysis, ABC-analysis, SWOT analysis, gap analysis

treasury management

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- management control and systems used in management control
- insights into control methods and control philosophies as well as into the responsibilities of a controller

Skills

Upon completion of the course, the student is able to

- understand and describe models and methods related to reporting, communication, decision making and accountability in the management control area
- apply models and methods of management control in different business areas
- show how models and methods in management control can be used to implement organisational changes
- assess and critically reflect on different models and methods in management control
- reflect on various business positions in management control

General competencies

Upon completion of the course, the student is able to

- execute and analyze the role of a controller
- use corporate objectives model to reach operational and strategic goals of different businesses

### Text

script by EWS

### Evaluation

60 % written final exam, 40 % active participation and homework.  
Attendance is mandatory.

# Course Description

## Real Estate Management

---

### Course Title

**BALANCE SHEET ANALYSIS**

### Course Field

ACCOUNTING

### Programme:

REM

### Education type:

Case Study    Seminar  
 Exercise    Tutorial  
 Lecture

### Semester Hours ECTS Credits

15                                  1

### Code Prerequisites

ACC            Principles and Financial

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input checked="" type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input checked="" type="checkbox"/> Summer Sem.

---

### Course Objectives

To provide students with a basic understanding of how to read and evaluate corporate balance sheets.

---

### Course Description

Analysis of various balance sheets, their individual entries, profit and loss statement, annex and company's report and their meaning as a measure of a company's economic performance.

General comments on ratio analysis, uses of financial statement data and analysis, tools and techniques of financial analysis; selected ratios in detail

Discussion of various annual reports of Austrian and multinational companies.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- how to analyse various types of balance sheets
- how to understand and interpret ratios

#### Skills

Upon completion of the course, the student is able to

- provide a basic understanding of published financial statements and how such statements can be analysed in order to draw inferences concerning the financial situation
- understand performance and viability of an organisation
- will have an appreciation of costing and budgeting techniques and their role in the wider context of organisational control systems

#### General competencies

Upon completion of the course, the student is able to interpret and evaluate corporate balance sheets.

---

### Text

Script by EWS; Annual Reports;

---

### Evaluation

60 % written final exam, 40 % active participation and homework.

Attendance is mandatory.

# Course Description

## Real Estate Management

---

### Course Title

**STATISTICS I**

### Course Field

ACCOUNTING

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise     Tutorial  
 Lecture

Semester Hours    ECTS Credits

15    1

Code    Prerequisites

ACC    none

### Semester:

1st	3rd	5th	<input checked="" type="checkbox"/> Winter Sem.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Summer Sem.
2nd	4th	6th	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### Course Objectives

Enable the student to use statistical analysis and methods in his studies of business administration and management.

### Course Description

This course provides an overall picture of the scope and structure of business statistics. The objective of the course is to introduce students to the basic concepts and procedures they will need to:

- evaluate such daily inputs as organisational reports and media articles and commentaries
- improve their ability to measure and cope with changing conditions both at home and on the job
- improve their ability to make better decisions over a wide range of topics

Subject matters covered:

- Introduction to business statistics
- Frequency distributions
- Measures of central tendency, measures of dispersion and skewness
- Absolute and relative probability
- Sampling, Estimation, Hypothesis testing
- Analysis of variance, time-Series analysis
- Regression and correlation analysis

### Learning Outcomes

Knowledge

Upon completion of the course, the student has a good understanding of:

- elementary probability theory and its application
- the laws of probability and the use of Bayes theorem
- the concept of a statistical distribution
- the basic concepts of statistical inference
- exploratory data analysis

Skills

Upon completion of the course, the student is able to

- explain the basic concepts and select the appropriate measurements, tables and graphs to represent quantitative data in different scenarios
- understand probabilities and the way in which these link to probability theory on statistical inferences
- perform basic statistical inferences using confidence interval and significance test on common measures such as means and proportions and interpret the results
- perform simple linear regression and correlation analysis, and understand when it is appropriate to do so

General competencies

Upon completion of the course, the student is able to

- analyse business data and apply statistical methods

### Text

Script, exercise materials, compilation of relevant formulas

### Evaluation

Final written exam

# Course Description

## Real Estate Management

---

### Course Title

**CONTROLLING II**

### Course Field

ACCOUNTING

### Programme:

REM

### Education type:

Case Study  Seminar

Exercise  Tutorial

Lecture

### Semester Hours ECTS Credits

15 2

### Code Prerequisites

ACC Controlling I

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1st	3rd	5th	Winter Sem.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2nd	4th	6th	Summer Sem.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

---

### Course Objectives

Familiarise the student with the quantitative tools of the controller;

---

### Course Description

- Review of Controlling I
  - Corporate budget
  - Return-on-investment (ROI) analysis, leverage effect
  - Static and time-adjusted capital budgeting
  - Investment planning and investment decision
  - Examples of capital budgeting and parameters
  - Strategic and operative controlling
  - Case studies
- 

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has advanced knowledge of:

- management control and systems used in management control
- the most important ratios and KPIs
- insights into control methods and control philosophies as well as into the responsibilities of a controller

#### Skills

Upon completion of the course, the student is able to

- critically reflect on and evaluate the effectiveness of a management control system
- relate understanding of the above learning outcomes to practical examples and work-based case-studies

#### General competencies

Upon completion of the course, the student is able to

- execute and analyze the role of a controller
  - use and integrate the strategic and operative tools of the controller
- 

### Text

Script

---

### Evaluation

60 % written final exam, 40 % active participation and homework.  
Attendance is mandatory.

---



# Course Description

## Real Estate Management

---

### Course Title

**STATISTICS II**

### Course Field

ACCOUNTING

### Programme:

REM

### Education type:

Case Study  Seminar

Exercise  Tutorial

Lecture

### Semester Hours ECTS Credits

15 2

### Code Prerequisites

ACC Statistics I, Excel

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.

---

### Course Objectives

This course is intended as an introduction to the analysis of empirical data gathered by students for their diploma paper. The student should easily use standard software programmes for the data analysis

---

### Course Description

- Brief overview of selected methods of inferential statistics:
    - analysis of correlations
    - significance testing
    - t-test, chi-square-test
    - factor analysis
    - discriminant analysis
  - Application of these methods on selected real-life data through the MS-EXCEL programme.
- 

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has a good understanding of:  
- selected methods of inferential statistics - see list under Course Description

#### Skills

Upon completion of the course, the student is able to apply these concepts and justify the appropriate measurements, tables and graphs to represent quantitative data in different scenarios

#### General competencies

Upon completion of the course, the student is able  
- to critically reflect and to analyse business data  
- to apply selected methods of inferential statistics

---

### Text

handouts

---

### Evaluation

Students need to participate actively in this class (data gathering, analysis and interpretation on their own with supporting material and information by the lecturer).  
One final written exam.

# Course Description

## Real Estate Management

---

### Course Title

**PRINCIPLES OF BUSINESS ADMINISTRATION**

Semester Hours ECTS Credits

30 3

### Course Field

BUSINESS ADMINISTRATION

Code Prerequisites

BUS none

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise       Tutorial  
 Lecture

### Semester:

1st 3rd 5th     Winter Sem.  
          
2nd 4th 6th     Summer Sem.  
       

---

### Course Objectives

To enable the student to understand current business affairs, to comment on business articles in the press, applying theoretic concepts of the course; introduction to "economic thinking".

---

### Course Description

In this introductory course, the student is acquainted with contemporary business administration theory as a separate scientific discipline.

General concepts are discussed

- needs and wants
- goods
- markets
- legal forms of business units and criteria for the appropriate choice  
  liability, capital formation, access to capital markets, etc.,
- research
- cycle of production
- purchasing, warehousing, production and marketing of goods
- finance and investment.

Analysis of current Austrian and international economic events and institutions, using the daily press for discussion of appropriate articles.

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student:

- has a good understanding of fundamental areas of business administration
- gains a general overview of the different concepts of business administration

Skills

Upon completion of the course, the student is able to

- critically analyse a variety of information sources, mainly newspaper articles and apply them to construct and formulate professional arguments
- integrate existing concepts, methods and interpretations within the area of business administration

General competencies

Upon completion of the course, the student is able to

- understand current business affairs
- comment on business articles in the press, applying theoretic concepts of the course

---

### Text

Script by EWS "Principles of Business Administration", handouts

---

### Evaluation

Written Exam (40%) and one Oral Exam (40%); 20% active participation. Attendance is compulsory.

# Course Description

## Real Estate Management

---

### Course Title

**GENERAL BUSINESS INTERNSHIP**

**Semester Hours ECTS Credits**

5

### Course Field

BUSINESS PRACTICE

**Code Prerequisites**

PRAC completion of 1st year

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**       **Tutorial**  
 **Lecture**

### Semester:

- |                                     |                                     |                                     |   |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> <b>1st</b> | <input type="checkbox"/> <b>3rd</b> | <input type="checkbox"/> <b>5th</b> | <input type="checkbox"/> <b>Winter Sem.</b> |
| <input type="checkbox"/> <b>2nd</b> | <input type="checkbox"/> <b>4th</b> | <input type="checkbox"/> <b>6th</b> | <input type="checkbox"/> <b>Summer Sem.</b> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |   |

---

### Course Objectives

To apply the knowledge and skills gained in the first year of the programme.

---

### Course Description

This is the first of two compulsory general business work placements (internships), minimum duration 8 weeks full-time employment each.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has increased:

- the ability of subject-specific communication in the mother tongue
- business skills particularly in project and events management
- knowledge of work-flow processes
- professional knowledge in the field of information technology, applying standard software
- communicative competence, communication techniques, business language, conducting conversations, meetings and negotiations, transfer of information and data, job-specific vocabulary and structures to relate academic theory to the work environment

#### Skills

Upon completion of the course, the student is able to apply work related skills.

#### General competencies

Upon completion of the course, the student is able to

- critically evaluate their learning from the placement
- enhance career knowledge
- plan, execute, evaluate and report on a real-life project.

---

### Text

---

### Evaluation

A written confirmation from the work placement provider must be turned in to EWS. Students have to hand in a written report.

# Course Description

## Real Estate Management

---

### Course Title

**INTERNATIONAL BUSINESS INTERNSHIP**

**Semester Hours ECTS Credits**

5

### Course Field

BUSINESS PRACTICE

**Code Prerequisites**

PRAC completion of 2nd year

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

### Semester:

- |                              |                                     |                              |                                      |
|------------------------------|-------------------------------------|------------------------------|--------------------------------------|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd        | <input type="checkbox"/> 5th | <input type="checkbox"/> Winter Sem. |
| <input type="checkbox"/> 2nd | <input type="checkbox"/> 4th        | <input type="checkbox"/> 6th | <input type="checkbox"/> Summer Sem. |
| <input type="checkbox"/>     | <input checked="" type="checkbox"/> | <input type="checkbox"/>     |                                      |

---

### Course Objectives

Application of general business skills in a different business environment; improvement of the second foreign language, experience of a new cultural environment.

---

### Course Description

This is the second work placement (internship), which is compulsory for the three-year programmes of EWS. It is strongly recommended that this second work placement take place abroad, anywhere within the EU or even outside. Students should choose an English-speaking country if their language skills in English still need some improvement; otherwise, students should choose a country of their second foreign language - primarily Spanish or French - in order to improve the learning of this second foreign language. This internship may be combined with an intensive language class in the country.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has increased:

- the ability of subject-specific communication in the mother tongue and/or in at least own foreign languages
- business skills particularly in project and events management
- knowledge of work-flow processes
- professional knowledge in the field of information technology, applying standard software
- communicative competence, communication techniques, business language, conducting conversations, meetings and negotiations, transfer of information and data, job-specific vocabulary and structures to relate academic theory to the work environment

#### Skills

Upon completion of the course, the student is able to apply work related skills in a business environment.

#### General competencies

Upon completion of the course, the student is able to

- critically evaluate the learning from the placement
- enhance career knowledge
- plan, execute, evaluate and report on a national/international real-life project.

---

### Text

---

### Evaluation

Detailed evaluation of the work placement provider and written student report.

Internships abroad will mostly be supported by EU-funds from the ERASMUS+ programme, which requires close monitoring of the student's progress.

# Course Description

## Real Estate Management

---

### Course Title

**COMMUNICATION TECHNIQUES**

### Course Field

COMMUNICATIONS

**Semester Hours ECTS Credits**

9

1

**Code Prerequisites**

COM

none

### Programme:

**REM**

### Education type:

**Case Study**

**Seminar**

**Exercise**

**Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**

**2nd 4th 6th**

**Winter Sem.**

**Summer Sem.**

---

### Course Objectives

Development of skills like perception, speaking, language and listening

Instructional Methodology: moderation, discussions, lectures, one-on-one and group exercises, role playing with video analysis

---

### Course Description

Introductory overview of the subject speech communication; the course focuses on the practical side as it applies to business settings.

In small groups of students, the framework and criteria for positive, effective communication are discussed.

Principles of speech communication (contents and structure)

rules for successful argumentation

active listening, correct presentation of facts

verbal and non-verbal communication

negotiating (opening of a talk, goal-oriented argumentation, handling objections,

positive conclusions, etc)

mastering of criticism

practice-oriented analysis of one's own strengths and weaknesses through video- and feedback exercises.

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of how to apply:

- principles of speech communication

- different communication models

- a clear argumentation strategy

Skills

Upon completion of the course, the student is able to

- react flexibly in different business situations

- apply the framework of communication techniques like perception, speaking, language and listening to business settings

General competencies

Upon completion of the course, the student is able to

- use different forms of positive, effective communication

- use successful negotiation techniques

- master criticism

---

### Text

Handouts

---

### Evaluation

Attendance and participation 100%

# Course Description

## Real Estate Management

---

### Course Title

**PRESENTATION TECHNIQUES**

### Course Field

COMMUNICATIONS

**Semester Hours ECTS Credits**

9 1

**Code Prerequisites**

COM Speech Communication

### Programme:

REM

### Education type:

- Case Study  Seminar  
 Exercise  Tutorial  
 Lecture

### Semester:

- 1st 3rd 5th**  Winter Sem.  
    
**2nd 4th 6th**  Summer Sem.
- 

### Course Objectives

To improve the student's communicative competence in various business settings and to stress the importance of a professional appearance. The goal is to present ideas, services and products but also oneself in an interesting and clear manner.

---

### Course Description

A skills approach to effective presentation.

Students prepare and deliver original presentations  
focus is on posture, gestures, eye-contact, speech, dress, use of technical aids  
such as flip chart, computer-assisted presentations using the  
PowerPoint programme

Structure of a presentation

Presentation of abstract contents - how to visualise, effective use of media

Presentation of concrete presentation tasks within the personal working environment -  
video-analysis of at least one presentation.

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of how to apply:

- principles of presentation techniques
- using different forms of visuals
- a clear argumentation strategy

Skills

Upon completion of the course, the student is able to

- react flexibly in different business situations
- apply the framework of presentation techniques, focusing on posture, gestures, eye-contact, speech, dress, use of technical aids, to business settings

General competencies

Upon completion of the course, the student is able to

- use different forms of presentation methods
  - use successful presentation techniques
  - execute a professional business presentation
- 

### Text

Handouts

---

### Evaluation

Presentations during seminar.

# Course Description

## Real Estate Management

---

### Course Title

**NEGOTIATION TECHNIQUES**

### Course Field

COMMUNICATIONS

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

**Semester Hours ECTS Credits**

9                      1

**Code Prerequisites**

COM    none

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1st</b>	<b>3rd</b>	<b>5th</b>	<b>Winter Sem.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2nd</b>	<b>4th</b>	<b>6th</b>	<b>Summer Sem.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

---

### Course Objectives

Students will master different situations in business by applying various communication techniques

---

### Course Description

Rhetorics  
Creative thinking  
negotiation techniques  
interview techniques  
conflict management

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of how to apply:

- principles of negotiation techniques
- using different negotiation strategies
- successful conflict management

#### Skills

Upon completion of the course, the student is able to

- react flexibly in different business situations
- apply the framework of negotiation techniques, focusing on different interview techniques and conflict management methods, to business settings

#### General competencies

Upon completion of the course, the student is able to

- use different forms of negotiation methods
- successfully use negotiation techniques
- execute a professional meeting

---

### Text

Handouts

---

### Evaluation

Class participation

# Course Description

## Real Estate Management

---

### Course Title

**WORD PROCESSING, MS WORD**

### Course Field

COMPUTER SCIENCE

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**     **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

15                      2

### Code Prerequisites

CSC    none

### Semester:

<input checked="" type="checkbox"/> <b>1st</b>	<input type="checkbox"/> <b>3rd</b>	<input type="checkbox"/> <b>5th</b>	<input checked="" type="checkbox"/> <b>Winter Sem.</b>
<input checked="" type="checkbox"/> <b>2nd</b>	<input type="checkbox"/> <b>4th</b>	<input type="checkbox"/> <b>6th</b>	<input type="checkbox"/> <b>Summer Sem.</b>

---

### Course Objectives

To provide the students with a thorough knowledge and understanding of the most important operating systems (Windows) in current use for personal computers, to let him install and use confidently a computer programme. Ability to use a current word processing programme.

---

### Course Description

WORD PROCESSING

input typing, text revision, search and replace; review of instruction manual; formatting/layout of document applications, tabs, tables, page formatting, line drawing, positioning of text and graphics, shortcut keys, glossaries, styles, headers/footers, merge documents, data merge letters

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has advanced skills relating to word processing applications that can be used to produce complex documents, enhance outputs, improve productivity, and save time

Skills

Upon completion of the course, the student is able to use the software programme in an efficient and professional way for many business situations

General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programme

---

### Text

Script with examples.

---

### Evaluation

Final exam



# Course Description

## Real Estate Management

---

### Course Title

**PRESENTATION PROGRAMMES - MS POWERPOINT**

**Semester Hours ECTS Credits**

15 1

### Course Field

COMPUTER SCIENCE

**Code Prerequisites**

CSC none

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**  
    
**2nd 4th 6th**     
    **Summer Sem.**

---

### Course Objectives

Students are able to draft and demonstrate an individually created animated presentation.

---

### Course Description

- Create transparencies for presentation using the graphics programme POWERPOINT,
- Creating and modifying objects and their properties,
- Construction of difficult figures out of basic objects,
- Copying & duplication of objects,
- Group function,
- Text-based slides,
- Add cliparts and drawings to existing texts,
- Draw organisational charts,
- Charting function;
- Preparation of a set of transparencies for a complete presentation (transition effects, animations),
- Hyperlinks within a presentation.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has advanced skills relating to demonstrating competence in using presentation software

#### Skills

Upon completion of the course, the student is able to use the software programme in an efficient and professional way for many business situations

#### General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programme

---

### Text

Script with examples.

---

### Evaluation

Final exam

# Course Description

## Real Estate Management

---

### Course Title

**SPREADSHEET PROGRAMMES - MS EXCEL**

### Course Field

COMPUTER SCIENCE

**Semester Hours ECTS Credits**

30 2

**Code Prerequisites**

CSC 2nd semester standing

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**

**Summer Sem.**

**2nd 4th 6th**

---

### Course Objectives

To enable students to work with spreadsheet programmes confidently

---

### Course Description

This is a second semester computing course

SPREADSHEETS (EXCEL)

Create or load a spreadsheet from backing store and use the command facilities to enter, delete, replace, copy data and change format; create and use formulae; Mathematical functions; Create, edit, print business graphics/charts; transfer spreadsheets or graphics to and from other programmes.

Emphasis will be on solving a variety of business problems using spreadsheets but also on applying the full scope of spreadsheet programmes' functions to a variety of business problems within a given time frame. The student will learn to import data into various spreadsheets and to combine this information as needed, e.g. in a profit and loss statement.

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has advanced skills relating to understanding the concept of spreadsheets and demonstrating an ability to use a spreadsheet to produce accurate work outputs

Skills

Upon completion of the course, the student is able to use the software programme in an efficient and professional way for many business situations

General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programme

---

### Text

Script with examples.

---

### Evaluation

Final exam

---

# Course Description

## Real Estate Management

---

### Course Title

**DATA BASES - MS ACCESS**

### Course Field

COMPUTER SCIENCE

**Semester Hours ECTS Credits**

30 2

**Code Prerequisites**

CSC 3rd semester standing

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1st</b>	<b>3rd</b>	<b>5th</b>	<b>Winter Sem.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2nd</b>	<b>4th</b>	<b>6th</b>	<b>Summer Sem.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

---

### Course Objectives

- to acquire good database management skills

---

### Course Description

DATA BASE (MS-ACCESS)

main features of the ACCESS database package are covered - create, edit, sort, search, load, save, browse, delete, print, query, generating forms, reports and labels, linkage to spreadsheets, transfer data to and from other programmes.

Case Study:

solving a concrete problem of information processing for selected companies/organisations (e.g. video shop, library, company database)

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has advanced skills relating to understanding the concept of a database and to demonstrating competence in using database software.

Skills

Upon completion of the course, the student is able to use the software programme in an efficient and professional way for many business situations.

General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programme.

---

### Text

Script with examples.

---

### Evaluation

Final exam

# Course Description

## Real Estate Management

---

### Course Title

**EDP - CASE STUDY**

### Course Field

COMPUTER SCIENCE

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**     **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

15                      2

### Code Prerequisites

CSC    4th semester standing

### Semester:

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> <b>1st</b> | <input type="checkbox"/> <b>3rd</b>            | <input type="checkbox"/> <b>5th</b> | <input type="checkbox"/> <b>Winter Sem.</b>            |
| <input type="checkbox"/> <b>2nd</b> | <input checked="" type="checkbox"/> <b>4th</b> | <input type="checkbox"/> <b>6th</b> | <input checked="" type="checkbox"/> <b>Summer Sem.</b> |

---

### Course Objectives

To give the students the possibility to demonstrate their IT literacy.

---

### Course Description

Case studies in IT using all MS Office programmes learned so far

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has advanced skills relating to demonstrating competence in using various software programmes, combining the learned MS Office Programmes in semester 1- 3.

#### Skills

Upon completion of the course, the student is able to use software programmes in an efficient and professional way for many business situations.

#### General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programmes.

---

### Text

Handouts

---

### Evaluation

Final exam

# Course Description

## Real Estate Management

---

### Course Title

**HTML - CONSTRUCTION OF INTERNET PAGES**

### Course Field

COMPUTER SCIENCE

**Semester Hours ECTS Credits**

15 1

**Code Prerequisites**

CSC 4th semester standing

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

<input type="checkbox"/> <b>1st</b>	<input type="checkbox"/> <b>3rd</b>	<input type="checkbox"/> <b>5th</b>	<input type="checkbox"/> <b>Winter Sem.</b>
<input type="checkbox"/> <b>2nd</b>	<input checked="" type="checkbox"/> <b>4th</b>	<input type="checkbox"/> <b>6th</b>	<input checked="" type="checkbox"/> <b>Summer Sem.</b>

---

### Course Objectives

Effective use of the information tool internet for various business purposes

---

### Course Description

- Introduction to hypertext philosophy  
- HTML - hypertext markup language:  
  commands to format texts,  
  to structure pages, frames, hyperlinks,  
  positioning in WWW (search engines),  
  based on practical examples from business and tourism  
  (manufacturing, trade, services) presentation strategies and -trends will be researched.

The case-study method is used to have each student prepare his/her own site on a given topic.

Project work within this course.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has advanced skills relating to the ability to understand key web publishing concepts and to create, upload and maintain a static web site.

#### Skills

Upon completion of the course, the student is able to use the software programme in an efficient and professional way for many business situations

#### General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programme

---

### Text

Handouts

---

### Evaluation

Final exam

# Course Description

## Real Estate Management

---

### Course Title

**INTRO TO MULTIMEDIA**

### Course Field

COMPUTER SCIENCE

**Semester Hours ECTS Credits**

30 2

**Code Prerequisites**

CSC 5th semester standing

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

### Semester:

- 1st 3rd 5th**         Winter Sem.  
                  
**2nd 4th 6th**         Summer Sem.

---

### Course Objectives

To give the students an introduction to image editing and web-design.

---

### Course Description

#### WEB-DESIGN:

- Creation of an Internet-Page
- Levels, motion, source
- Drag and roll over effects

#### IMAGE EDITING.

- Introduction to picture editing programmes
- Tools
- Pallets
- Principles of picture editing
- Colours
- Choices

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has advanced skills relating to the ability to understand key web publishing concepts and to create, upload and maintain a dynamic web site using up-to-date online-tools.

#### Skills

Upon completion of the course, the student is able to use the software programme in an efficient and professional way for many business situations

#### General competencies

Upon completion of the course, the student is a competent user of the above-mentioned software programme

---

### Text

Handouts

---

### Evaluation

90% project, 10% participation

# Course Description

## Real Estate Management

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### Course Title

**PRINCIPLES OF ECONOMICS**

### Course Field

ECONOMICS

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise       Tutorial  
 Lecture

### Semester Hours ECTS Credits

30                      3

### Code Prerequisites

ECO           none

### Semester:

<input checked="" type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input checked="" type="checkbox"/> 2nd	<input type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

---

### Course Objectives

To give the student a sound basic understanding of contemporary macro-economic theory and relevant, current articles from the press.

---

### Course Description

This introduction to macro-economics focuses on

- A) Introduction - the subject of macroeconomics: Needs, goods, exchange, opportunity costs, the tasks of economics
- B) Price Formation and the Market: demand, supply and elasticity; market equilibrium, competition, monopoly and other market forms, market functions, market failure; the role of the state
- C) Economic History: Antiquity, the Middle Ages, classic and neoclassic economic thought, modern theories: Keynes, Schumpeter, post-Keynsianism, Milton Friedman and monetarism, supply side economics.
- D) The business cycle and income
- E) Money: money, credit system, prices, currency, the exchange rate, the Euro

The student considers the interaction between government and various branches of the national economy and what major tools (monetary and fiscal policy) the state has at its disposal to affect economic life. The course is geared to encourage students to discuss current macro-economic affairs in class.

---

### Learning Outcomes

Knowledge - Upon completion of the course, the student has knowledge of

- the entire economy in terms of the total amount of goods and services produced, total income earned, the level of employment of productive resources, and the general behaviour of prices as well as the principles of economic policy

- the role of monetary institutions, focusing on the Central Banks

Skills - Upon completion of the course, the student is able to

- demonstrate knowledge of the laws of supply and demand and equilibrium
- apply the supply and demand model to analyze responses of markets to external events
- explain the concepts of gross domestic product, inflation and unemployment, and how they are measured
- explain the circular flow model, use the concepts of aggregate demand and supply to analyse the response of the economy to disturbances.
- describe the determinants of the demand for money, the supply of money and interest rates and the role of financial institutions
- define fiscal and monetary policies and how these affect the economy
- identify the causes of prosperity, growth, and economic change over time and explain the mechanisms through which these causes operate in the economy.

General competencies - Upon completion of the course, the student is able to understand contemporary macro-economic theory and relevant, current articles from the press

---

### Text

Volkswirtschaft by Lichowski, Loidolt, Föger, Verlag hpt - Hölder-Pichler-Tempsky GmbH, Wien 2014

---

### Evaluation

Final written exam

# Course Description

## Real Estate Management

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### Course Title

**FINANCE AND INVESTMENT I**

### Course Field

ECONOMICS

**Semester Hours ECTS Credits**

30 2

**Code Prerequisites**

ECO 2nd year standing/Accou

### Programme:

REM

### Education type:

- Case Study    Seminar  
 Exercise    Tutorial  
 Lecture

### Semester:

- |                          |                                     |                          |                          |                                     |
|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <b>1st</b>               | <b>3rd</b>                          | <b>5th</b>               |                          | <b>Winter Sem.</b>                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |                          | <input checked="" type="checkbox"/> |
| <b>2nd</b>               | <b>4th</b>                          | <b>6th</b>               |                          | <b>Summer Sem.</b>                  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                          |                                     |

---

### Course Objectives

To provide a basic understanding of the complex world of financing and investment.

---

### Course Description

This intensive course provides an in-depth view of financing and investment instruments, with particular attention on the stock exchange.

Analysis of the most important types of financing - equity and debt financing -  
equity capital, loan capital, financing through depreciation;  
short- and long-term credit financing, loans, collateral security, etc. -  
for individuals, public and private companies  
Leverage effect

Aspects of creditworthiness;  
Leasing, factoring, forfeiting, commercial credit  
Investment planning and calculations.

Securities: stocks, bonds, options, derivative instruments.

---

### Learning Outcomes

Knowledge

- Upon completion of the course, the student has knowledge
- to develop portfolio strategies for individual and institutional investors
  - to analyze companies for investment purposes
  - to recommend adequate forms of investment and financial instruments, focusing on the stock exchange

Skills

- Upon completion of the course, the student is able to
- list given types of financial instruments and explain how they work in detail
  - contrast key characteristics of given financial instruments
  - relate key facts of the managed fund industry
  - explain the fundamental drivers of diversification as an investment strategy for investors
  - competently identify established risk management techniques used

General competencies

Upon completion of the course, the student is able to understand the complex world of financing and investment.

---

### Text

ALLGEM. BETRIEBSWIRTSCHAFTSLEHRE, Thommen/Achleitner, published by Gabler, Wiesbaden/Germany, 8th edition, 2016.

Other basic literature

---

### Evaluation

Two written exams - midterm and final exam; participation



# Course Description

## Real Estate Management

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### Course Title

**INTERNATIONAL ECONOMICS**

### Course Field

ECONOMICS

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**         **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

15                      2

### Code Prerequisites

ECO    5th semester standing

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1st 3rd 5th**     **Winter Sem.**  
**2nd 4th 6th**     **Summer Sem.**

---

### Course Objectives

Discussion of current topics in international affairs

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### Course Description

Students will prepare, discuss and, when appropriate, present current topics in international economics;

they will actively shape the discussion and may suggest topics for presentation and debate

the focus will be on analysing a given issue, looking at the pros and cons, and give a structured presentation of one's personal view on a given topic

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge to:

- prepare current topics in international economics for discussions and presentations
- analyse business-related topics
- define the pros and cons
- give recommendations for business solutions

#### Skills

Upon completion of the course, the student is able to

- lead professional debates in Business English
- analyze complex business data to draft oral and written business reports
- negotiate and recommend business strategies

#### General competencies

Upon completion of the course, the student is able to professionally lead discussions and business debates on complex international business affairs

---

### Text

hand-outs - original source material from The Economist, Financial Times, Time, Newsweek, etc.

Business English dictionary; it is expected that students read a business newspaper/magazine on a regular basis

---

### Evaluation

Class participation and attendance: 35 %

Written exercises (in class): 25 %

Final presentation: 40 %

# Course Description

## Real Estate Management

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### Course Title

**FINANCE AND INVESTMENT II**

### Course Field

ECONOMICS

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**       **Tutorial**  
 **Lecture**

**Semester Hours**    **ECTS Credits**

15                      2

**Code**    **Prerequisites**

ECO      3rd year standing/Accounting

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1st</b>	<b>3rd</b>	<b>5th</b>	<b>Winter Sem.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2nd</b>	<b>4th</b>	<b>6th</b>	<b>Summer Sem.</b>

---

### Course Objectives

Students learn about specific topics of finance and investment - workshop

---

### Course Description

- specific topics of finance and investment
- presentation of finance and stock market topics
- debt/equity financing
- mezzanine capital

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has enhanced knowledge

- to develop portfolio strategies for individual and institutional investors
- to analyze companies for investment purposes
- to recommend adequate forms of investment and financial instruments, focusing on the stock exchange

#### Skills

Upon completion of the course, the student is able to

- list given types of financial instruments and explain how they work in detail
- contrast key characteristics of given financial instruments
- relate key facts of the managed fund industry
- explain the fundamental drivers of diversification as an investment strategy for investors
- competently identify established risk management techniques used

#### General competencies

Upon completion of the course, the student is able to

- apply and analyse the complex world of financing and investment
- recommend various forms of finance and investment

---

### Text

Handouts

---

### Evaluation

40 % presentation  
60 % written exam

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS ENGLISH I**

### Course Field

ENGLISH

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**     **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

45                      5

### Code Prerequisites

ENG    Placement Test

### Semester:

<input checked="" type="checkbox"/> <b>1st</b>	<input type="checkbox"/> <b>3rd</b>	<input type="checkbox"/> <b>5th</b>	<input checked="" type="checkbox"/> <b>Winter Sem.</b>
<input checked="" type="checkbox"/> <b>2nd</b>	<input type="checkbox"/> <b>4th</b>	<input type="checkbox"/> <b>6th</b>	<input type="checkbox"/> <b>Summer Sem.</b>

---

### Course Objectives

Confident communication (oral and written) in English and expansion of Business English terminology, embedded in authentic material and case studies.

---

### Course Description

The objective of this course is to familiarize students with basic Business English focusing on oral and written skills as well as business terminology.

Contents of first semester:

- Discussion of the business environment including organization, types of businesses and business activity.
- Development of Business English vocabulary using real-life situations.
- In-depth analysis of and dialogue about business case studies.
- Expressing and asking for opinions, agreeing and disagreeing.
- Use of diplomatic language: expressing oneself appropriately.
- English for emailing and telephoning.
- Review of language skills including grammar, pronunciation, speaking, reading, listening and writing.
- Business Proficiency; Chaps. 1 - 3;
- writing skills: CV writing, motivation letter

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student

- understands how the English language is used in written communication and in various business situations such as meetings and presentations
- demonstrates a level of general English competence equivalent to at least B 2 on the Common European Framework with respect to reading and writing skills

Skills

Upon completion of the course, the student is able to

- write standard business letters, emails, memos and summaries in English on business related topics
- prepare and deliver short individual and group presentations in English on business related topics
- read, summarize and discuss newspaper articles on business related topics
- have a working knowledge of business words and phrases and a good command of English grammar

General competencies

Upon completion of the course, the student is able to communicate effectively in English, both orally and in writing, on business related topics

---

### Text

Ashford, Smith. Business Proficiency, Klett 2017

Optional Recommended Readings:

- Murphy, Raymond. English Grammar in Use Intermediate. Cambridge: CUP, 2012.
- English language newspapers and magazines, such as Financial Times, Wall Street Journal, The Economist, Business Spotlight, Media: CNN, BBC

---

### Evaluation

Class participation and attendance: 40 %

Homework assignments: 30 %

Quizzes: 30 %

TOTAL: 100 %  
**EWS Vienna, 2019/20**

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS ENGLISH II**

### Course Field

ENGLISH

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**     **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

60                      5

### Code Prerequisites

ENG    2nd semester standing

### Semester:

- |                                     |                          |                          |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 1st 3rd 5th     **Winter Sem.**  
2nd 4th 6th     **Summer Sem.**

---

### Course Objectives

Confident communication (oral and written) in English and expansion of Business English terminology, embedded in authentic material and case studies.

---

### Course Description

The objective of this course is to familiarize students with basic Business English focusing on oral and written skills as well as business terminology.

Contents of second semester:

- Discussion of the business environment focusing on marketing.
- Development of Business English vocabulary using real-life situations.
- In-depth analysis of and dialogue about business case studies.
- Expressing and asking for opinions, agreeing and disagreeing.
- Use of diplomatic language: expressing oneself appropriately.
- English for business correspondence, emailing and telephoning.
- Business Proficiency; Chapt. 4 - 6;
- writing skills: business letters (inquiries, offers)

Apart from covering the above-mentioned chapters, current business articles will supplement the course, keeping up with the latest business developments

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student

- understands how the English language is used in written communication and in various business situations such as meetings and presentations
- demonstrates a level of general English competence equivalent to at least B 2 on the Common European Framework with respect to reading and writing skills

Skills

Upon completion of the course, the student is able to

- write standard business letters, emails, memos and summaries in English on business related topics
- prepare and deliver short individual and group presentations in English on business related topics
- read, summarize and discuss newspaper articles on business related topics
- have a working knowledge of business words and phrases and a good command of English grammar

General competencies

Upon completion of the course, the student is able to communicate effectively in English, both orally and in writing, on business related topics

---

### Text

Ashford, Smith. Business Proficiency, Klett 2017

Optional Recommended Readings:

- Murphy, Raymond. English Grammar in Use Intermediate. Cambridge: CUP, 2012.
- English language newspapers and magazines, such as Financial Times, Wall Street Journal, The Economist, Business Spotlight, Media: CNN, BBC

---

### Evaluation

Class participation and attendance: 40 %, Homework assignments: 30 %, Quizzes: 30 %

TOTAL: 100 %

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS ENGLISH III**

### Course Field

ENGLISH

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**     **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

60                      5

### Code Prerequisites

ENG    3rd semester standing

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input checked="" type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.

---

### Course Objectives

Using common themes in HR management, production, international aspects, the course provides the practical reading, speaking, listening and writing skills necessary for people who need English for working in business. It also contains a wide range of essential business vocabulary and grammar.

---

### Course Description

In the third semester of this subject area, we will cover the following topics:

Clear understanding of the key principles of HR management, production, international aspects and confident oral and written English communication skills including:

- Writing memoranda, emails, reports and proposals
- Oral presentation of reports, proposals and visuals at meetings
- Effective listening/comprehension techniques
- Conducting negotiations and participating in meetings
- Business Proficiency; Chaps. 7-11;
- writing skills: advanced business letters (complaints)

The above-mentioned topics will be supplemented by current business articles, where appropriate.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student

- understands how the English language is used in written communication and in various business situations such as meetings and presentations
- demonstrates a level of general English competence equivalent to at least B 2/C 1 on the Common European Framework with respect to reading and writing skills

#### Skills

Upon completion of the course, the student is able to

- write standard business letters, emails, memos and summaries in English on business related topics
- prepare and deliver short individual and group presentations in English on business related topics
- read, summarize and discuss newspaper articles on business related topics
- have a working knowledge of business words and phrases and a good command of English grammar

#### General competencies

Upon completion of the course, the student is able to communicate effectively in English, both orally and in writing, on business related topics

---

### Text

#### Class Handouts

- Ashford, Smith. Business Proficiency, Klett 2017

#### Optional Recommended Reading:

- Brook-Hart, Guy. Cambridge Business Benchmark Advanced, Student's Book
- Murphy, Raymond. English Grammar in Use Intermediate. Cambridge: CUP, 2012.
- English language publications: The Economist, Financial Times, Wall Street Journal,

---

### Evaluation

Class participation and attendance: 20 %

Written exercises: 30 %

Quizzes: 50 %

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS ENGLISH IV**

### Course Field

ENGLISH

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise     Tutorial  
 Lecture

### Semester Hours ECTS Credits

60                      5

### Code Prerequisites

ENG    4th semester standing

### Semester:

- |                              |   |                              |   |
|------------------------------|---|------------------------------|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd            | <input type="checkbox"/> 5th | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd | <input checked="" type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |

---

### Course Objectives

Using common themes in business finance, organization and management, the course provides the practical reading, speaking, listening and writing skills necessary for people who need English for working in business. It also contains a wide range of essential business vocabulary and grammar.

---

### Course Description

In the fourth semester of this subject area, we will cover the following topics:

Clear understanding of the key principles of business finance, organization and management and confident oral and written English communication skills including:

- Writing memoranda, emails, reports and proposals
  - Oral presentation of reports, proposals and visuals at meetings
  - Effective listening/comprehension techniques
  - Conducting negotiations and participating in 12-166-9, 17-20
  - writing skills: business letters (orders, invoices)
- 

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student

- understands how the English language is used in written communication and in various business situations such as meetings and presentations
- demonstrates a level of general English competence equivalent to at least C 1 on the Common European Framework with respect to reading, writing and oral skills

#### Skills

Upon completion of the course, the student is able to

- write standard business letters, emails, memos and summaries in English on business related topics
- prepare and deliver short individual and group presentations in English on business related topics
- read, summarize and discuss newspaper articles on business related topics
- have a working knowledge of business words and phrases and a good command of English grammar
- understand complex dialogues on various business topics

#### General competencies

Upon completion of the course, the student is able to communicate effectively in English, both orally and in writing, on business related topics

---

### Text

#### Class Handouts

- Ashford, Smith. Business Proficiency, Klett 2017

#### Optional Recommended Reading:

- Brook-Hart, Guy. Cambridge Business Benchmark Advanced, Student's Book
  - Murphy, Raymond. English Grammar in Use Intermediate. Cambridge: CUP, 2012.
  - English language publications: The Economist, Financial Times, Wall Street Journal,
- 

### Evaluation

Class participation and attendance: 20 %

Written exercises: 30 %

Quizzes: 50 %

# Course Description

## Real Estate Management

---

### Course Title

**BUSINESS ENGLISH V**

### Course Field

ENGLISH

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise     Tutorial  
 Lecture

### Semester Hours ECTS Credits

45                      5

### Code Prerequisites

ENG    3rd year standing

### Semester:

- |                          |                          |                                     |                                     |
|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
- 1st 3rd 5th     Winter Sem.  
2nd 4th 6th     Summer Sem.

---

### Course Objectives

Confident and accurate written communication in English focusing on the key forms of business communication: emails, letters, memoranda, reports and proposals.

---

### Course Description

Development of advanced business writing skills - report writing, group projects; case studies;

preparation for the final diploma exam - presentation of current business topics, advanced listening comprehension,

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student

- understands how the English language is used in written communication and in various business situations such as meetings and presentations

- demonstrates a level of general English competence equivalent to at least C 1 on the Common European Framework with respect to reading, oral and writing skills

#### Skills

Upon completion of the course, the student is able to

- write standard business letters, emails, memos and summaries in English on business related topics

- prepare and deliver short individual and group presentations in English on business related topics

- read, summarize and discuss newspaper articles on business related topics

- have a working knowledge of business words and phrases and a good command of English grammar

- understand complex dialogues on various business topics

#### General competencies

Upon completion of the course, the student is able to communicate effectively in English, both orally and in writing, on business related topics

---

### Text

Handouts

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### Evaluation

Class participation and attendance: 20 %

In-class written exercises: 40 %

Take-home written exercises: 40 %

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS ENGLISH - INTERNATIONAL EXAM**

### Course Field

ENGLISH

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

### Semester Hours ECTS Credits

0                              1

### Code Prerequisites

ENG      3rd year standing

### Semester:

- |                              |                              |   |   |
|------------------------------|------------------------------|---|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd | <input type="checkbox"/> 5th            | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd | <input type="checkbox"/> 4th | <input checked="" type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |

---

### Course Objectives

Final international diploma exam

---

### Course Description

Final international diploma exam - presentation of current business topics, advanced listening comprehension,

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student

- understands how the English language is used in written communication and in various business situations such as meetings and presentations
- demonstrates a level of general English competence equivalent to at least C 1 on the Common European Framework with respect to reading and writing skills

#### Skills

Upon completion of the course, the student is able to

- write standard business letters, emails, memos and summaries in English on business related topics
- prepare and deliver short individual and group presentations in English on business related topics
- read, summarize and discuss newspaper articles on business related topics
- have a working knowledge of business words and phrases and a good command of English grammar

#### General competencies

Upon completion of the course, the student is able to communicate effectively in English, both orally and in writing, on business related topics

---

### Text

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### Evaluation

international oral diploma exam

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# Course Description

## Real Estate Management

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### Course Title

**LOCATION MANAGEMENT**

### Course Field

EVENT MANAGEMENT

**Semester Hours ECTS Credits**

15 1

**Code Prerequisites**

EVENT none

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**  
    
**2nd 4th 6th**  **Summer Sem.**

---

### Course Objectives

Introduction to the main aspects of finding a suitable event location

---

### Course Description

- Tasks of Location Management
- Principles of Location Management
- Target groups of Location Management
- Briefing for the Location
- Event logistics
- Safety regulations for event locations
- Working with checklists
- Hotel categories
- General suitability of locations

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has an understanding of the classification of different types of event locations for specific needs

#### Skills

Upon completion of the course, the student is able to

- identify the suitability of different event locations
- recommend the ideal event location for specific events
- analyze the needs of an event organiser in regard to the location decision

#### General competencies

Upon completion of the course, the student is able to find and justify the selection of a suitable event location.

---

### Text

Handouts

---

### Evaluation

Final oral exam

# Course Description

## Real Estate Management

---

### Course Title

**BUSINESS CORRESPONDENCE I (in German)**

### Course Field

GERMAN

**Semester Hours ECTS Credits**

15 1

**Code Prerequisites**

GER none

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**

**2nd 4th 6th**

**Winter Sem.**

**Summer Sem.**

---

### Course Objectives

The student can draft correctly from notes the correspondence in connection with the fulfilment of sales contracts as well as other routine business correspondence.

---

### Course Description

Layout in accordance with the published norms of the Austrian Institute for Standardization

Business correspondence in practice:

the sales contract - legal requirements  
inquiry, offer, order, confirmation of order,  
delivery (advice-, dispatch-, delivery-note, invoice)

Curriculum vitae and letters of application to be prepared for compulsory internships.

Private letters

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of

- how to write a business letter according to the published norms of the Austrian Institute for Standardization
- different business letters and emails based on the daily business activities

Skills

Upon completion of the course, the student is able to

- plan, draft, sequence and structure written business communications in various styles and formats
- review and proofread written business communications for appropriate style, correct and appropriate language, sequence, structure and readability
- present written business communications in the styles and to the standards required by business organisations

General competencies

Upon completion of the course, the student is able to master different business correspondence in connection with the fulfilment of sales contracts.

---

### Text

Handouts for the preparation of business correspondence.

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### Evaluation

Final written exam: student must type in correct layout-form an appropriate letter in response to a given set of facts (or incoming letter or memorandum) 60%; 40% participation/exercises.

# Course Description

## Real Estate Management

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### Course Title

**GERMAN: WRITING WORKSHOP**

**Semester Hours ECTS Credits**

15 1

### Course Field

GERMAN

**Code Prerequisites**

GER none

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**  
    
**2nd 4th 6th**     
    **Summer Sem.**

---

### Course Objectives

The student is able to competently use the German language (grammatical, orthographical accuracy)

---

### Course Description

Survey of the comprehensive review of German spelling reform - agreed upon by Germany, Austria and Switzerland.

Grammar review

Creative writing

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of

- how to write an article correctly based on the German spelling reform
- principles of story-telling and creative writing

#### Skills

Upon completion of the course, the student is able to

- plan, draft, sequence and structure written text in various styles and formats
- review and proofread written text for appropriate style, correct and appropriate language, sequence, structure and readability
- present written text in the styles and to the standards required by business organisations

#### General competencies

Upon completion of the course, the student is able to competently use the German language (grammatical, orthographical accuracy)

---

### Text

Handouts

---

### Evaluation

participation/exercises.

# Course Description

## Real Estate Management

---

**Course Title****ACADEMIC WRITING****Course Field**

GERMAN

**Programme:** **REM****Education type:** **Case Study**     **Seminar**  
 **Exercise**     **Tutorial**  
 **Lecture****Semester Hours ECTS Credits**

15                      1

**Code Prerequisites**

GER      none

**Semester:**

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input checked="" type="checkbox"/> Summer Sem.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

---

**Course Objectives**

To familiarize the student with academic writing styles.

---

**Course Description**

Introduction to academic argumentation, quotation rules and critical comments of academic texts.

---

**Learning Outcomes****Knowledge**

Upon completion of the course, the student has knowledge of

- how to write an academic text
- principles of academic argumentation, quotation rules and critical comments

**Skills**

Upon completion of the course, the student is able to

- plan, draft, sequence and structure an academic text in various styles and formats
- review and proofread academic text for appropriate style, correct and appropriate language, sequence, structure and readability
- write an academic text according to academic standards

**General competencies**

Upon completion of the course, the student is able to competently use academic writing styles.

---

**Text**

Handouts

---

**Evaluation**

Exercises and 1 academic paper of 4 pages text applying academic quotation standards.

---

# Course Description

## Real Estate Management

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### Course Title

**BUSINESS CORRESPONDENCE II (in German)**

### Course Field

GERMAN

**Semester Hours ECTS Credits**

15 2

**Code Prerequisites**

GER Business Correspondenc

### Programme:

REM

### Education type:

Case Study  Seminar

Exercise  Tutorial

Lecture

### Semester:

**1st 3rd 5th**  Winter Sem.

Summer Sem.

**2nd 4th 6th**

---

### Course Objectives

To prepare the student for more difficult business correspondence for official and private occasions.

---

### Course Description

Continued exercises regarding routine correspondence:

Business correspondence in conflicting situations:

- delay in delivery
  - delayed acceptance
  - notification of defects
  - delay in payment
  - first reminder
  - second reminder
  - third and last reminder before legal action
  - threat of legal action
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of

- how to write a business letter according to the published norms of the Austrian Institute for Standardization
- different business letters and emails based on the daily business activities

Skills

Upon completion of the course, the student is able to

- plan, draft, sequence and structure written business communications in various styles and formats
- review and proofread written business communications for appropriate style, correct and appropriate language, sequence, structure and readability
- present written business communications in the styles and to the standards required by business organisations

General competencies

Upon completion of the course, the student is able to master different business correspondence in connection with the fulfilment of sales contracts.

---

### Text

Handouts

---

### Evaluation

Final written exam: 60%; participation/exercises 40%.

# Course Description

## Real Estate Management

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### Course Title

**INTRO TO THE AUSTRIAN LEGAL SYSTEM**

**Semester Hours ECTS Credits**

15 2

### Course Field

LAW

**Code Prerequisites**

LAW none

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise        Tutorial  
 Lecture

### Semester:

- |   |                              |                              |   |
|---|------------------------------|------------------------------|---|
| <input checked="" type="checkbox"/> 1st | <input type="checkbox"/> 3rd | <input type="checkbox"/> 5th | <input checked="" type="checkbox"/> Winter Sem. |
| <input type="checkbox"/> 2nd            | <input type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input type="checkbox"/> Summer Sem.            |

---

### Course Objectives

To initially provide the student with an introduction to Austrian public and private law and its impact on the individual as well as the business community.

---

### Course Description

#### Private Law:

The legal order, legal capacity, legal entity, legal transactions, registry of deeds, formation of a contract, fulfilment of a contract, obstacles to / breach of contract  
guarantee, product liability.

#### Civil (individual) law

property law incl. Book of deeds

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- law and the Austrian Legal System
- the main principles which govern entry into a contract and the terms of a contract
- the principal policies and values underpinning contract rules

#### Skills

Upon completion of the course, the student is able to

- locate sources of legal information relevant to working in industry
- demonstrate skills of legal research and analysis
- identify relevant legal issues from the surrounding context
- analyse relevant legal materials, including cases
- identify key legal and policy issues

#### General competencies

Upon completion of the course, the student is able to apply and analyze the Austrian public and private law and its impact on the individual as well as the business community.

---

### Text

EWS Script

---

### Evaluation

Final written exam

# Course Description

## Real Estate Management

---

### Course Title

**PUBLIC AND PRIVATE LAW**

### Course Field

LAW

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

**Semester Hours   ECTS Credits**

30                                  2

**Code    Prerequisites**

LAW    Intro to the Austrian law

### Semester:

- |                                     |                              |                              |   |
|-------------------------------------|------------------------------|------------------------------|---|
| <input type="checkbox"/> 1st        | <input type="checkbox"/> 3rd | <input type="checkbox"/> 5th | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd        | <input type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>     | <input type="checkbox"/>     |   |

---

### Course Objectives

to continue and complete main legal topics in private and public law of Austria, a civil law country.

---

### Course Description

Private Law: Continuation from the previous semester, contract law

Public Law:

The Austrian Constitution  
Brief constitutional history, constitutional principles  
jurisdiction, law making and administration of federal government - the President, the cabinet, the path of a bill from its introduction to its passage, elections, law making and administration of the nine (9) provinces, regional organisation, administration and judiciary  
civil and criminal procedure, arbitration  
control of governmental powers: the (Austrian) General Accounting Office; Federal Constitutional Court, Administrative Law Courts;  
Basic human and civil rights  
the law of remedies,  
legal enforcement (court proceedings, rules of foreclosure)  
consumer protection  
bankruptcy law

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- law and the Austrian Legal System and the Austrian Constitution
- the main principles which govern entry into a contract and the terms of a contract
- the principal policies and values underpinning contract rules

Skills

Upon completion of the course, the student is able to

- locate sources of legal information relevant to working in industry
- demonstrate skills of legal research and analysis
- identify relevant legal issues from the surrounding context
- analyse relevant legal materials, including cases
- identify key legal and policy issues

General competencies

Upon completion of the course, the student is able to apply and analyse the Austrian public and private law and its impact on the individual as well as the business community.

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### Text

Script by EWS

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### Evaluation

Mid-term exam

Final written exam

EWS Vienna, 2019/20

# Course Description

## Real Estate Management

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### Course Title

**TAXATION**

### Course Field

LAW

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise     Tutorial  
 Lecture

### Semester Hours ECTS Credits

30                      2

### Code Prerequisites

LAW

### Semester:

- |                              |   |                              |   |
|------------------------------|---|------------------------------|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd            | <input type="checkbox"/> 5th | <input checked="" type="checkbox"/> Winter Sem. |
| <input type="checkbox"/> 2nd | <input checked="" type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input type="checkbox"/> Summer Sem.            |
| <input type="checkbox"/>     | <input type="checkbox"/>                | <input type="checkbox"/>     |   |

---

### Course Objectives

To present the student with an overview of the current Austrian tax system and provisions enabling him to prepare simple tax returns for individuals and small businesses.

---

### Course Description

Taxation in Austria:

Tax authorities - structure, powers  
methods of taxation - collection of taxes,  
methods of appeal  
types - direct and indirect taxes

Principles of sales taxation

legal rules, tax rates, basic reporting requirements, exemptions

Principles of personal income taxation

legal rules, tax rates, basic reporting requirements, exemptions, deductions

Principles of corporate taxation, property taxation, trade taxation and other taxes

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- the Austrian Tax System
- the main principles of tax law
- the principal tax policies

Skills

Upon completion of the course, the student is able to

- calculate tax liabilities with reference to a range of textual and numerical data
- expound upon the contemporary problems which currently beset the tax system

General competencies

Upon completion of the course, the student is able to

- apply and analyse the Austrian tax law
  - to prepare simple tax returns for individuals and small businesses.
- 

### Text

Script by EWS, handouts from the Ministry of Finance

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### Evaluation

60 % written final exam, 20 % written mid term test, 20 % active participation and homework.  
Attendance is mandatory.



# Course Description

## Real Estate Management

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### Course Title

**COMMERCIAL LAW**

### Course Field

LAW

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise       Tutorial  
 Lecture

### Semester Hours ECTS Credits

15                      1

### Code Prerequisites

LAW      Public and Private Law

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input checked="" type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.

---

### Course Objectives

To provide the business student with an overview of legal concepts in modern business

---

### Course Description

1. Commercial Law  
Legal actors: Principal (Merchant) and Agent  
Firm - legal forms  
liability  
Trade register (incorporation)  
tax aspects  
authorised representative (agent) with the capacity to contract  
special features: commercial customs and practices  
ailments: common carriers, public and private; rights, duties and liabilities of a forwarding agent, warehouse
  2. Corporate Law  
types of business organisations  
nature, creation and termination of corporations  
corporate power
  3. Special Contract Law  
free-lance contracting  
indemnification
- 

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- law and the Austrian Legal System
- the main principles of Commercial and Corporate law
- the principal policies and values underpinning commercial rules

#### Skills

Upon completion of the course, the student is able to

- locate sources of legal information relevant to working in industry
- demonstrate skills of legal research and analysis
- identify relevant legal issues from the surrounding context
- analyse relevant legal materials, including cases
- identify key legal and policy issues

#### General competencies

Upon completion of the course, the student is able to apply and analyse the Austrian commercial law and its impact on the individual as well as the business community.

---

### Text

Script by EWS

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### Evaluation

Final written exam

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# Course Description

## Real Estate Management

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### Course Title

**LABOUR AND EMPLOYMENT LAW**

### Course Field

LAW

**Semester Hours ECTS Credits**

15 1

**Code Prerequisites**

LAW Public and Private Law

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**  
    **Summer Sem.**  
**2nd 4th 6th**

---

### Course Objectives

The student understands the special significance of employment legislation and can identify the legal protection given to a particular group of employees/workers and knows of their various legal rights/obligations and protections as well as applicable employment legislation.

---

### Course Description

This course provides the student with a detailed overview of all aspects of employment legislation, collective bargaining, etc. After a very brief overview of the first employee protections of the 18th and 19th century, the course focuses on current domestic employer/employee regulations, giving the student an in-depth analysis of the particular legal terms and conditions of employer-employee relations.

This course includes: contracts of employment, remuneration (salary/wage) employer/employee rights, obligations and protections (health insurance, retirement).

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- law and the Austrian Legal System
- the main principles of Labour and Employment Law
- the principal policies and values underpinning labour law

#### Skills

Upon completion of the course, the student is able to

- locate sources of legal information relevant to working in industry
- demonstrate skills of legal research and analysis
- identify relevant legal issues from the surrounding context
- analyse relevant legal materials, including cases
- identify key legal and policy issues

#### General competencies

Upon completion of the course, the student is able to apply and analyze the Austrian labour and employment law and its impact on the individual as well as the business community.

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### Text

Script by EWS

---

### Evaluation

Final written exam

# Course Description

## Real Estate Management

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### Course Title

**MANAGEMENT**

### Course Field

MANAGEMENT

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise       Tutorial  
 Lecture

### Semester Hours ECTS Credits

30                      4

### Code Prerequisites

MGT      None

### Semester:

- |                              |                              |                              |   |
|------------------------------|------------------------------|------------------------------|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd | <input type="checkbox"/> 5th | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd | <input type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |

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### Course Objectives

The course gives an overview of management systems in Western Europe, cultural differences which affect the way businesses are run and business problems are being solved.

---

### Course Description

This course introduces the student to basic concepts in management and tries to raise awareness of tensions existing in management among competing groups - the management, staff, society, etc. Particular attention is paid to recent trends in management science and is included in discussion where appropriate. Using the case study method, students learn to recognize various leadership models and how they might help in solving business management problems.

Topics include:

- Management-Circle:  
Objectives, Planning, Organisation, Realisation, Checking, Controlling.  
Competencies in Management, Leadership styles,
  - Management by-concepts
  - Using of the Management-Circle
  - Normative, strategic and operative management, Strategic concepts
  - Quality management
  - Samples of the development of management thinking and acting
  - Principles of organisations
  - Business Plan
- Finally, each student has to present a short business plan for a start-up project.
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- historical developments within the management discipline
- tools and techniques used within General Management
- prominent theories within the discipline of Management, Organisational Behaviour and Leadership
- how the role of management can affect the performance of an organisation
- entrepreneurship and the relationship between entrepreneurs, owner-managers; Inventors and innovators
- the criteria for the development of a successful business plan.

Skills

Upon completion of the course, the student is able to

- analyze and evaluate the tasks and roles of management
- apply different management theories for business success

General competencies

Upon completion of the course, the student is able to plan his/her own business and take managerial decisions.

---

### Text

„Kompakttraining Unternehmensführung“ Olfert/Pischulti, 7. Auflage, Kiehl-Verlag 2017,  
Handouts with exercises, articles from business magazines

---

### Evaluation

final written exam - 80 minutes (80 points can be achieved, max. 8 points can be acquired through active participation)

# Course Description

## Real Estate Management

---

### Course Title

**APPLIED MANAGEMENT**

### Course Field

MANAGEMENT

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**       **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

30                      4

### Code Prerequisites

MGT      Intro to Management and

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>1st</b>	<b>3rd</b>	<b>5th</b>	<b>Winter Sem.</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2nd</b>	<b>4th</b>	<b>6th</b>	<b>Summer Sem.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

---

### Course Objectives

To apply management theory to practical situations and learn to analyse and solve business problems.

---

### Course Description

Based on the introduction to management, this part will focus on the practical application of theory to solve business problems.

Taking management case studies from the business sector, techniques and concepts will be studied; the various cases should serve only as a starting point to facilitate application of management theory to given problems.

Topics such as stakeholder-approach, stakeholder value, scenario technique, value-oriented management, initial public offering, mergers and acquisitions, strategic balance, SWOT-analysis, budgeting and capital expenditure accounts are studied.

Analysis and discussion of current management case studies. Application of previously learnt theory, methods and management skills.

In the second part of the course, students learn to draft small case studies with the use of Harvard Business Review articles and present them in class for problem solving.

Each student has to write a seminar paper.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- how to apply tools and techniques used within General Management
- evaluate theories within the discipline of Management, Organisational Behaviour and Leadership
- analyze and justify the role of management for the performance of an organisation

#### Skills

Upon completion of the course, the student is able to

- analyze and evaluate the tasks and roles of management
- apply different management theories for business success

#### General competencies

Upon completion of the course, the student is able to solve complex business problems.

---

### Text

Excerpts from textbooks, journals, ...

---

### Evaluation

Mid term and final exam

Participation in class counts 10% towards grade.

# Course Description

## Real Estate Management

---

### Course Title

**LABOUR, BUSINESS AND ORG. PSYCHOLOGY**

**Semester Hours ECTS Credits**

15 1

### Course Field

MANAGEMENT

**Code Prerequisites**

MGT none

### Programme:

REM

### Education type:

Case Study  Seminar

Exercise  Tutorial

Lecture

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input checked="" type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.

---

### Course Objectives

To convey the importance of psychology for the direct, indirect as well as the personal "leadership" and social interaction.

---

### Course Description

Introductory course to psychology as the science of man

Development of the most important findings and basic principles of general psychology, psychoanalysis and psychology of personality

- Motivation,
- Influence of work,
- Stress,
- Harassment in the job,
- Differential Psychology with focus on personnel recruitment and development,
- Communication patterns and communication in groups,
- Reasons of incomplete communication,
- Conflict and solutions,
- Leading of groups,
- Teams

---

### Learning Outcomes

Knowledge

Upon completion of the course, the student has an understanding of:

- key concepts, theoretical perspectives, empirical findings in business and organisational psychology
- personnel assessment and selection and how organisational identity and culture (norms, practices) can affect employee and organisational functioning
- the distinctive role of organisational psychology in addressing whole-of-organisation functioning.

Skills

Upon completion of the course, the student is able to apply and analyze the most important findings and basic principles of general psychology, psychoanalysis and psychology of personality.

General competencies

Upon completion of the course, the student is able to understand the importance of psychology for the direct, indirect as well as the personal "leadership" and social interaction.

---

### Text

EWS Script, Class notes and summaries;

---

### Evaluation

Final written exam, 90% or grade, active participation, 10%.

# Course Description

## Real Estate Management

---

### Course Title

**APPLIED PROJECT MANAGEMENT**

### Course Field

MANAGEMENT

### Programme:

REM

### Education type:

Case Study

Exercise

Lecture

Seminar

Tutorial

### Semester Hours ECTS Credits

9

1

### Code

MGT

### Prerequisites

4th semester standing

### Semester:

**1st 3rd 5th**

**2nd 4th 6th**

Winter Sem.

Summer Sem.

---

### Course Objectives

Practical application of recently gained knowledge and management skills to small case studies

---

### Course Description

This interdisciplinary seminar serves to integrate and apply knowledge and skills gained in management, office organisation, project management as well as business administration and professional skills.

Case studies in the areas of information processing and information administration, work scheduling and time management are being discussed; Students learn to prepare and present the organization of events on their own

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of integrating various project management concepts and methods.

#### Skills

Upon completion of the course, the student is able to

- plan, organise and execute business projects
- analyse and solve project case studies

#### General competencies

Upon completion of the course, the student is able to

- master real-life project scenarios
- integrate various areas of project management in a project draft
- analyse and evaluate project management concepts

---

### Text

Handouts.

---

### Evaluation

presentation of a case study/project

# Course Description

## Real Estate Management

---

### Course Title

**HUMAN RESOURCE MANAGEMENT**

**Semester Hours ECTS Credits**

15 1

### Course Field

MANAGEMENT

**Code Prerequisites**

MGT Intro to Management

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

### Semester:

- |                              |   |                              |   |
|------------------------------|---|------------------------------|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd            | <input type="checkbox"/> 5th | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd | <input checked="" type="checkbox"/> 4th | <input type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |

---

### Course Objectives

The course suggests effective, practical ways of dealing with problems in communication, leadership, discipline, performance appraisal, and compensation administration.

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### Course Description

An overall look at the management of personnel.

The course comprises analyses of personnel planning, job requirements, recruitment and selection, appraisal and improvement of performance, managing employee compensation, training employees and career development, introduction to corporate psychology and sociology, social welfare, compensation and security.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- the importance of human resources and their effective management in organizations
- a basic understanding of different tools used in forecasting and planning human resource needs
- the meanings of terminology and tools used in managing employees effectively
- the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, and training
- the current theory and practice of recruitment and selection.
- the advantages and disadvantages of induction processes for new incumbents in a role

#### Skills

Upon completion of the course, the student is able to

- contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
- administer and contribute to the design and evaluation of the performance management program.
- develop, implement, and evaluate employee orientation, training, and development programs.
- research and analyse information needs and apply current and emerging information technologies to support the human resources function.
- develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness.
- manage the own professional development.

#### General competencies

Upon completion of the course, the student is able to explain, implement and analyse the various HR methods for the management of personnel.

---

### Text

Handouts

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### Evaluation

Final written exam

# Course Description

## Real Estate Management

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### Course Title

**INTERNATIONAL PROJECT MANAGEMENT**

### Course Field

MANAGEMENT

**Semester Hours ECTS Credits**

8 1

**Code Prerequisites**

MGT 5th semester standing

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1st 3rd 5th 2nd 4th 6th**  **Winter Sem.**  
 **Summer Sem.**

---

### Course Objectives

This course enables the student to manage complex assignments in which several participants are involved.

---

### Course Description

- Definition of a project
- Budgeting
- Composition of a project team
- Role of the project manager
- Definition of goals and targets
- Different stages of a project
- Time management
- Planning and (quality) controlling
- Evaluation interim and final

Working language: English

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of integrating various project management concepts and methods in an international setting.

#### Skills

Upon completion of the course, the student is able to

- plan, organise and execute business projects
- analyse and solve project case studies with focus on English as working language

#### General competencies

Upon completion of the course, the student is able to

- master real-life project scenarios in an international setting
- integrate various areas of project management in a project draft
- analyse and evaluate project management concepts

---

### Text

Handouts

---

### Evaluation

presentation of a project



# Course Description

## Real Estate Management

---

### Course Title

**INTERNATIONAL MANAGEMENT**

### Course Field

MANAGEMENT

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

### Semester Hours ECTS Credits

30                                  3

### Code Prerequisites

MGT      Management

### Semester:

- |                              |                              |   |   |
|------------------------------|------------------------------|---|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd | <input checked="" type="checkbox"/> 5th | <input checked="" type="checkbox"/> Winter Sem. |
| <input type="checkbox"/> 2nd | <input type="checkbox"/> 4th | <input type="checkbox"/> 6th            | <input type="checkbox"/> Summer Sem.            |

---

### Course Objectives

Enlarging management knowledge to the international sphere, using English as working language; getting a feeling for the creation of knowledge in business administration

---

### Course Description

Discussion of various research approaches in international management:

- Business Ethics
  - The Manager's Job Folklore and Fact
  - Management Concepts
  - GMAT Test
  - Presentations of HBR Articles
  - International Management - the theory, the practice, the strategy
  - Cases in International Management
  - Managing Change in the Company: Reorganizations, Mergers, Buyouts and Takeovers
  - Developing and Implementing Strategies on the international scale
  - Failure in Management and How to Cope with It
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has an understanding of

- the factors and impact of globalisation
- managing change in the company: Reorganizations, Mergers, Buyouts and Takeovers
- developing and implementing strategies on the international scale
- failure in management and how to cope with it

Skills

Upon completion of the course, the student is able to

- conduct an environmental scan to evaluate the impact of world issues on an organisation's international business opportunities.
- conduct, evaluate and present market research to support an organization's international business decision-making.
- develop and implement strategies to negotiate effectively within various cultural environments and to address the impact of cultural differences on an organization's integrative trade initiatives.
- apply, analyse and evaluate various cultural theories
- critically analyse and justify management decisions of international case studies

General competencies

Upon completion of the course, the student is able to explain, to implement, to analyse and to solve various management challenges in the international context, using English as working language.

---

### Text

Various handouts

---

### Evaluation

Quizzes, Examinations, Class Participation, Presentations, written assignments.  
final exam (60%), participation (40%)

---

# Course Description

## Real Estate Management

---

<b>Course Title</b>	<b>Semester Hours</b>	<b>ECTS</b>	<b>Credits</b>
<b>PRINCIPLES OF MARKETING</b>	15		2
<b>Course Field</b>	<b>Code</b>	<b>Prerequisites</b>	
MARKETING	MKT	none	
<b>Programme:</b>	<b>Education type:</b>		<b>Semester:</b>
<input checked="" type="checkbox"/> <b>REM</b>	<input type="checkbox"/> <b>Case Study</b>	<input type="checkbox"/> <b>Seminar</b>	<input checked="" type="checkbox"/> <b>1st</b>
	<input checked="" type="checkbox"/> <b>Exercise</b>	<input type="checkbox"/> <b>Tutorial</b>	<input type="checkbox"/> <b>3rd</b>
	<input checked="" type="checkbox"/> <b>Lecture</b>		<input type="checkbox"/> <b>5th</b>
			<input checked="" type="checkbox"/> <b>Winter Sem.</b>
			<input type="checkbox"/> <b>Summer Sem.</b>
			<input type="checkbox"/> <b>2nd</b>
			<input type="checkbox"/> <b>4th</b>
			<input type="checkbox"/> <b>6th</b>

---

### Course Objectives

To give the student an overview of available marketing instruments.

---

### Course Description

This course includes the following topics:

1. The Environments of Marketing  
What is Marketing?  
Marketing, planning and strategy
  2. Market Identification and Selection  
Market Research  
Consumer, Goods and Markets  
Industrial Goods and Markets  
Consumer + Industrial Buying Behavior
  3. Overview of the marketing-mix
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- marketing principles in a wide variety of contexts.
- the principles of market research
- customer relationship management

Skills

Upon completion of the course, the student is able to

- evaluate and apply components of the marketing principles
- explain a course of action based on relevant marketing theories/frameworks.
- define and summarise marketing concepts.

General competencies

Upon completion of the course, the student is able to apply, integrate and justify the use of available marketing instruments.

---

### Text

„Kompakttraining Marketing“ von Weis, 8. Auflage, Kiehl-Verlag 2016

---

### Evaluation

Final written exam

# Course Description

## Real Estate Management

<b>Course Title</b>	<b>Semester Hours</b>	<b>ECTS</b>	<b>Credits</b>
<b>MARKETING-MIX</b>	30		3
<b>Course Field</b>	<b>Code</b>	<b>Prerequisites</b>	
MARKETING	MKT	Principles of Marketing	
<b>Programme:</b>	<b>Education type:</b>	<b>Semester:</b>	
<input checked="" type="checkbox"/> REM	<input checked="" type="checkbox"/> Case Study <input type="checkbox"/> Seminar	<b>1st</b> <b>3rd</b> <b>5th</b>	<input type="checkbox"/> Winter Sem.
	<input checked="" type="checkbox"/> Exercise <input type="checkbox"/> Tutorial	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> Summer Sem.
	<input checked="" type="checkbox"/> Lecture	<b>2nd</b> <b>4th</b> <b>6th</b>	
		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

### Course Objectives

To provide a comprehensive overview of the marketing instruments available today.

### Course Description

Marketing Mix - Product

Product Management, Branding, Packaging, Merchandising

Marketing Mix - Pricing

Pricing: Methods and Strategies

Marketing Mix - Promotion

Promotion, Advertising, Sales Promotion and PR

Personal Selling and Sales Management

Marketing Mix - Distribution

Channels of Distribution, Retailing, Wholesaling, Physical Distribution

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- core concepts of marketing and the role of marketing-mix in business and society.
- marketing strategies based on product, price, place and promotion objectives.
- the unique marketing mixes and selling propositions for specific product offerings.
- marketing strategies which influence consumers.
- marketing problems and provide solutions based on a critical examination of marketing information.

Skills

Upon completion of the course, the student is able to

- identify how to develop a marketing-mix: product, price, promotion and place.
- implement elements of product to include: design, package, brand and product life cycle.
- justify elements of price to include: pricing methods (factors such as completion, discounts) and break-even chart.
- evaluate elements of promotion to include: Advertising – functions and types of media, Sales Promotion – definition and types, Public Relations – definition and types, Personal Selling.
- recommend elements in place to include: channels of distribution, definitions of retailer, wholesaler and franchising.

General competencies

Upon completion of the course, the student is able to integrate the marketing-mix to create a unique, sophisticated marketing strategy for various business settings.

### Text

„Kompakttraining Marketing“ von Weis, 8. Auflage, Kiehl-Verlag 2016

### Evaluation

Two written - Mid-term and final - exams, count for 60% of the grade, 40% active participation.

# Course Description

## Real Estate Management

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### Course Title

**SOCIAL MEDIA MARKETING**

### Course Field

MARKETING

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise     Tutorial  
 Lecture

### Semester Hours ECTS Credits

27                      4

### Code Prerequisites

MKT    2nd semester standing

### Semester:

<input type="checkbox"/> 1st	<input type="checkbox"/> 3rd	<input type="checkbox"/> 5th	<input checked="" type="checkbox"/> Winter Sem.
<input type="checkbox"/> 2nd	<input checked="" type="checkbox"/> 4th	<input type="checkbox"/> 6th	<input type="checkbox"/> Summer Sem.

### Course Objectives

Students get an understanding of the most important aspects of social media, an overview of the varieties of Social Media Marketing and learn how to use Social Media tools for business purposes.

### Course Description

- Social Media principles and applications
- Social Media tools: Social Media Prism
- Intro to the most important networks in practice (opportunities and threats)
- Facebook, Instagram, LinkedIn, Xing, Twitter, Blogs, ..
- Meaning of Social Media Marketing
- Peculiarities of Social Media Marketing and Content Marketing
- Integration into the Marketing Mix
- Dialogue marketing (Storytelling)
- Social Media monitoring and controlling tools
- Real-time measuring and prompt reactions to comments, posts and tweets
- Social Media campaigns
- Case studies

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- the professional use of Social Media for business marketing activities
- the context of Social Media marketing strategies
- the integration of Social Media marketing into the companies' marketing policies
- analyzing Social Media marketing strategies
- the main SM monitoring and analytical tools, Google Analytics, social media reporting and KPI

#### Skills

Upon completion of the course, the student is able to

- develop a Social Media Marketing strategy, combining social media marketing goals and objectives
- justify internal social media policy, including management, timing, and frequency
- evaluate various Social Media campaigns with different monitoring and controlling tools
- produce tailor-made content for Social Media campaigns

#### General competencies

Upon completion of the course, the student is able to develop effective approaches for propagating ideas, messages, products, and behaviors across social media networks

### Text

Handouts

### Evaluation

Written quizzes on each topic/project work/presentation of results

# Course Description

## Real Estate Management

---

### Course Title

**INTERNATIONAL MARKETING**

### Course Field

MARKETING

**Semester Hours ECTS Credits**

30 3

**Code Prerequisites**

MKT Marketing Mix

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**         **Tutorial**  
 **Lecture**

### Semester:

- |                          |                          |                                     |                                     |
|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
- 1st 3rd 5th**         **Winter Sem.**  
**2nd 4th 6th**         **Summer Sem.**

---

### Course Objectives

The main focus of this course is the - above all - international application and adaptation of marketing concepts illustrated by case studies and a real-life case

---

### Course Description

- Characteristics of International Marketing
- International Market Research (Knowing your competition and your customers)
- Brand Management: Differentiation or Globalisation
- Advertising/Advertising Analysis - across cultures
- Advertising Campaigns (International - e.g. Cannes spots)
- Presentations
- Corporate Sponsoring
- Case Studies of Marketing Failure
- Marketing Bloopers
- Forecasting, Targeting, Measuring and Positioning in an international environment
- Buyer Behavior/Consumer Behavior on an international scale
- Marketing Decisions and How to Calculate Risk
- Advertising Analysis - cross-cultural analysis

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of

- characteristics of International Marketing
- international Market Research (Knowing your competition and your customers)
- brand management: differentiation or globalisation

#### Skills

Upon completion of the course, the student is able to

- comprehensively analyse and evaluate an international marketing situation and recommend future strategies
- evaluate the impact of recent environmental changes on international marketing.
- analyse and apply the various components of the international marketing mix to create marketing performance and competitive advantage.
- interpret and recommend the key issues required in managing international marketing practices.

#### General competencies

Upon completion of the course, the student is able to execute, judge and design an international marketing strategy based on global marketing concepts illustrated by case studies and a real-life cases.

---

### Text

#### Handouts

Philip Kotler, Marketing Management

Keegan, Schlegelmilch, Stöttinger: Globales Marketing-Management

---

### Evaluation

Quizzes, Examinations, Class Participation, written Assignments and Presentations.

final written exam (60%), participation (40%)

# Course Description

## Real Estate Management

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### Course Title

**OFFICE AND PROJECT MANAGEMENT 1**

**Semester Hours ECTS Credits**

22 2

### Course Field

OFFICE MANAGEMENT

**Code Prerequisites**

OM none

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**       **Tutorial**  
 **Lecture**

### Semester:

- |  |                                     |                                     |  |
|--|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> <b>1st</b> | <input type="checkbox"/> <b>3rd</b> | <input type="checkbox"/> <b>5th</b> | <input checked="" type="checkbox"/> <b>Winter Sem.</b> |
| <input checked="" type="checkbox"/> <b>2nd</b> | <input type="checkbox"/> <b>4th</b> | <input type="checkbox"/> <b>6th</b> | <input type="checkbox"/> <b>Summer Sem.</b>            |

---

### Course Objectives

To give the student a first look at office management and to prepare the student for project work

---

### Course Description

The lecture gives an overview of the tasks and activities of an office:

- Introduction: the office as a working place
- Managing the information
- Organisational aspects of the management

The lecture also includes topics from personal working techniques as follows:

- Planning and using time - individual working technique
  - Achieving of methodical competence by organising the own work
  - Right planning of the working time / priorities
  - Tools for planning and organising time / priorities
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- the tasks and activities of an office assistant
- the main personal working techniques and project management tools

Skills

Upon completion of the course, the student is able to

- manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
- coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
- evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
- prepare and produce a variety of business documents using available technologies and applying industry standards.
- research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
- organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.
- support the implementation of projects by applying basic principles of project management.

General competencies

Upon completion of the course, the student is able to

- support management in office administration, prepare business documents, demonstrate business communication skills.
  - utilize appropriate office technology and execute the duties of an office administrator.
- 

### Text

Handouts

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### Evaluation

project work, participation in class.

# Course Description

## Real Estate Management

---

### Course Title

**OFFICE AND PROJECT MANAGEMENT 2**

### Course Field

OFFICE MANAGEMENT

**Semester Hours ECTS Credits**

22 2

**Code Prerequisites**

OM 2nd semester standing

### Programme:

REM

### Education type:

Case Study  Seminar

Exercise  Tutorial

Lecture

### Semester:

**1st 3rd 5th**  Winter Sem.  
    Summer Sem.  
**2nd 4th 6th**

---

### Course Objectives

To introduce the student to the world of business and to give him/her the wherewithal to work efficiently during his/her compulsory internship programme during the summer.

---

### Course Description

1. Introduction to the business environment. Needs, tasks, objectives for professional work.
2. Time management systems, planning schedules in the office, efficient working techniques.
3. Introduction to Information Techniques: research of information, selection techniques, storage and retrieving facilities, Mind Mapping, brainstorming technique
4. Preparation, planning, execution of business meetings, conferences, fairs, exhibitions.
5. Planning of projects where two or more partners are involved - network technique
6. preparation and presentation of a work-related project

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- the tasks and activities of an office assistant
- the main personal working techniques and project management tools

#### Skills

Upon completion of the course, the student is able to

- manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
- coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
- evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
- prepare and produce a variety of business documents using available technologies and applying industry standards.
- research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
- organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.
- support the implementation of projects by applying basic principles of project management.

#### General competencies

Upon completion of the course, the student is able to

- support management in office administration, prepare business documents, demonstrate business communication skills.
- utilize appropriate office technology and execute the duties of an office administrator.

---

### Text

Handouts

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### Evaluation

Exercises and practical case studies; final presentation  
**EWS Vienna, 2019/20**

# Course Description

## Real Estate Management

---

### Course Title

**INTRODUCTION TO REAL ESTATE MANAGEMENT**

**Semester Hours ECTS Credits**

24 3

### Course Field

REAL ESTATE MANAGEMENT

**Code Prerequisites**

REM 2nd semester standing

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**

**Summer Sem.**

**2nd 4th 6th**

---

### Course Objectives

Students learn about the main topics of real estate management.

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### Course Description

This is an introductory course looking at important elements of real estate management and national laws:

- Tenancy Law
  - Condominium Act Law
  - Building Law incl. The reading of building plans
  - Taxes
- 

### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of

- the principles of real estate management
- national laws and regulations for this industry

Skills

Upon completion of the course, the student is able to

- apply the legal framework for real estate management
- use and analyse building plans
- execute real estate calculations

General competencies

Upon completion of the course, the student is able to administer the main topics of real estate management.

---

### Text

EWS Scripts

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### Evaluation

Participation; no grading in the 2nd semester; exams and grading take place together with the specialisation for Real Estate Agents resp. Administrators in the 3rd and 4th semester.



# Course Description

## Real Estate Management

---

### Course Title

**REAL ESTATE MANAGEMENT FOR ADMINISTRATORS**

**Semester Hours ECTS Credits**

24 5

### Course Field

REAL ESTATE MANAGEMENT

**Code Prerequisites**

REM 3rd semester standing

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**       **Tutorial**  
 **Lecture**

### Semester:

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> <b>1st</b> | <input type="checkbox"/> <b>3rd</b>            | <input type="checkbox"/> <b>5th</b> | <input checked="" type="checkbox"/> <b>Winter Sem.</b> |
| <input type="checkbox"/> <b>2nd</b> | <input checked="" type="checkbox"/> <b>4th</b> | <input type="checkbox"/> <b>6th</b> | <input type="checkbox"/> <b>Summer Sem.</b>            |
| <input type="checkbox"/>            | <input type="checkbox"/>                       | <input type="checkbox"/>            |  |

---

### Course Objectives

Students learn about the main topics of Real Estate Administration.

---

### Course Description

This semester focuses on the specialisation for Real Estate Administrators:

- Practical issues for Real Estate Administrators
- Facility Management
- Taxes

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of

- principles of real estate management for real estate Administrators
- national laws and regulations for this industry

#### Skills

Upon completion of the course, the student is able to

- apply the legal framework for real estate management
- recommend facility management tools
- execute real estate calculations

#### General competencies

Upon completion of the course, the student is able to administer the main topics of real estate management.

---

### Text

EWS Scripts

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### Evaluation

Written exam, multiple choice questions. With a result of 60 %, students will be awarded the nationally recognised Certificate for Assistant - Real Estate Administrators.

# Course Description

## Real Estate Management

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### Course Title

**REAL ESTATE MANAGEMENT FOR ESTATE AGENTS**

**Semester Hours ECTS Credits**

24 5

### Course Field

REAL ESTATE MANAGEMENT

**Code Prerequisites**

REM 4th semester standing

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**

**2nd 4th 6th**

**Winter Sem.**

**Summer Sem.**

---

### Course Objectives

Students learn about the main topics for the marketing and sales of Real Estate.

---

### Course Description

This semester focuses on the specialisation for Real Estate Agents:

- Practical issues for Real Estate Agents
- Finance and Funding
- Real Estate valuation

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of

- principles of real estate management for real estate agents
- national laws and regulations for this industry

#### Skills

Upon completion of the course, the student is able to

- apply the legal framework for real estate management
- recommend finance and funding for the purchase of properties
- execute real estate valuations and calculations

#### General competencies

Upon completion of the course, the student is able to administer the main topics of real estate management in regard to the renting and purchasing of properties.

---

### Text

EWS Scripts

---

### Evaluation

Written exam, multiple choice questions. With a result of 60 %, students will be awarded the nationally recognised Certificate for Assistant - Real Estate Agents.

# Course Description

## Real Estate Management

---

### Course Title

**INTERNATIONAL REAL ESTATE MANAGEMENT**

### Course Field

REAL ESTATE MANAGEMENT

**Semester Hours ECTS Credits**

12 2

**Code Prerequisites**

REM 5th semester standing

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise        Tutorial  
 Lecture

### Semester:

- |                              |                              |   |   |
|------------------------------|------------------------------|---|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd | <input checked="" type="checkbox"/> 5th | <input checked="" type="checkbox"/> Winter Sem. |
| <input type="checkbox"/> 2nd | <input type="checkbox"/> 4th | <input type="checkbox"/> 6th            | <input type="checkbox"/> Summer Sem.            |

---

### Course Objectives

International aspects of Real Estate Management

---

### Course Description

Students will work on an international project focusing on the topic location management.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of integrating various project management concepts and methods in an international setting for location management.

#### Skills

Upon completion of the course, the student is able to

- plan, organise and execute business projects
- analyse and solve project case studies with focus on English as working language

#### General competencies

Upon completion of the course, the student is able to

- master real-life project scenarios in an international setting
- integrate various areas of project management in a project draft
- analyse and evaluate project management concepts in regard to real estate decisions

---

### Text

Handouts

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### Evaluation

Evaluation of written concepts and presentation of the concepts.

# Course Description

## Real Estate Management

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### Course Title

**PROJECT PAPER**

### Course Field

RESEARCH

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**         **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

0                          6

### Code Prerequisites

RPJ      2nd year standing

### Semester:

- |                                     |  |                                     |   |
|-------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> <b>1st</b> | <input type="checkbox"/> <b>3rd</b>            | <input type="checkbox"/> <b>5th</b> | <input type="checkbox"/> <b>Winter Sem.</b> |
| <input type="checkbox"/> <b>2nd</b> | <input checked="" type="checkbox"/> <b>4th</b> | <input type="checkbox"/> <b>6th</b> | <input type="checkbox"/> <b>Summer Sem.</b> |

---

### Course Objectives

How to write a research paper, present a business-related topic coherently, using modern technical aids - flip charts, transparencies, or the computer - PowerPoint.

---

### Course Description

For the two-year programmes at EWS, the student must write a project paper of about 20 printed pages in the areas of Management:

- business administration, management, computer science

Event Management:

- Event management or business related topics

Office Management - ESA:

- Business related topics

Social Media Management:

- Curriculum related topics

Real Estate Management:

- Curriculum related topics

The student selects one of the areas and discusses a topic with the instructor of his/her choice. The instructor will tutor the student to completion and will also be in the exam commission when the project is presented orally.

---

### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- different research methods
- how to write a project paper
- theoretical and empirical concepts

#### Skills

Upon completion of the course, the student is able to

- understand theoretical concepts and be able to recognise the relevance to the own research
- apply knowledge to the collection, organisation, manipulation and interpretation of data.
- demonstrate an awareness of important aspects of conducting research, such as ethical considerations, risk in research contexts and quality in research outcomes.
- apply skills in preparing for and conducting research
- apply written communication skills through the interpretation of analyses and the preparation of the project paper.

#### General competencies

Upon completion of the course, the student is able to produce a project paper.

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### Text

dependent on topic chosen, reading list available from tutor.

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### Evaluation

by examination commission  
**EWS Vienna, 2019/20**

# Course Description

## Real Estate Management

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### Course Title

**RESEARCH - DEFENSE OF PROJECT PAPER/DIPLOMA  
THESIS**

**Semester Hours ECTS Credits**

0 1

**Code Prerequisites**

### Course Field

RESEARCH

RDTEXA 4th/6th semester standin

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**

**Summer Sem.**

**2nd 4th 6th**

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### Course Objectives

The presentation of a scientific research paper.

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### Course Description

Students must defend their written research paper in front of an international examination commission

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### Learning Outcomes

Knowledge

Upon completion of the course, the student has knowledge of:

- providing arguments for and defend own findings, as well as providing constructive criticism for other people's findings and recommendations
- the necessary learning skills and independence for further studies

Skills

Upon completion of the course, the student is able to

- communicate complex business information, challenges and findings
- present and describe scientific issues and research findings using analytical and methodological terminology
- make decisions in an independent, professional manner and defend them

General competencies

Upon completion of the course, the student is able to present and defend the research paper in a business setting

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### Text

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### Evaluation

by tutor and international examination commission

# Course Description

## Real Estate Management

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### Course Title

**RESEARCH DIPLOMA THESIS**

### Course Field

RESEARCH

### Programme:

**REM**

### Education type:

- Case Study**     **Seminar**  
 **Exercise**       **Tutorial**  
 **Lecture**

### Semester Hours ECTS Credits

0                      8

### Code Prerequisites

RDT      5th semester standing

### Semester:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**1st 3rd 5th**       **Winter Sem.**  
**2nd 4th 6th**       **Summer Sem.**

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### Course Objectives

The presentation of a scientific research paper.

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### Course Description

To receive the diploma of one of the three-year programmes, the student must write a diploma thesis based on one of the major fields of study of the curriculum the student followed (about 50 pages).

It is possible to build on the paper, which must be completed at the end of the second year (worth 2 Credits) - the diploma thesis must include an empirical part, showing application of statistical models (questionnaires) or qualitative methods (interviews).

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### Learning Outcomes

#### Knowledge

Upon completion of the course, the student has knowledge of:

- different research methods
- how to write a research paper
- theoretical and empirical concepts
- methods for statistical description and inference

#### Skills

Upon completion of the course, the student is able to

- understand theoretical concepts and to recognise the relevance to the own research
- apply knowledge to the collection, organisation, manipulation and interpretation of data.
- demonstrate an awareness of important aspects of conducting research, such as ethical considerations, risk in research contexts and quality in research outcomes.
- apply skills in preparing for and conducting research
- apply written communication skills through the interpretation of analyses and the preparation of the academic paper.

#### General competencies

Upon completion of the course, the student is able to produce a scientific research paper.

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### Text

dependent on topic chosen - reading list will be available from tutor

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### Evaluation

by tutor and international examination commission

# Course Description

## Real Estate Management

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### Course Title

**SPANISH I**

### Course Field

SPANISH

**Semester Hours ECTS Credits**

30 2

**Code Prerequisites**

SPA none

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**

**Summer Sem.**

**2nd 4th 6th**

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### Course Objectives

To acquire a basic conversational fluency in Spanish within two semesters.

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### Course Description

Spanish (for beginners) is an optional foreign language for students; for the three-year EWS and for the ESA programme, a second foreign language is compulsory.

This introductory course for beginners focuses on basic oral and written communication to develop fundamental communication skills of speaking, listening, reading and writing. It emphasises grammar, general vocabulary, pronunciation and looks at the correct usage of idiomatic expression in conversation. Audio- and video-tapes as well as other materials are incorporated in the lectures.

Main topics are:

- Grammar
  - Reading and listening comprehension of texts
  - Vocabularies of everyday life
- 

### Learning Outcomes

- Speaking: Students will communicate verbally at the beginner level (A 1) in Spanish using appropriate vocabulary and grammatical forms. Student production may be seen through in-class activities as well as formal oral reports and presentations.
  - Listening Comprehension: Students will demonstrate the ability to understand spoken Spanish at the beginner level (A 1). This will be seen through verbal interactions in class with other students in Spanish as well as with the lecturer. Students may be evaluated on their ability to understand through directed conversations or activities based on listening comprehension of a text in Spanish.
  - Writing: Students will exhibit the ability to write at the beginner level (A 1) using both formal and informal speech as well as a broad use of appropriate vocabulary and grammatical forms. Written examples may include short paragraphs, essays.
  - Reading: Students will exhibit the ability to understand written Spanish at the beginner level (A 1). They will examine a variety of materials including articles.
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### Text

Aula internacional nueva edición 1- A1, Klett-Verlag, 2013

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### Evaluation

Final exam 60 %  
Class participation 40 %

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# Course Description

## Real Estate Management

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### Course Title

**SPANISH II**

### Course Field

SPANISH

**Semester Hours ECTS Credits**

30 2

**Code Prerequisites**

SPA Spanish I

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**

**Summer Sem.**

**2nd 4th 6th**

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### Course Objectives

see Spanish I.

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### Course Description

continued from first semester

see Spanish I

Main topics are:

- Grammar
  - Reading and listening comprehension of texts
  - Vocabularies of everyday life
  - writing of small texts about students' experiences, reports, asking for information and giving hints
- 

### Learning Outcomes

- Speaking: Students will communicate verbally at the beginner level (A 1+) in Spanish using appropriate vocabulary and grammatical forms. Student production may be seen through in-class activities as well as formal oral reports and presentations.

- Listening Comprehension: Students will demonstrate the ability to understand spoken Spanish at the beginner level (A 1+). This will be seen through verbal interactions in class with other students in Spanish as well as with the lecturer. Students may be evaluated on their ability to understand through directed conversations or activities based on listening comprehension of a text in Spanish.

- Writing: Students will exhibit the ability to write at the beginner level (A 1+) using both formal and informal speech as well as a broad use of appropriate vocabulary and grammatical forms. Written examples may include short paragraphs, essays.

- Reading: Students will exhibit the ability to understand written Spanish at the beginner level (A 1+). They will examine a variety of materials including articles.

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### Text

Aula internacional nueva edición 1- A1, Klett-Verlag, 2013

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### Evaluation

Final exam 60 %

Class participation 40 %

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# Course Description

## Real Estate Management

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### Course Title

**SPANISH III**

### Course Field

SPANISH

### Semester Hours ECTS Credits

30 2

### Code Prerequisites

SPA Spanish I-II

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**  
    
**2nd 4th 6th**     
    **Summer Sem.**

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### Course Objectives

To enable the student to deal with elementary business correspondence.

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### Course Description

Having mastered basic grammar and oral communication, the focus is now on written communication.

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### Learning Outcomes

- Speaking: Students will communicate verbally at the intermediate level (A 2) in Spanish using appropriate vocabulary and grammatical forms. Student production may be seen through in-class activities as well as formal oral reports and presentations.

- Listening Comprehension: Students will demonstrate the ability to understand spoken Spanish at the intermediate level (A 2). This will be seen through verbal interactions in class with other students in Spanish as well as with the lecturer. Students may be evaluated on their ability to understand through directed conversations or activities based on listening comprehension of a text in Spanish.

- Writing: Students will exhibit the ability to write at the intermediate level (A 2) using both formal and informal speech as well as a broad use of appropriate vocabulary and grammatical forms. Written examples may include short paragraphs, essays.

- Reading: Students will exhibit the ability to understand written Spanish at the intermediate level (A 2). They will examine a variety of materials including articles.

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### Text

Aula internacional nueva edición 2- A2, Klett-Verlag, 2013, articles from ECOS

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### Evaluation

Final exam 60 %

Class participation 40 %

# Course Description

## Real Estate Management

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### Course Title

**SPANISH IV**

### Course Field

SPANISH

### Semester Hours ECTS Credits

30 2

### Code Prerequisites

SPA Spanish I-III

### Programme:

**REM**

### Education type:

**Case Study**  **Seminar**

**Exercise**  **Tutorial**

**Lecture**

### Semester:

**1st 3rd 5th**  **Winter Sem.**

**Summer Sem.**

**2nd 4th 6th**

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### Course Objectives

see Spanish III

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### Course Description

continued from third semester.

Business correspondence:

Introduction to Spanish commercial correspondence, layout requirements - enquiries, orders, confirmation of order, payment, complaints, hotel reservations, making appointments. Drafting of replies to incoming letters of increasing difficulty, covering general business correspondence.

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### Learning Outcomes

- Speaking: Students will communicate verbally at the intermediate level (A 2+) in Spanish using appropriate vocabulary and grammatical forms. Student production may be seen through in-class activities as well as formal oral reports and presentations.

- Listening Comprehension: Students will demonstrate the ability to understand spoken Spanish at the intermediate level (A 2+). This will be seen through verbal interactions in class with other students in Spanish as well as with the lecturer. Students may be evaluated on their ability to understand through directed conversations or activities based on listening comprehension of a text in Spanish.

- Writing: Students will exhibit the ability to write at the intermediate level (A 2+) using both formal and informal speech as well as a broad use of appropriate vocabulary and grammatical forms. Written examples may include short paragraphs, essays.

- Reading: Students will exhibit the ability to understand written Spanish at the intermediate level (A 2+). They will examine a variety of materials including articles.

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### Text

Aula internacional nueva edición 2- A2, Klett-Verlag, 2013, articles from ECOS

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### Evaluation

Final exam 60 %

Class participation 40 %

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# Course Description

## Real Estate Management

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### Course Title

**STUDIES ABROAD**

### Course Field

STUDIES ABROAD

### Programme:

REM

### Education type:

- Case Study     Seminar  
 Exercise         Tutorial  
 Lecture

### Semester Hours ECTS Credits

> 225                      20

### Code Prerequisites

STU                      completion of the 2d year

### Semester:

- |                              |                              |   |   |
|------------------------------|------------------------------|---|---|
| <input type="checkbox"/> 1st | <input type="checkbox"/> 3rd | <input type="checkbox"/> 5th            | <input type="checkbox"/> Winter Sem.            |
| <input type="checkbox"/> 2nd | <input type="checkbox"/> 4th | <input checked="" type="checkbox"/> 6th | <input checked="" type="checkbox"/> Summer Sem. |

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### Course Objectives

Students are studying a semester abroad to gain international experience and will complete the 3rd year of their EWS studies.

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### Course Description

Students are studying a semester abroad for the completion of the 3rd year

EWS has currently the following partners

- Denmark (International Business Academy – IBA Kolding)
- Norway (University College of South-East Norway)
- UK (Durham)
- UK (European College of Business and Management, London) - part-time programme

Students have to choose business-related topics from the course programme of the partner institute. The chosen study programme is only valid with the written confirmation of EWS.

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### Learning Outcomes

Academic Learning Outcomes

- Programme related learning
- Knowledge of norms and cultures of another country and its educational system
- Language proficiency
- Optional: Career-related knowledge or contacts developed through an internship

Ability Learning Outcomes

- Autonomy/self-direction
- Confidence
- Critical thinking skills
- Tolerance for ambiguity
- Flexibility

General Competencies

- Intercultural awareness and competence
- Awareness of global issues
- Ability to evaluate competing perspectives on global issues
- Interest in community service/involvement
- Appreciation of difference
- Awareness of one's own values and culture
- New perspective on the home country and its role in the world

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### Text

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### Evaluation

Students must pass exams at the partner university/college and must get at least 20 ECTS-credits for their one-semester stay abroad.

# ***Course Description***

## ***Real Estate Management***

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