



Formalities:

Block Seminar with 60 hours of tuition in total,
Language of instruction: English,
Tuition Fee: EUR 1,000.00.

Participation requirements:

A school-leaving level attending university as recognised in the Federal state of Hamburg, and, at least three years of either professional experience, vocational or academic training.

Starting Date of the course: 9 October 2010

Certificates of participation will be distributed to all participants.

Registration:

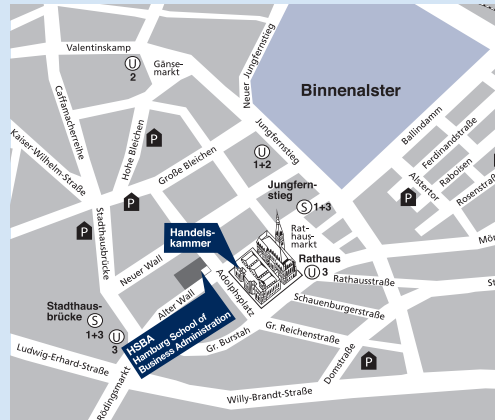
For registration please use the enclosed registration form and fax it to:

+49 40 36138-751

After registration, participants will receive further information on the course e.g. recommended literature and organizational details.

HSBA The Gateway to Management Excellence

Further Information: www.hsba.de



Location:

HSBA Hamburg School of Business Administration,
Handelskammer City Campus, Alter Wall 38, 20457
Hamburg, Germany

HSBA Hamburg School of Business Administration is the university of Hamburg's business world. Managed and supervised by Hamburg Chamber of Commerce and in cooperation with about 170 well-known companies, HSBA offers dual Bachelor of Arts (B.A) study programmes in Business Administration, Master of Arts (M.A.) and Master of Business Administration (MBA) programmes as well as Executive Education. A foundation sponsors practice-related research projects.

Information and Registration:

HSBA Hamburg School of Business Administration,
Executive Education Center, Sabine Mauermann

Tel.: +49 40 36138-713

EXECUTIVE EDUCATION



Basics in Business Administration
INFORMATION AND REGISTRATION

Aim of this course

The participant shall

- understand the basics of how to create competitive advantage in the conjoint fields of procurement and production .
- get an understanding of the meaning of Investment and Financing in the context of Business Administration.
- be able to carry out capital budgeting and to take investment decisions.
- learn about and appreciate different financing forms.
- be able to understand the basic principles of financial, managerial and cost accounting.
- be able to understand the subject of taxation and its influences on business practices.

Target groups

Professionals who want to get an understanding about how companies work and the key factors of running a business. Preparatory course for MBA-Programmes.

Dates:

Finance

1. Sat, 9 Oct. 10; 9.00 a.m. – 4.00 p.m.
2. Fri, 22 Oct. 10; 9.00 a.m. – 4.00 p.m.

Accounting

3. Sat, 23 Oct. 10; 1.00 p.m. – 4.15 p.m.
4. Wed, 3 Nov. 10, 8.00 a.m. – 4.45 p.m.
5. Fri, 26 Nov. 10, 8.00 a.m.–4.45 p.m.
6. Sat, 27 Nov. 10, 9.00 p.m. –5.00 p.m.

Production & Procurement

7. Fri, 17 Dec. 10 , 9.00 a.m. –2.00 p.m.
8. Sat, 18 Dec. 10, 9.00 a.m. - 2.00 p.m.

Contents of this course

Procurement and Production:

Terms and Meanings:

Competitive Advantage:

sources – forms – effects, Supply Chain

Procurement:

Aims of Procurement, Types of Procurement,

Policies of Procurement

Local - Global

Production:

Goods and Services, Components and Factors,

Types of Organisation of Production, Production

Planning , Lean Types of Production, Value Stream

Mass Customization

Finance:

Basics in Investment and Financing

Methods of capital budgeting (investment):

Net Present Value Method, Internal Rate of Return,

Payback Method, Mutually exclusive projects,

Capital rationing, Practical use of capital budgeting methods

Basics in Financing:

Financing Instruments

Valuation of selected instruments,

Accounting:

Purpose of Accounts

Break Even

Profit and Loss Account - Flow

Balance Sheet - Snapshot

Costs and Revenue

Liquidity

Investment/Shareholders

Gearing

Profitability, Principal Agent Problem, Taxation

Binding Registration

BASICS IN BUSINESS ADMINISTRATION

Please fax to HSBA +49 40 36 13 8-751

Ms/Mr First Name Surname

Company/Institution

Position

Street/No.

ZIP Code/City

Telefon

E-Mail

Date & Signature