



The company and its environment!

International Finance & Control
Semester manual propaedeutic phase
Wintersemester 2022/2023



Words of welcome

Dear students. First of all let me congratulate you! Why you may ask? Because you have made a first step into your professional career. Making a decision for a study program is not an easy task. You have chosen to start studying International Finance & Control in Venlo, our beautiful study program that we are very proud of.

What we offer you is an economical oriented study program that prepares you for a wide range of job opportunities within the working field. Our alumni have started in financial positions within Adidas, but also in HR departments of Vodaphone or general management positions within regional companies.

What sets us aside from other applied universities is our didactical approach. We believe that a combination of personal coaching with challenging projects in collaboration with the international working field, to be the best fit to prepare you for your career as an economic professional.

Every 10 week we provide you with a different business challenge which offers you the possibility to immediately apply your acquired knowledge into a practical setting. You will do this working together with other (international) students.

This first semester is divided into 2 parts of 20 weeks. The first block is centred around the development of a Business Plan. In this block you get the needed theoretical foundation but also a basis in skills and attitude required to make a business plan, together with some of your fellow students. The block thereafter has a similar set-up but is centred around a different theme, namely Business Operations.

Within the period we provide you several times with feedback concerning your study progress. Moreover, we also ask you for feedback concerning your experiences.

More detailed information concerning the content of these blocks can be found in the underlying semester manual.

I want to wish you a lot of success with the start of your Bachelor studies, working together with our diverse team of lecturers and coaches.

With kind regards,

Nadja Cardijnaals MSc.

Program manager International Finance & Control

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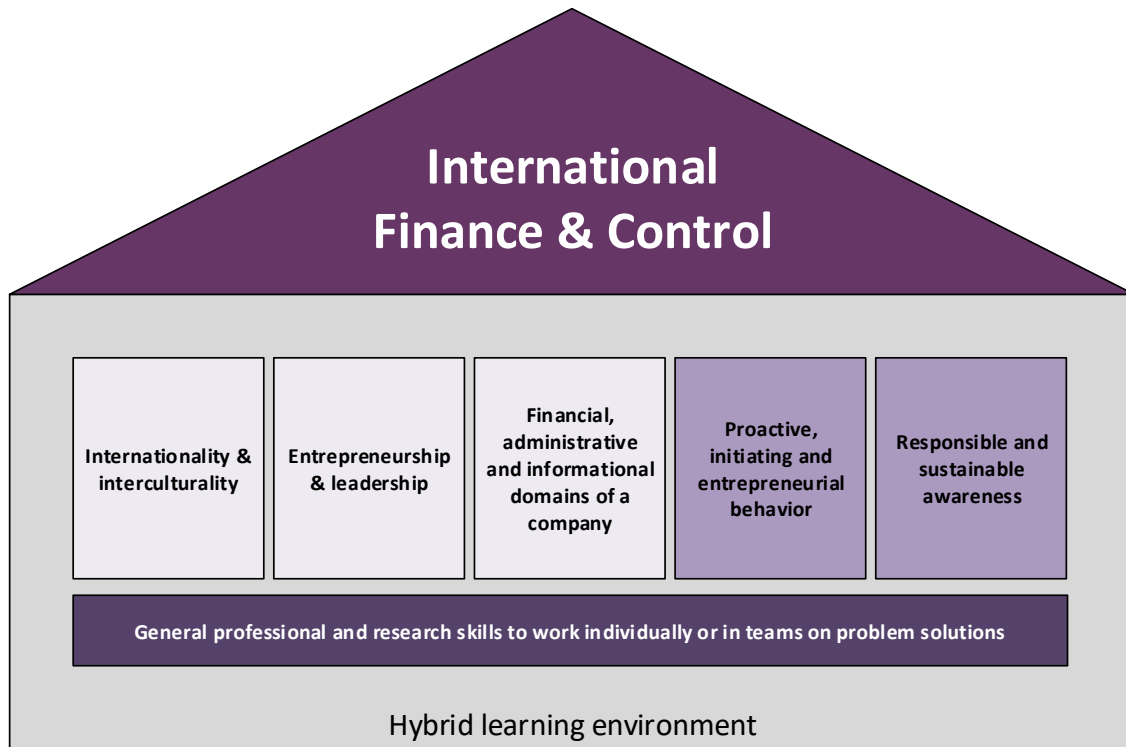
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Vision of International Finance & Control

After you have chosen the study course International Finance & Control, we would like to give you an insight into our vision, which is the basis of the course design, so that you know what you can expect in terms of content and didactics in the next four years.

Figure 1: International Finance & Control house



Source: C. Schattner 2020

Hybrid learning environment

The focus of a study course is on the teaching and learning processes of the students, whereby the didactic and content-related design has an influence on the student's progress and ultimately on the later career opportunities on the job market. Likewise, students can be described as heterogeneous in terms of learning types and learning preferences, so that the influence of the individual didactic method on the individual learning process of a student varies.

Accordingly, the block elements of the semesters are prepared with different didactic methods and combine online and offline elements in order to support you in your personal development in the best possible way in terms of the hybrid learning environment. Furthermore, theoretical block elements are combined with practice-oriented block elements in the business core blocks in order to prepare you for the challenges of everyday business life from the very first day of your studies.

General professional and research skills to work individually or in teams on problem solutions

Both in your studies and later in your professional field, you will face challenges and problems that exceed your level of knowledge and experience at the time the problem occurs. So that you don't get nervous in such a situation,

professional and research skills are taught in all semesters, which enable you to reflect, structure, organize and make the problem solution understandable for a third party.

Internationality & interculturality

Internationalization and interculturality are the first of the three substantive pillars of International Finance & Control. Due to the digital transformation of all social processes, an intensification of the trend of globalization and the associated cross-border cooperation of people with different cultural backgrounds can be seen, among other things, in the supply chains. In addition to this cross-border cooperation, the cultural heterogeneity of the company's workforce is also increasing, which means that knowledge of the cultural peculiarities and the opportunities and risks of international business relationships can be described as a success factor for companies.

Entrepreneurship & leadership

As the second substantive pillar of International Finance & Control the topics entrepreneur- and leadership are defined. Every entrepreneurial action is associated with opportunities and risks, so that knowledge of fundamental entrepreneurial fields of design as well as business models, methods and instruments is elementary in order to be able to make the best possible decision taking into account the risk potential. Similarly, the actions of employees and colleagues influence the implementation of the corporate decision, which means that knowledge and application of targeted employee management is the only way to achieve the corporate goals that have been set.

Financial, administrative and informational domains of a company

The third substantive pillar of International Finance & Control are the core business areas that enable value-, risk- and sustainability-oriented corporate management. Both the supply of information to decision-makers in the company using business management methods for evaluating company performance and the information of external stakeholders, taking into account the legal framework, are the focus here. In addition, the profitability of operational processes, the financial impact of company decisions through scenario analysis and company performance can be measured in a competitive comparison, so that well-founded analyzes increase the quality of company decisions.

Proactive, initiating and entrepreneurial behavior

In addition to the content-related priorities, the course sets two behavior-related priorities that can differentiate you from other competitors in your professional life. As part of your study projects, you apply the contents of the theoretical courses in a practice-oriented manner, whereby you are responsible for the result as a group or individual. Your proactive, initiating and entrepreneurial behavior is trained especially in projects in cooperation with companies, since the decisions have a direct impact on the company.

Responsible and sustainable awareness

In addition to the strong focus on the financial development of the company, there has been an increase in importance for responsible, sustainable entrepreneurial activity in recent years. Therefore, the basics of corporate social responsibility, ethical and sustainable action in the corporate context are integrated in the study blocks in order to express your responsible and sustainable awareness.

Promise of International Finance & Control

In addition to the focus of the vision, the International Finance & Control team pursues the goal of preparing you as best as possible for the challenges of your later everyday professional life. Based on your own commitment and willingness to learn we as a team of lecturers promise you:



Acquisition of knowledge of the core activities of corporate management and company policy to prepare you for a position in general management.



Acquisition of the relevant business knowledge of the interface areas in the company process in order to build up a holistic business understanding with you as a basis for future decisions



Inclusion of current trends into the curriculum, such as sustainability and digitization, making sure you're ready for future challenges in the business practice.



Incorporation of a mix of didactical methods, taking into consideration the differences between students, in order to stimulate the individuals' learning process.



Inclusion of guest speakers, case studies, initiation of the start-up factory, internships and projects with regional partner companies within the curriculum to enable you to have your first hands-on experiences during your studies already, which is a unique feature compared to other universities.



Motivated and dedicated team of lecturers to help you develop on a personal level.

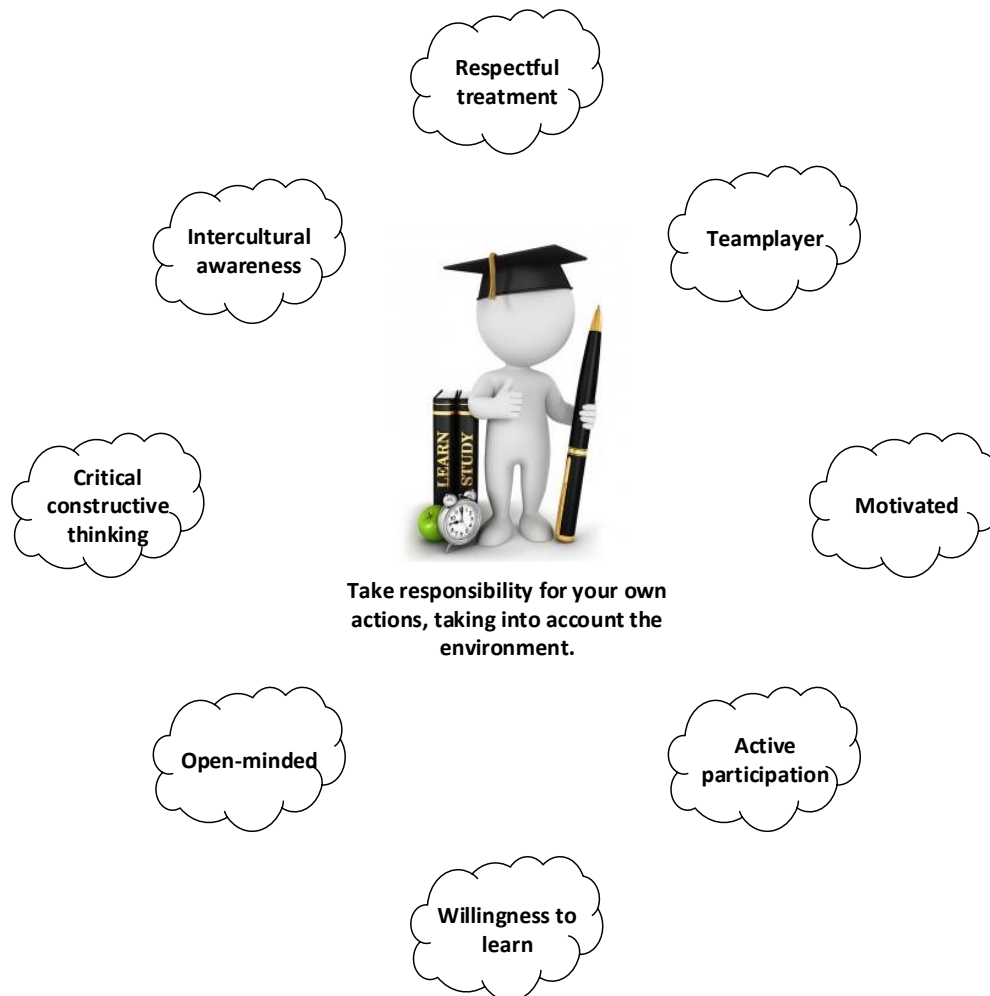


After successfully finishing the study program Finance & Control, assuming the proper level of personal motivation, you will be hired within 3 months.

Requirements, attitude and behavior of an International Finance & Control student

The quality of the lecturers, the content conveyed and the didactic design of International Finance & Control support you in your learning process, but your behavior and attitude are the most important factors for your study. Due to the fact that you are responsible for your own learning process, the following requirements, attitudes and behavior are a basic requirement for your successful study.

Figure 2: Requirements, attitude and behavior of an International Finance & Control student



Source: C. Schattner 2020

Motivated

Your intrinsic motivation should be mentioned as the basis for your successful study. Therefore, a study career coach is assigned to you as a direct contact person to help you find your motivating factors and maintain them in difficult phases of your studies.

Active participation

Active participation in the teaching-learning processes enables continuous learning and personal development, because you can learn from mistakes in the teaching-learning processes and have a positive influence on your study results.

Willingness to learn

In addition to your intrinsic motivation, your willingness to learn, especially in self-study, is a basic prerequisite for your personal development, because without the willingness to learn, studying is not possible.

Open-minded

To be open and curious to gain new experience, to get to know new cultures and to open up new subject areas enables you to develop personally during your studies.

Critical constructive thinking

In addition to your openness and curiosity, you should reflect on your own and the actions of others in a reflective manner and look for constructive discussion in the teaching-learning processes in order to positively influence your learning success and thus promote your development as a mature member of society.

Intercultural awareness

Your studies take place at a Dutch university, where students from different cultural backgrounds study different courses in different languages. In connection with your openness, the intercultural awareness enables you to meet other ways of thinking that promote learning processes and prepare you for professional practice.

Respectful treatment

The basic principle of the learning community between lecturers and students on the Venlo campus is respectful interaction and a good discussion culture. This is the basis for the positive design of the teaching-learning processes and the associated, common development of your knowledge and skills.

Teampayer

As part of your studies, there are ongoing projects that you work on with other students. Likewise, this is preparation for work, as you will later have to solve problems for the company with colleagues who you cannot always choose. Accordingly, your team skills are a relevant aspect for your personal career.

Basics organizational information

Binding Study Advice

Students are required to obtain a minimum of 45 ECTS from the available 60 ECTS and achieve a “pass” for PPDI1 Personal & Professional Development within 12 months of enrolment in order to continue studies. This is the basis for the binding study advice which the student receives at the end of semester two. The official teaching and examination regulations of International Finance & Control can be found [online](#).

Yearly academic calendar

For an overview of the academic calendar i.e. teaching weeks, exam weeks, public holidays, vacation and other important calendar items you can check the annual calendar on [Fontys Connect \(Schedules – Annual calendars\)](#).

Registration for tests

The Student Service Center (SSC) enrolls all students for the examinations of their current learning arrangements as well as for those that have been failed in the past. If a student has passed a course but wants to improve the grade, the student needs to check the News for students on Connect in order to get in touch with the SSC and follow specified procedures to enroll. Students have one chance to improve their grade if they have already passed the exam before. Student Service Centre The Student Service Center (SSC) offers a wide range of services for the FIBS students before, during and after their studies. Details can be found on Connect via the link: <https://connect.fontys.nl/instituten/fibs/Services/SSC/Pages/default.aspx> or by contacting the SSC desk on campus.

Plagiarism and fraud

In higher education, plagiarism is (ethically) unacceptable. It is considered fraud. FIBS uses software programmes to detect and locate plagiarism. For further information, please see information article 37 of the OER 2022-2023, the booklet “Hoofdlijnen Auteursrecht”, and a note on plagiarism (<https://connect.fontys.nl/diensten/OenO/Paginas/Auteursrecht-en-plagiaat.aspx>).

Quality assurance

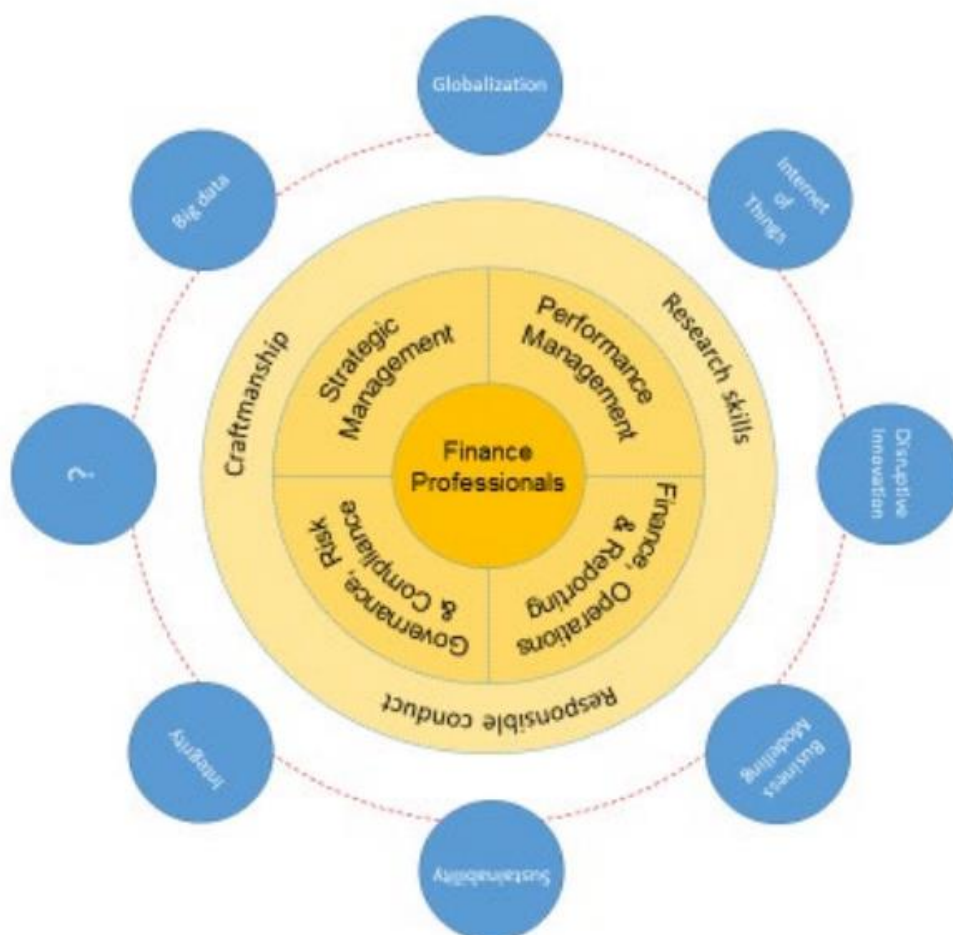
All learning arrangements shall be evaluated as of the end of the semester. At this time, an email shall be sent to you. By clicking on the hyperlink contained, the evaluation sheet may be accessed. Please, place your remarks or proposals for improvement for this learning arrangement within this web based evaluation sheet. The Quality Coordinator will then analyse the evaluation sheets. On the basis of these analyses, adaptations will be made in order to improve the learning arrangement. For any other remarks or proposals, please feel free to contact the quality assurance coordinator of IFC Kim Verspeek k.verspeek@fontys.nl or the quality assurance team of FIBS via fibs-quality@fontys.nl.

Relation to the national framework

The basis of the curriculum of the International Finance & Control study course in Venlo is the National Study Profile for Finances & Control (LOP FC 2016), which has been developed over the course of various discussion rounds, by various contributors from a range of specialist and educational background. Taking into account the different perspectives of relevant stakeholders, the current developments in the labor market and the profession, a mandatory framework was created containing learning outcomes to be achieved. That is why the defined learning outcomes are the reliable backbone for the development of the individual curriculum. In spite of the possibility of setting priorities in terms of content in order to sharpen the study course profile, it must be ensured that all learning outcomes are covered in the curriculum at the end. Accordingly, all stakeholders can rely on this general foundation and the acquired qualifications of the graduates.

The focus of the national profile is on the four business core areas of strategic management, performance management, finance, operations & reporting and governance, risk & compliance representing the main fields of activity of a finance professional in professional practice. Therefore, achieving the seven defined learning goals associated with this enables a holistic understanding of corporate management. In addition to the content-based subject areas, the three professional skills craftsmanship, responsible conduct and research skills are seen as elementary for successful work as a finance professional. Only the combination of the learning objectives achieved with the acquisition of professional competencies enables graduates as finance professionals to work in areas of corporate management as well as in the financial specialist areas of a company. In addition to the core content of the study course, trends such as big data or sustainability are becoming increasingly important for corporate practice, so that they can supplement the content of the study course in a meaningful way.

Figure 3: National profile International Finance & Control



Source: 2016 National Study Profile for Finance & Control (LOP FC 2016)

When designing the content of the new curriculum, the learning results defined in the National Profile were used as the basis for the individual study blocks and defined for the lower level of the propaedeutic phase. Subsequently,

performance indicators were derived for the study blocks, which serve as the basis for the development of the test moments in order to demonstrate that the students have achieved the learning results of the respective study phase. In addition to the defined learning outcomes, the trends Big Data, Sustainability and Globalization were chosen as a complementary focus to sharpen the course profile, which were integrated into the learning results of the study blocks.

Figure 4: Overview learning outcomes International Finance & Control FIBS

		IF & C specific	National profile	
Learning outcome category	Learning outcome	Propaedeutic phase level	Main phase level	Bachelor level
Strategic Management	LO 1	Compile instruments and methods for collecting informations about the external environment.	Inform (line) management of developments in the external environment which are important for creating solutions in an organisation	Facilitate insight in the external environment of an organisation and advise (line) management with the aim of making the correct management decisions for an organisation
Performance Management	LO 2	Compile and analyse basic KPIs for the purpose of management control and accountability.	Compile and analyse ad hoc and periodic reports for the purpose of management control and accountability	Contribute to the design of the management control system aimed at monitoring performance and steering an organisation towards its (strategic) goals.
	LO 3	Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.	Use applicable methods for analysis, aimed at making the correct management decisions for an organisation	Select applicable methods for analysis aimed at making the right management decisions for an organisation.
Governance, Risk, Compliance	LO 4	Taking into account general risk, law and legislation basics in information systems and business processes.	Recognise operational risk that may influence information systems and business processes taking into account law and legislation	Give advice about the design of information systems and business processes of an organisation aimed at managing risks.

		IF & C specific	National profile	
Learning outcome category	Learning outcome	Propaedeutic phase level	Main phase level	Bachelor level
Finance, Operations and Reporting	LO 5	Use methods and instruments to identify (frequently occurring) financial issues.	Solve (frequently occurring) financial issues at an operational level.	Give advice about financial issues, taking into account fiscal aspects and financial risks.
	LO 6	Design and visualize standard business processes.	Suggest relevant solutions aimed at optimising business processes.	Give advice about the optimal design of information systems and business processes aimed at the effectiveness and efficiency of an organisation.
	LO 7	Compile in-year accounting and prepare the core elements of external reports taking into account law and legislation.	Compile and review external reports taking into account law and legislation.	Compile and analyse external reports, taking into account law and legislation.

Source: C. Schattner 2020

Propaedeutic phase: The company and its environment!

During the first two semesters of your studies, which are referred to as the propaedeutic phase, you will learn the basics of business management in order to be able to answer fundamental questions of corporate management, taking into account internal and external factors. In four study blocks (PBB, PBO, PEA, PIA) you will be taught the theoretical basics of business management which you can immediately apply in more depth to practical projects integrated into these study blocks. These study blocks are supplemented and supported by courses on personal development, the acquisition of research skills and international and intercultural awareness in order to be able to examine and solve problems holistically.

In contrast to the other business-related study courses, each semester begins with a thematic introductory week, followed by 2 study blocks of 10 weeks. Both the project-based study blocks and other study blocks are completed with test moments after a seven-week lecture period. A total of five learning lines are distinguished in the propaedeutic phase, which extend across your whole International Finance & Control study.

Figure 5: Overview propaedeutic phase: The company and its environment

Propaedeutic phase: The company and its environment!		
	Semester 1	Semester 2
Strategic development and management	PBB Business Basics 10 credits	PEA External Analysis 10 credits
Efficiency and effectiveness in business processes	PBO Business Operations 10 credits	PIA Internal Analysis 10 credits
Intercultural behaviour, international skills and communication	PLSI Language & Skills I 5 credits	PLSII Language & Skills II 5 credits
Analytical skills and research methods	PQRI Qualitative Research I 3 credits	PQRI Qualitative Research II 2 credits
Personal & Professional Development	PPDI Personal & Professional Development I 2 credits	PPDII Personal & Professional Development II 3 credits
	30 credits	30 credits

Source: C. Schattner 2020

Strategic development & management

The first core-content-based learning line “Strategic development & management” focuses primarily on the defined learning outcomes in the areas of strategic management and governance, risk & compliance. You are taught models, methods and instruments to make entrepreneurial, strategic decisions taking into account as well external influencing factors as the value and risk potential.

Efficiency and effectiveness in business processes

In contrast to the first learning line, the strong focus of the second core-content-based learning line “efficiency and effectiveness in business processes” is on the defined learning outcomes in the areas of performance management and finance, operations and reporting. You are taught models, methods and instruments to process standard business transactions for accounting purposes, to evaluate the company’s financial data for different stakeholders and to shape the company’s processes to ensure the profitability of the company.

Intercultural behaviour, international skills and communication

In addition to both core-content-based learning lines the learning line “intercultural behaviour, international skills and communication” should be mentioned as the first supporting learning line. Due to the advancing globalization and the special location of the FIBS on the Dutch-German border, you will deepen your language skills and get insights into the different cultures in order to be able to work globally as a graduate of an international university of applied sciences.

Analytical skills and research methods

The second supporting learning line is “analytical skills and research methods”, which focuses on scientific work in combination with evaluation methods. In the first two semesters you will learn the basics of qualitative research in order to approach problem solving in a structured manner taking into account the current scientific discourse.

Personal & professional development

PPDI and PPDII are the first two courses of the Personal and Professional Development line. The goal of PPD is to ensure that you develop your talents and are optimally prepared for the future.

Overview learning outcomes propaedeutic phase

		PPB Business Basics	PBO Business Operations	PLSI Dutch/German I	PLSI Business English I	PQR1 Qualitative Research I	PPD1 Personal & Professional Development I	PEA External Analysis	PIA Internal Analysis	PLSII Dutch/German II	PLSII Business English II	PQR11 Qualitative Research II	PPD11 Personal & Professional Development II
	Credits	10	10	2	3	3	2	10	10	3	2	2	3
LO1	Strategic Management	x	x					x					
LO2	Performance Management		x						x				
LO3	Performance Management	x	x						x				
LO4	Governance, Risk, Compliance	x	x					x					
LO5	Finance, Operations and Reporting	x	x						x				
LO6	Finance, Operations and Reporting	x	x										
LO7	Finance, Operations and Reporting	x	x										
BA1	Research skills	x	x			x		x	x			x	
BA2	Professional expertise	x	x	x	x	x	x	x	x	x	x	x	x
BA3	Responsible conduct	x	x			x	x	x	x			x	x

PBB Business Basics

Brief description & relevance for the professional field

Worldwide, start-ups as well as companies that have been in the market for several years are faced with the challenge of making the right business decisions in order to survive in the markets as a company in the long term and to be able to develop continuously. As part of this decision-making process, the company's decision-makers are confronted with a wide range of questions from a wide range of business topics, which, in combination with and through the use of business management methods and instruments, only enable well-founded company decisions taking into account existing internal and external influencing factors.

The basic prerequisites for making the right entrepreneurial decisions in the pre-foundation phase of a company are the identification of entrepreneurial opportunities in the sense of "way power" and entrepreneurial motivation and skills in the sense of "will power", since only the combination of both opens up new business perspectives for the continued existence and further development of the company. Accordingly, both poles of personality traits as well as experiential knowledge and the development of entrepreneurial spirit are placed in the context of entrepreneurship in order to determine the strengths and weaknesses of the entrepreneurial team as determinants of the will power of the company to be founded. Subsequently, methods and tools for analysing the macro- and micro-environment of the company to be founded are presented as a basis for identifying entrepreneurial opportunities in order to determine existing customer problems and to develop innovative product ideas as problem solutions with the help of creativity techniques. For the evaluation of the different product ideas and for the identification of the most promising product idea, the methodology of the product idea funnel and the utility analysis are discussed in order to subsequently select evaluation criteria based on the results of the market analysis and to evaluate the product ideas. Finally, storytelling and pitching are used as a basis for creating "initial awareness" of the business idea among the primary target group and potential investors.

Accordingly, the students learn the basics of accounting, cost accounting, finance and entrepreneurship in classical lectures in order to be able to use business theories, methods and instruments as the basis for sustainable, value and risk-oriented corporate management. At the same time, the business knowledge of the core disciplines of the study course is supplemented by weekly kick off meetings on relevant business management topics in order to develop a business idea within the scope of the project in this block of study and to present it in a digital pitch.

Overview study block

ProgRESS-code	PBB
Block coordinator	C. Schattner
Lecturers involved:	S. Breuer, R. Bussemakers, E. Engelhart, S. Gerhards, F. Gerhäuser, B. Hendriks, N. van de Locht, A. Philips, C. Schattner, B. Titulaer, K. Verspeek
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022 - 2023
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	280 hours (10 credits)
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO 1: Strategic Management
	LO 3: Performance Management
	LO 4: Governance, Risk, Compliance
	LO 5: Finance, Operations & Reporting
	LO 6: Finance, Operations & Reporting
	LO 7: Finance, Operations & Reporting
	BA 1: Research skills
	BA 2: Professional expertise
	BA 3: Responsible conduct

Overview of learning outcomes

Learning outcome number	Learning outcome name	Learning outcome propaedeutic level
LO 1	Strategic Management	Compile instruments and methods for collecting information about the external environment.
LO 3	Performance Management	Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.
LO 4	Governance, Risk, Compliance	Taking into account general risk, law and legislation basics in information systems and business processes.
LO 5	Finance, Operations & Reporting	Use methods and instruments to identify (frequently occurring) financial issues.
LO 6	Finance, Operations & Reporting	Design and visualize standard business processes.
LO 7	Finance, Operations & Reporting	Compile intrayear accounting and prepare the core elements of external reports taking into account law and legislation.

Overview of professional competences

Professional competence number	Professional competence name
BA 1	Research skills
BA 2	Professional expertise
BA 3	Responsible conduct

Overview of Performance indicators regarding the learning outcomes and professional competences

		PBB Business Basics	PBBT 1 Accounting	PBBT 2 Cost Accounting & Finance	PBBP 1.1 Entrepreneurship & Legal Frameworks	PBBP Project "Starting your own business"
	Credits	10				
LO1	Strategic Management	x			x	x
LO2	Performance Management					
LO3	Performance Management	x	x	x		x
LO4	Governance, Risk, Compliance	x	x	x	x	x
LO5	Finance, Operations and Reporting	x		x		x
LO6	Finance, Operations and Reporting	x				x
LO7	Finance, Operations and Reporting	x	x			
BA1	Research skills	x				x
BA2	Professional expertise	x				x
BA3	Responsible conduct	x				x

Examination overview study block

Theoretical part study block

Examination code	Examination form	Weighting grade
PBBT1-KT: Accounting	Written test	50 %
PBBT2-KT: Cost Accounting & Finance	Written test	50 %
Credits theoretical part		5 credits

Project part study block

Examination code	Examination form	Weighting grade
PBBP1-PA1	Entrepreneurial case study report	30 %
PBBP1-PA2	Pitch Business Idea	30 %
PBBP1-PA3	Entrepreneurial decision making report	40 %
Credits project part		5 credits

Evaluation & examination plan study block

Evaluation & examination overview		PBBT 1	PBBT 2	PBBP Project "Starting your own business"		
Calendar week	Lesson week	Accounting	Cost Accounting & Finance	Entrepreneurial case study report	Pitch Business Idea	Entrepreneurial decision making report
35	1					
36	2					
37	3					
38	4			Sunday, 23:59 Submission in Gradework		
39	5					
40	6					
41	7					
42	8				Peer Feedback Business Idea Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework
43	Examination week	Written exam 120 minutes	Written exam 120 minutes			
Retakes take place after the examination week of block 2						
4	Retakes Block 1	Written exam 120 minutes	Written exam 120 minutes	Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework

Types of grading study block

Types of grades		Individual grade	Group grade	Group grade with possible individual deviation
Progress code	Description			
PBBT1-KT	Accounting	x		
PBBT2-KT	Cost Accounting & Finance	x		
PBBP1-PA1	Entrepreneurial case study report	x		
PBBP1-PA2	Pitch Business Idea		x	
PBBP1-PA3	Entrepreneurial decision making report		x	

PBBT1 Accounting

Overview block element

ProgRESS-code	PBBT1
Lecturers involved:	S. Gerhards, B. Hendriks, A. Philips, C. Schattner
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	70 hours
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO 3: Performance Management
	LO 4: Governance, Risk, Compliance
	LO 7: Finance, Operations & Reporting

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11528
English stream	https://canvas.fontys.nl/courses/11475
German stream	https://canvas.fontys.nl/courses/11428

Brief description

External accounting as a sub-area of business administration serves the systematic recording, monitoring and informational consolidation of the monetary and commodity/service flows resulting from the operational performance process. Taking into account the applicable laws and accounting rules, all business transactions of the monetary and commodity/service flows in a company are documented in order to be able to account to external stakeholders such as the tax authorities or banks using the financial statements (balance sheet and the income statement).

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO 3: Performance Management	Students calculate different depreciation methods and know their impact on the income statement.
LO 4: Governance, Risk, Compliance	Students apply laws and accounting rules when preparing the financial statements of a company.
LO 7: Finance, Operations and Reporting	Students book business transactions as an expense, income, asset and liability.
	Students prepare inventories, balance sheets and income statements.

Relationship to HBO-Bachelor level

External accounting represents an essential basis of business administration in order to understand both the monetary and commodity/service flows as well as the basic business transactions of a company. In addition to the recording of all business cases, data is prepared for other company divisions in order to support the preparation of management decisions. As an introduction to accounting the students acquire basic knowledge and skills to be able to create, assemble and analyse information for the preparation of the core documents of the annual financial statements.

Didactic methods

The course should teach both the theoretical basics and the practical application of external accounting. Accordingly, lecture-like elements are combined with exercises and small case studies as part of the contact hours on campus in order to support the students' learning transfer. In addition to the literature mentioned, students are provided with exercises for self-study, which deepen the knowledge and skills in the context of internal accounting. These exercises are then discussed in the context of online tutorials to give students the opportunity to learn from their mistakes

Preparing the relevant theory as well as the exercises in self-study are a success factor for the students' learning progress and are therefore imperative.

Study load hours

Type of study load hours	Number of hours (60 Minutes)
Prerecorded Lecture	0
Lecture	0
Seminaristic Lecture	12
Online seminaristic lecture	0
Tutorial	8
Online tutorial	0
Seminar	0
Project	0
Consultation hours	0
Self-study	42
Examination preparation	6
Examination	2
Project work	0
Other	0
Total	70

Method of testing

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official examination weeks of the first block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

The block “Business Basics” is divided into a theoretical and project-based part, which are assessed independently and each correspond to a workload of 5 credits. Furthermore, performance indicators are linked to the credits, which prove that the students achieve the targeted learning outcomes of the respective block element. For this, three examination moments were derived for the practical part and two examination moments for the theoretical part of the block, in order to anchor individual and group-based assessments of different types of examination in the curriculum.

A part of the block is considered passed if the relevant partial examinations are completed with a minimum grade of 5.5.

Theoretical part study block

Examination code	Examination form	Weighting grade
PBBT1-KT: Accounting	Written test	50 %
PBBT2-KT: Cost Accounting & Finance	Written test	50 %
Credits theoretical part		5 credits

Re-examination

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official retake weeks of the first block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

Test matrix

Domain	FIBS IFC	Period	22/23			
Study unit	PBPT 1 Accounting	Test duration	120 minutes			
Test format	Written exam (open book)	Resit	22/23			
		Status:	def.			
Learning Outcomes	Performance Indicators	Reproduction	Application	Production / Comprehension	Total	
		Knowledge & Facts	Comprehension & Concepts	Application & Use	Analysis, problem solving (including synthesis)	Evaluation, Attitude & Judgement
LO 1 Strategic Management						0%
Complete instruments and methods for collecting informations about the external environment.						
LO 2 Performance Management						0%
Compile and analyse basis KPIs for the purpose of management control and accountability.						
LO 3 Performance Management				10%		10%
Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.	Students calculate different depreciation methods and know their impact on the income statement.					
LO 4 Governance, Risk, Compliance				15%		15%
Taking into account general risk, law and legislation basics in information systems and business processes.	Students apply laws and accounting rules when preparing the financial statements of a company.					
LO 5 Finance, Operations and Reporting						0%
Use methods and instruments to identify (frequently occurring) financial issues.						
LO 6 Finance, Operations and Reporting						0%
Design and visualize standard business processes.						
LO 7 Finance, Operations and Reporting			10%	65%		75%
Compile intrayear accounting and prepare the core elements of external reports taking into account law and legislation.	Students book business transactions as an expense, income, asset and liability. Students prepare inventories, balance sheets and income statements.					
Total (in %)		0%	10%	90%	0%	100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
Van de Voort, Y.;Heslinga, D.-J.;Marra, T.;Hoogendoorn, M.; Smittenberg, R.; Broerse, W. (2019): BOM Boekhouden geboekstaafd 1: Cursus Praktisch Comptabele Toepassingen 1 OB; Noordhoff	ISBN-13: 978- 9001878436
Broerse, W.; Heslinga, D.J.;Schauten, W.: Boekhouden geboekstaafd opgaven 1; Noordhoff uitgevers	ISBN-13: 978-9001878450
English language stream	
Libby, R.; Libby, P.; Hodge, F.: Financial Accounting; McGraw-Hill Education	ISBN-13: 978-1260565430
German language stream	
Deitermann, M.; Flader, B.; Rückwart, W.-D.;Stobbe, S. (2021): Industrielles Rechnungswesen; Braunschweig: westermann druck GmbH , 50. Auflage	ISBN-13: 978-3804576384

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 8 weeks.

Lessonweek	Learning activity [Ⓜ]	Subject	Hours
1	Seminaristic Lecture	Introduction to Accounting	1,5
	Tutorial	Exercises Introduction to Accounting	1
	Self-study		6
2	Seminaristic Lecture	Inventory & Balance Sheet	1,5
	Tutorial	Exercises Inventory & Balance Sheet	1
	Self-study		6
3	Seminaristic Lecture	Asset & liability accounts	1,5
	Tutorial	Exercises Asset & liability accounts	1
	Self-study		6
4	Seminaristic Lecture	Income statement, nominal & expense accounts	1,5
	Tutorial	Exercises Income statement, nominal & expense accounts	1
	Self-study		6
5	Seminaristic Lecture	Value added tax	1,5
	Tutorial	Exercises Value added tax	1
	Self-study		6
6	Seminaristic Lecture	Procurement of raw material	1,5
	Tutorial	Exercises Procurement of raw material	1
	Self-study		6
7	Seminaristic Lecture	Depreciation	1,5
	Tutorial	Exercises Depreciation	1
	Self-study		6
8	Seminaristic Lecture	Repetition & exam preparation	1,5
	Tutorial	Repetition & exam preparation	1
	Examination preparation		6
9	Examination		2

PBBT2 Cost Accounting & Finance

Overview block element

ProgRESS-code	PBBT2
Lecturers involved:	R. Bussemakers, N. van der Locht, K. Verspeek
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	70 hours
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO 3: Performance Management
	LO 4: Governance, Risk, Compliance
	LO 5: Finance, Operations & Reporting

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11547
English stream	https://canvas.fontys.nl/courses/11496
German stream	https://canvas.fontys.nl/courses/11449

Brief description

This Block Element is set up as an introduction to financial and management accounting. It introduces the main financial and accounting principles and also examines the underlying concepts. The primary goal is to show how financial information is collected and utilized in form of financial statements. Furthermore, how this information can be used in the decision-making process of those who need this information. Also, how this information improves the quality of the decision-making process. Accounting is an important part of business as it is the key generator of financial information. This information is used by many stakeholders: investors, suppliers, creditors, employees, customers, government managers, etc. Accounting information can be classified broadly between financial accounting and management accounting. This theoretical block element starts with general understanding of financial accounting (financial statements) and in the second half of the period focus is put on management accounting (cost accounting).

The course also helps students to develop skills for financial statement analysis, which is important for stakeholders' decision making. In addition, we will discuss and analyse the effects of financial and management accounting choices on the value of the firm and the reported profits.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO3: Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.	Students are able to: <ul style="list-style-type: none"> • apply the concepts of a break-even analysis and the safety margin • make a capital budgeting plan for a start-up company • use different methods of cost price as a basis of a sales price calculation
LO4: Taking into account general risk, law and legislation basics in information systems and business processes.	Students are able to: <ul style="list-style-type: none"> • know the basics of a cashflow planning and use the cashflow planning when coming up with a scenario analysis.
LO5: Use methods and instruments to identify (frequently occurring) financial issues.	Students are able to: <ul style="list-style-type: none"> • identify the difference and the mutual relationship between cost accounting, financial accounting and corporate finance • deal with operating expenses, both for internal reporting purposes (cost accounting) and for external reporting purposes (financial accounting); • differentiate between fixed costs, variable costs, direct costs and indirect costs • identify what types of external financing there are for new businesses and can determine the consequences of the several types of external financing • identify cost of external financing are and differentiate between the cost of equity and the cost of debt;

Relationship to HBO-Bachelor level

The course is set up as an introduction to financial and management accounting. The student acquires basic skills to create, assemble and analyse financial information. This can be used for management reporting and (strategic) decision making.

Didactic methods

Students obtain knowledge and skills through tutorials and self-study. During the lectures and tutorials there will be brief outlines on specific subjects and the opportunity to ask questions. In every class students will have time to master skills by doing book exercises.

For this course there is a “companion website” (see: Literature) where students can find an outline on the chapter contents, extra exercise questions, progress test. Upon request the outcome of these exercises can be discussed in class.

For verification of the students’ progress different summative and formative testing methods are used. For successful completion of this Block Element the student is expected to prepare for the classes.

Study load hours

Type of study load hours	Number of hours (60 Minutes)
Prerecorded Lecture	0
Lecture	8
Online Lecture	0
Seminaristic Lecture	0
Online seminaristic lecture	0
Tutorial	12
Online tutorial	0
Seminar	0
Project	0
Consultation hours	0
Self-study	40
Examination preparation	8
Examination	2
Project work	0
Other	0
Total	70

Method of testing

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official examination weeks of the first block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

The block “Business Basics” is divided into a theoretical and project-based part, which are assessed independently and each correspond to a workload of 5 credits. Furthermore, performance indicators are linked to the credits, which prove that the students achieve the targeted learning outcomes of the respective block element. For this, three examination moments were derived for the practical part and two examination moments for the theoretical part of the block, in order to anchor individual and group-based assessments of different types of examination in the curriculum.

A part of the block is considered passed if the relevant partial examinations are completed with a minimum grade of 5.5.

Theoretical part study block

Examination code	Examination form	Weighting grade
PBBT1-KT: Accounting	Written test	50 %
PBBT2-KT: Cost Accounting & Finance	Written test	50 %
Credits theoretical part		5 credits

Re-examination

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official retake weeks of the first block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

Test matrix

Domain		FIBS IFC		Test duration		120 minutes		Period	
Study unit		PB87 2.Cost Accounting & Finance						22/23	
Test format		Written exam						Resit	
								Status:	
								def.	
Learning Outcomes	Performance Indicators	Reproduction		Application		Production / Comprehension		Total	
		Knowledge & Facts	Comprehension & Concepts	Application & Use	Analysis, problem solving (including synthesis)	Evaluation, Attitude & Judgement			
LO 1 Strategic Management									0%
Compile instruments and methods for collecting informations about the external environment.									
LO 2 Performance Management									0%
Compile and analyse basis KPIs for the purpose of management control and accountability.									
LO 3 Performance Management	Students are able to:			40%					40%
Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.	<ul style="list-style-type: none"> apply the concepts of a break-even analysis and the safety margin make a capital budgeting plan for a start-up company use different methods of cost price as a basis of a sales price calculation 								
LO 4 Governance, Risk, Compliance	Students are able to:	5%		5%					10%
Taking into account general risk, law and legislation basics in information systems and business processes.	<ul style="list-style-type: none"> Know the basics of a cash flow planning and use the cash flow planning when coming up with a scenario analysis. 								
LO 5 Finance, Operations and Reporting	Students are able to:	10%		40%					50%
Use methods and instruments to identify (frequently occurring) financial issues.	<ul style="list-style-type: none"> Identify the difference and the mutual relationship between cost accounting, financial accounting and corporate finance deal with operating expenses, both for internal reporting purposes (cost accounting) and for external reporting purposes (financial accounting). 								
LO 6 Finance, Operations and Reporting									0%
Design and visualize standard business processes.									
LO 7 Finance, Operations and Reporting									0%
Compile intryear accounting and prepare the core elements of external reports taking into account law and legislation.									
Total (in %)		15%	0%	85%	0%	0%	0%	0%	100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
Basisboek Bedrijfseconomie – 12de Druk (Noordhoff Uitgevers: Koetzier & Brouwers)	ISBN: 978-90-01-73822-8
Basisboek Bedrijfseconomie ‘Opgaven’– 12de Druk (Noordhoff Uitgevers: Koetzier & Brouwers)	ISBN: 978-90-01-73826-6
Basisboek Bedrijfseconomie ‘Studenten- uitwerkingen’– 10de Druk (Noordhoff Uitgevers: Koetzier & Brouwers)	ISBN: 978-90-01-73824-2
English language stream	
The Basics of financial Management – 4de Druk (Noordhoff Uitgevers: Koetzier & Brouwers)	ISBN: 9789001889210
The Basics of financial Management ‘Exercises’– 3de Druk (Noordhoff Uitgevers: Koetzier & Brouwers)	ISBN: 9789001889234
The Basics of financial Management ‘Answers and Solutions’ – 2de Druk (Noordhoff Uitgevers: Koetzier & Brouwers)	ISBN: 9789001889258
German language stream	
Kostenrechnung 1 - Grundlagen: Mit Fragen und Aufgaben, Antworten und Lösungen, Testklausuren. – 11. Auflage (NWB, Däumler, Grabe)	ISBN: 978-3482650017
Betriebliche Finanzwirtschaft: Mit Fragen und Aufgaben, Antworten und Lösungen, Tests und Tabellen – 10. Auflage (NBW Däumler, Grabe)	ISBN: 978-3482564505

Secondary sources

General secondary sources	
Extra material / content / assignments / articles	See CANVAS
Dutch language stream	
Accompanying website - www.basisboekbe.prepzone.noordhoff.nl	Licentie/code: you find this unique code in the front of your book
English language stream	
Accompanying website www.basisboekbe.prepzone.noordhoff.nl	Licentie/code: you find this unique code in the front of your book
German language stream	

Week planning & programme

This block consist of 8 weeks.

Lessonweek	Learning activity	Subject	Hours
1	Lecture	Introduction Cost Accounting and Finance	1
	Tutorial	Exercises Introduction Cost Accounting and Finance	1,5
	Self-study		5,25
2	Lecture	Financial Statements	1
	Tutorial	Exercises Financial Statements	1,5
	Self-study		5,25
3	Lecture	Business Plan, Funding & Scenario analysis	1
	Tutorial	Exercises Business Plan, Funding & Scenario analysis	1,5
	Self-study		5,25
4	Lecture	Type of costs	1
	Tutorial	Exercises Type of costs	1,5
	Self-study		5,25
5	Lecture	Cost structure (Variabel and fixed costs, break even)	1
	Tutorial	Exercises Cost structure (Variabel and fixed costs, break even)	1,5
	Self-study		5,25
6	Lecture	Cost Calculation (AC/DC)	1
	Tutorial	Exercises Cost Calculation (AC/DC)	1,5
	Self-study		5,25
7	Lecture	Direct and Overhead (indirect) costs	1
	Tutorial	Exercises Direct and Overhead (indirect) costs	1,5
	Self-study		5,25
8	Lecture	Recap / Mock exam	1
	Tutorial	Recap / Mock exam	1,5
	Examination preparation		8
	Self-study		3,25
9	Examination		2

PBBP 1.1 Entrepreneurship & Legal Frameworks

Overview block element

ProgRESS-code	PBBP 1.1
Lecturers involved:	S. Breuer, E. Engelhardt
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	10,5 hours
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO 1: Strategic Management LO 4: Governance, Risk, Compliance

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11546
English stream	https://canvas.fontys.nl/courses/11495
German stream	https://canvas.fontys.nl/courses/11448

Brief description

The module “Entrepreneurship & Legal Frameworks” is going to introduce you into the field of general corporate management. Since general management intends to combine all aspects of a business economics study field, the module strives to provide an overview on management-related topics every entrepreneur has to deal with.

Since entrepreneurship builds on a holistic approach towards management, the content of the module will combine all relevant aspects, showing all interdependencies of basic business processes. The aim is to provide a concise understanding of the connections between general management decisions, procurement, production, marketing and finance.

Being able to understand and management a company as a whole, is one of the core requirements of all modern management approaches, which intend to provide holistic solutions for all management challenges. At the same time, a company is always operating in direct relation to procurement and sales markets, within specific legal frameworks, upon a political system as well as a part of the society.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO 1: Strategic Management	Students are able to: understand business economics as a science and are able to define its scope within sciences.
	Students are able to: explain the economic principle in its cause and characteristics as the basis for strategic management decisions.

LO 1: Strategic Management	Students are able to: <ul style="list-style-type: none"> state and explain the different stakeholders of a company. characterize the macro- and micro-environment of a company as well as tools, which enable collecting information on both aspects.
LO 4: Governance, Risk, Compliance	Students are able to: <p>differentiate between corporate organizations and explain the characteristics of important legal forms against the background of economic selection criteria.</p>
LO 4: Governance, Risk, Compliance	Students are able to: <p>understand the relevance of single location factors and are in the position to conduct location analysis based on these factors.</p>
	Students are able to: <ul style="list-style-type: none"> describe the importance of material management and production. explain the terms “investment” and “financing” as well as their meaning within the context of corporate management. state the suitability of selected types of financing with regard to specific financing projects and provide justified recommendations considering compliance- and risk-oriented aspects.

Relationship to HBO-Bachelor level

The course is set up as an introduction to entrepreneurship and general management. The student get an overall understanding of business administration basics and how a company works. Furthermore students are introduced to entrepreneurial thinking and behavior. This can be used for management tasks and decision making.

Didactic methods

Within the module “Entrepreneurship & Legal Frameworks” interactive lectures will be held. The course intends to introduce students to field of holistic corporate management. Therefore, both, theoretical basics as well as practical implications in management are considered. Accordingly, lectures are combined with tutorials and case studies to get to know management theory as well as its practical meaning in entrepreneurship. In addition to the literature mentioned, students are provided with exercises/cases for self-study, which deepen the knowledge and skills in the context of general management. The knowledge acquired in the course is applied in the context of entrepreneurial decision making reports in order to justify fundamental business decisions with the help of theories, methods and instruments. (e.g. selection of the company location).

Preparing the relevant theory as well as the case-studies in self-study are a success factor for the students' learning progress and are therefore imperative.

Study load hours

Self-study is included in the timetable of the project due to the link with the first project "Starting your own business".

Type of study load hours	Number of hours (60 minutes)
Lectures	10,5
Tutorials	-
Consultation hours	-
Self-study	-
Examination preparation	-
Examination	-
Project work	-
Other	-
Total	10,5 hours

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
Classroom material provided by the lecturer	Download via Fontys connect
English language stream	
Classroom material provided by the lecturer	Download via Fontys connect
German language stream	
Classroom material provided by the lecturer	Download via Fontys connect

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 8 weeks.

LW	Subject	Contact hours	Self-study
L1	Introduction to Leadership & Management	1,5	
L2	Business economics as a science	1,5	
L3	Economic principles	1,5	
L4	Constitutive decisions	1,5	
L5	Materials management basics	1,5	
L6	Production management basics	1,5	
L7	Introduction to financial management	1,5	
L8	-	-	

PBBP Project “Starting your own business”

Overview block element

ProgRESS-code	PBBP
Lecturers involved:	M. Berns, B. Hendriks, A. Philips, C. Schattner, P. Szillat
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	129,5 hours
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO 1: Strategic Management
	LO 3: Performance Management
	LO 4: Governance, Risk, Compliance
	LO 5: Finance, Operations & Reporting
	LO 6: Finance, Operations & Reporting
	LO 7: Finance, Operations & Reporting
	BA 1: Research Skills
BA 2: Professional Experience	
BA 3: Responsible Conduct	

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11545
English stream	https://canvas.fontys.nl/courses/11494
German stream	https://canvas.fontys.nl/courses/11447

Brief description

In today's professional world, almost every employee is expected to behave like an entrepreneur in the company, so that a holistic insight into the issues and challenges of entrepreneurial decisions is necessary to meet this requirement. What better way to gain this insight than to find yourself in the role of a entrepreneur wanting to enter a market with a new business idea?

Therefore, in this course, with the help of scientific essays, scientific personality tests, theoretical input and project work, the business basics are used to answer the following questions.

What qualities and skills does an entrepreneur need?

- What is the link between your personality and your entrepreneurial qualities?
- How can the strengths and weaknesses of entrepreneurs be measured?
- Which basic business decisions have to be made when founding a company?
- Which creative thinking methods can be used to find a business idea?
- How can market potential and target groups be determined using business tools?
- How can the story of the business idea be used to generate acquaintance with the target group within 60 seconds?

As an element of the project "Starting your own business" you will first deal individually with general qualities and skills of an entrepreneur in order to know your own strengths and weaknesses as an entrepreneur through reflection. Then, as a member of a project team, you will identify entrepreneurial opportunities by applying standard methods, models and tools, develop business ideas and select the most promising business idea. Finally, you will generate initial awareness for the most promising business idea using a 60-second clip based on the story telling methodology.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO 1 Strategic Management	Students collect basic statistical market data (e.g. number of customers, competitors) to compare the market potential of potential business ideas. Students use Porter's generic business strategies to select their own strategy based on the business idea and market environment. Students apply DESTEP to analyze the market environment of the selected product idea.
LO 3 Performance Management	Students apply utility analysis to identify both the most promising business idea and the most appropriate location.
LO 4 Governance, Risk, Compliance	Students segment the market of the potential business idea to increase opportunities and minimize risks as part of the planned market entry.
LO 5 Finance, Operations & Reporting	Students derive the basic financial implications (revenue, cost) of the chosen business strategy based on Porter's generic strategies theory. Students delineate target groups from one another to assess revenue-side market potential and identify the most promising audiences for the business idea.
LO 6 Finance, Operations & Reporting	Students define management roles and their areas of responsibility as the basis of business organization.
BA 1 Research Skills	Students apply the fundamentals of secondary research to gather the necessary information of the external business environment.
BA 2 Professional Expertise	Students know the added value of personality tests and reflections to know their own strengths and weaknesses. Students analyse and evaluate their strengths and weaknesses as entrepreneurs with the help of scientific personality tests. Students know the importance of market segmentation of the sales market for the company's success. Students use creative thinking tools to generate product ideas as the basis for a new company. Students use presentation skills to convince others of their business idea. Students distribute the project tasks and design the collaborative work process in the sense of good cooperation.
BA 3 Responsible Conduct	Students perceive themselves as entrepreneurs and show responsibility for project progress.

Relationship to HBO-Bachelor level

A holistic understanding of the relationships between the different fields of corporate management is defined by the learning outcomes of the study course profile. This holistic understanding should enable the students to make the optimal business decisions to solve existing problems, taking into account the interactions of the business fields and knowledge of the associated risks. It is irrelevant whether the students set up their own company or work as a specialist in a department, because entrepreneurial qualities are needed everywhere for business decisions that are balanced.

Didactic methods

Taking into account the study phase, this block element combines project-based learning, coaching, interactive lectures and workshops with one another in order to support the learning process of the students both online and offline in the sense of blended learning. In the context of the interactive lectures and workshops, the content relevant to the learning cycle, which was prepared by the students, is deepened with the students in order to set the focus of the project for the week. Then the students work on the results in the project group, supported by continuous, accompanying coaching by the lecturer.

Study load hours

Learning activity type	Number of hours
Prerecorded Lecture	0
Lecture	0
Seminaristic Lecture	17,5
Tutorial	0
Seminar	0
Project on campus	17,6
Coaching	4,9
Consultation	0
Self-study	55,5
Examination preparation	0
Examination	0
Project work	34
Other	0
Total	129,5

Method of testing

The block “Business Basics” is divided into a theoretical and project-based part, which are assessed independently and each correspond to a workload of 5 credits. Furthermore, performance indicators are linked to the credits, which prove that the students achieve the targeted learning outcomes of the respective block element. For this, three examination moments were derived for the practical part and two examination moments for the theoretical part of the block, in order to anchor individual and group-based assessments of different types of examination in the curriculum.

Examination code	Examination form	Weighting grade
PBBP1-PA1	Entrepreneurial case study report	30 %
PBBP1-PA2	Pitch Business Idea	30 %
PBBP1-PA3	Entrepreneurial decision making report	40 %
Credits project part		5 credits

Taking into account the complexity of the pre-foundation phase of a start-up, the examination consists of the 3 sub-elements described below. The individual assessment of the sub-elements is multiplied using the weighting described in the tables below in order to calculate the overall grade for the first project of the study by adding the weighted sub-grades. A part of the block is considered passed if the relevant three partial examinations are completed with a minimum grade of 5.5.

Examination overview Entrepreneurial case study report

Examination form	Entrepreneurial case study report (Individual reflection report)
Weighting	30 % grade project part study block
Type of grading	Individual grade
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed project work)
Submission deadline	Sunday lesson week 4 23:59 o'clock via gradework
Examination period	During the semester
What will be examined? (for more information see assessment form & rubrics PBBP Examination Element I Entrepreneurial case study report)	Research Skills (knowledge and definition of the Ocean Model) Reading, understanding & analysis skills (scientific essay) Reflection skills (individual Big 5 personality test, analysis of strengths and weaknesses)

The first element of the examination focuses on the five basic skills of a student: research, reading, understanding, analyzing and reflecting, which enable the student to work on any study content. For this purpose, students will be presented with the assessment criteria and associated rubrics at the beginning of the course. (see assessment scheme "PBBP Examination Element I Entrepreneurial case study report"). In summary, the completeness (consideration of all elements of the individual reflection report), the quality of the summary (focus on the main statements of the scientific paper), the argumentation (comprehensibility of the reflection and the analysis), language and referencing are assessed in order to evaluate the expression of the five basic skills of a student with the help of the individual report.

Examination overview Pitch Business Idea

Examination form	Pitch Business Idea (60 Seconds digital clip)
Weighting	30 % grade project part study block
Type of grading	Group grade
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed project work)
Submission deadline (Digital dossier)	Friday lesson week 8 23:59 o'clock via Gradework
Examination period	Examination period I semester 1
What will be examined? (for more information see assessment form PBBP Examination Element II Pitch Business Idea)	Duration & technical realization Product Idea Story

In addition to the development, the evaluation with the help of business tools, methods and theories and the selection of the most promising business idea, one of the most relevant activities of an entrepreneur in the pre-foundation phase of a start-up is the achievement of initial awareness among potential investors with the help of storytelling, the knowledge of the needs of the target groups and the use of current digital possibilities. Accordingly, the duration and technical implementation of the pitch of the business idea, the structure and message of the story

and the degree of innovation, benefit and name of the product are evaluated. For this purpose, students will be presented with the assessment criteria and associated rubrics at the beginning of the course

Examination overview Entrepreneurial decision making report

Examination form	Entrepreneurial decision making report “Entrepreneurial qualities & decisions during the development of a business idea - Basis of the pre-foundation phase of a start up”
Weighting	40 % grade project part study block
Type of grading	Group grade
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed project work)
Submission deadline (Digital version presentation)	Friday lesson week 8 23:59 o'clock via gradework
Examination period	Examination period I semester 1
What will be examined? (for more information see assessment form & rubrics PBBP Examination Element III Group Report)	Entrepreneurial qualities of the company founders
	Selection of the business idea
	Entrepreneurial decisions while founding a company
	Macroeconomic environment of the company
	Market segmentation and targeting

During the pre-foundation phase of a start-up, entrepreneurs have to make a variety of business decisions that determine the success potential and attractiveness of a business idea. In professional practice, information from the internal and external corporate environment is used to create a valid basis for decision-making with the aid of business management tools, methods and theory. Accordingly, the focus of this examination element is on problem-based information search, application of basic business models, reasoning for business decisions, language and referencing in order to provide convincing arguments for arousing the initial interest of an investor. For this purpose, students will be presented with the assessment criteria and associated rubrics at the beginning of the course.

Re-examination

If the students fail one or more examination sub-element (grade below 5.5), it is possible to retake the exams according to the guidelines below. It must be taken into account here that the maximum grade for each examination sub-element retake is 5.5.

Examination overview Entrepreneurial case study report

Examination form	Entrepreneurial case study report (Individual reflection report)
Weighting	30 % grade project part study block
Type of grading	Individual grade
Duration of examination in minutes	Improving your entrepreneurial case study report (two weeks after receiving feedback from the lecturer)
Submission deadline	Friday Retakeweek Block 1 23:59 o'clock via gradework
Examination period	Retake period I semester 1
What will be examined? (for more information see assessment form & rubrics PBBP Examination Element I Entrepreneurial case study report)	Research Skills (knowledge and definition of the Ocean Model)
	Reading, understanding & analysis skills (scientific essay)
	Reflection skills (individual Big 5 personality test, analysis of strengths and weaknesses)

Examination overview Pitch Business Idea

Examination form	Pitch Business Idea (60 Seconds digital clip)
Weighting	30 % grade project part study block
Type of grading	Group grade
Duration of examination in minutes	Improving the pitch of your business idea (two weeks after receiving feedback from the lecturer)
Submission deadline (Digital dossier)	Friday Retakeweek Block 1 23:59 o'clock via gradework
Examination period	Retake period I semester 1
What will be examined? (for more information see assessment form PBBP Examination Element II Pitch Business Idea)	Duration & technical realization
	Product Idea
	Story

Examination overview Entrepreneurial decision making report

Examination form	Entrepreneurial decision making report "Entrepreneurial qualities & decisions during the development of a business idea - Basis of the pre-foundation phase of a start up"
Weighting	40 % grade project part study block
Type of grading	Group grade
Duration of examination in minutes	Improving your entrepreneurial decision making report (two weeks after receiving feedback from the lecturer)
Submission deadline (Digital version presentation)	Friday lesson week 8 23:59 o'clock via gradework
Examination period	Examination period I semester 1
What will be examined? (for more information see assessment form & rubrics PBBP Examination Element III Group Report)	Entrepreneurial qualities of the company founders
	Selection of the business idea
	Entrepreneurial decisions while founding a company
	Macroeconomic environment of the company
	Market segmentation and targeting

Test matrix

Domain	FBS IFC	Test duration				Period	
Study unit	PBBP "Starting your own business"					Rest	
Test format	Project (report, digital pitch)					Status: def.	
Learning Outcomes	Performance Indicators	Reproduction		Application	Production / Comprehension		
		Knowledge & Facts	Comprehension & Concepts	Application & Use	Analysis, problem solving (including synthesis)	Evaluation, Attitude & Judgement	Total
LO 1 Strategic Management	Students collect basic statistical market data (e.g. number of customers, competitors) to compare the market potential of potential business ideas. Students use Porter's generic business strategies to select their own strategy based on the business idea and market environment. Students apply DESTEP to analyze the market environment of the selected product idea.			7%	8%		15%
LO 2 Performance Management							0%
Compile and analyse basis KPIs for the purpose of management control and accountability.							
LO 3 Performance Management	Students apply utility analysis to identify both the most promising business idea and the most appropriate location.			3%	8%		11%
Use methods for calculating and analysing stand and business transactions coming up with a management decision for an organisation.							
LO 4 Governance, Risk, Compliance	Students segment the market of the potential business idea to increase opportunities and minimize risks as part of the planned market entry.				8%	2%	10%
Taking into account general risk, law and legislation basics in information systems and business processes.							
LO 5 Finance, Operations and Reporting	Students derive the basic financial implications (revenue, costs) of the chosen business strategy based on Porter's generic strategies theory. Students delineate target groups from one another to assess revenue-side market potential and identify the most promising audiences for the business idea.			4%	4%		10%
Use methods and instruments to identify (frequently occurring) financial issues.							
LO 6 Finance, Operations and Reporting	Students define management roles and their areas of responsibility as the basis of business organization.				4%		4%
Design and visualize standard business processes.							
LO 7 Finance, Operations and Reporting							0%
Compile intrayear accounting and prepare the core elements of external reports taking into account law and legislation.							
BA 1 Research Skills	Students apply the fundamentals of secondary research to gather the necessary information of the external business environment.			5%			5%
BA 2 Professional Expertise	Students know the added value of personality tests and reflections to know their own strengths and weaknesses. Students analyse and evaluate their strengths and weaknesses as entrepreneurs with the help of scientific personality tests. Students know the importance of market segmentation of the sales market for the company's success. Students use creative thinking tools to generate product ideas as the basis for a new company. Students use presentation skills to convince others of their business idea. Students distribute the project tasks and design the collaborative work process in the sense of good cooperation.			20%	5%	10%	35%
BA 3 Responsible Conduct	Students perceive themselves as entrepreneurs and show responsibility for project progress					10%	10%
Total (in %)		0%	0%	39%	37%	24%	100%

Literature

Compulsory literature

General compulsory literature	
Grit, R. (2015): Making a business plan; Wolters-Noordhoff B.V	ISBN 978-9001850746
Dutch language stream	
PBBP Project Manual Starting your own business Dutch	published on our course page on Canvas
English language stream	
PBBP Project Manual Starting your own business English	published on our course page on Canvas
German language stream	
PBBP Project Manual Starting your own business German	published on our course page on Canvas

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 8 weeks.

Lessonweek	Learning activity	Content	Duration
1	Seminaristic Lecture	Entrepreneurship - influencing factors in the context of start-up preparation & emergence of an entrepreneurial spark	2,5
	Coaching		0,3
	Project on Campus		2,2
	Self-study		10,5
2	Seminaristic Lecture	Personality and Entrepreneurial Thinking as an influencing factor of "Will Power" - Impact on Entrepreneurial Motivation.	2,5
	Coaching		0,3
	Project on Campus		2,2
	Self-study		10,5
3	Seminaristic Lecture	Cognitive skills and experiential knowledge as a third determinant of start-up competencies for assessing individual profiles of strengths and weaknesses.	2,5
	Coaching		0,3
	Project on Campus		2,2
	Self-study		10,5
4	Seminaristic Lecture	Developing business ideas using creativity techniques and problem-solving orientation as a basis for identifying entrepreneurial opportunities ("way power").	2,5
	Coaching		0,3
	Project on Campus		2,2
	Project work		6
	Self-study		4,5
5	Seminaristic Lecture	Determination of the external factors influencing the business environment with the help of DESTEP and delimitation of the relevant market with the help of STP as the basis for a business assessment of different business ideas.	2,5
	Coaching		0,3
	Project on Campus		2,2
	Project work		6
	Self-study		4,5
6	Seminaristic Lecture	Development of evaluation criteria of the business ideas and selection of the most promising business idea with the help of a scoring model.	2,5
	Coaching		0,3
	Project on Campus		2,2
	Project work		6
	Self-study		4,5
7	Seminaristic Lecture	Storytelling and pitching as the basis for creating "initial awareness" of the business idea among the primary target audience and potential investors.	2,5
	Coaching		0,3
	Project on Campus		2,2
	Project work		8
	Self-study		4,5
8	Coaching	Presentation & discussion round draft version pitch (peer feedback)	2,5
	Coaching		0,3
	Project on Campus		2,2
	Project work		8
	Self-study		6
Study load			129,5

PBO Business Operations

Brief description & relevance for the professional field

After the students have analysed the individual, entrepreneurial competence, developed business ideas with the help of creativity techniques, segmented markets and identified target groups in the first block within the framework of the pre-founding phase of their company, the task in the second block is to define the fields of action of the founding phase and finally to demonstrate the economic viability of the business management decisions in order to obtain the financing commitment of a potential investor within the framework of an investor pitch. Building on the business management decisions of the pre-founding phase (target groups, generic corporate strategy), the micro-environment of the company is analysed with the help of Porter's industry structure analysis in order to derive a market-oriented vision and competitive mission through knowledge of the direct market environment in order to define realistic corporate goals for the market entry of the start-up. Similarly, knowledge of the company's micro-environment allows the strengths, weaknesses, opportunities and threats of the company to be brought together in order to create the marketing strategy for a promising market entry with the help of the SWOT analysis and key-issue matrix

Based on the strategic decisions of the company, the business operations of the company are planned in order to achieve the set goals and to be able to implement the market entry. To this end, the elements of the marketing mix are first designed in order to operationally implement the positioning of the company. Furthermore, by analysing the sales potential and the price willingness of the relevant target group, the available financial means from the sale of the product are determined for the start-up phase of the enterprise. In conjunction with the product design and the selection of distribution channels, the sales potential defines the necessary production capacities, processes (sales, purchasing, production) and personnel requirements (qualitative, quantitative), which have an impact on the costs of business operations. Following the planning of business operations, the focus is on the financial planning of the enterprise, starting with the determination of capital requirements and liquidity planning for the start-up's founding phase. Subsequently, the financial impact of the company's decisions is processed in the accounts of the annual financial statement in order to then calculate several scenarios to take into account the risk of the business idea not being viable if the planning premises change. Finally, the performance of the start-up is determined with key figures in order to obtain the investment commitment of an investor within the framework of a pitch.

Within the framework of the project, students learn to make business decisions based on analysis results of the internal and external corporate world, developing a deeper, holistic understanding of the existing interactions and linkages between business design fields and disciplines. Similarly, the students learn to work in a heterogeneous project team in a goal-oriented manner through task sharing, whereby project progress, learning process and work performance is positively supported through established peer feedback rounds and reflections. In addition to the coaching in the context of the processing of the project, specific theories, methods and instruments of marketing, sales, process management, organization, human resource management, ethics and business planning, which are required for the processing the project, are taught in the context of weekly seminaristic lectures. The block is rounded off by two theoretical courses Logistics & Procurement and Accounting & Sales, which give students a holistic insight into the processes of a manufacturing company that operates internationally. With the help of the contents of the theoretical courses, the students know the importance of internal and external processes for the company's success, the impact of the business cases arising in the processes on the financial situation of the company and take the personnel as a decisive factor for securing the existence of the company. Furthermore, the students are able to apply business management methods of these topics in order to be able to create a proper financial business plan.

Overview study block

ProgRESS-code	PBO
Block coordinator	C. Schattner
Lecturers involved:	S. Gerhards, F. Gerhäuser, B. Hendriks, J. Peters, A. Philips, C. Schattner, M. Sobiech, B. Titulaer, K. Verspeek
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	280 hours (10 credits)
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO 1: Strategic Management
	LO 2: Performance Management
	LO 3: Performance Management
	LO 4: Governance, Risk, Compliance
	LO 5: Finance, Operations & Reporting
	LO 6: Finance, Operations & Reporting
	LO 7: Finance, Operations & Reporting
	BA 1: Research Skills
	BA 2: Professional Expertise
	BA 3: Responsible Conduct

Overview of learning outcomes

Learning outcome number	Learning outcome name	Learning outcome propedeutic level
LO 1	Strategic Management	Compile instruments and methods for collecting information about the external environment.
LO 2	Performance Management	Compile and analyse basis KPIs for the purpose of management control and accountability.
LO 3	Performance Management	Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation
LO 4	Governance, Risk, Compliance	Taking into account general risk, law and legislation basics in information systems and business processes.
LO 5	Finance, Operations & Reporting	Use methods and instruments to identify (frequently occurring) financial issues.
LO 6	Finance, Operations & Reporting	Design and visualize standard business processes.
LO 7	Finance, Operations & Reporting	Compile intrayear accounting and prepare the core elements of external reports taking into account law and legislation.

Overview of professional competences

Professional competence number	Professional competence name
BA 1	Research skills
BA 2	Professional expertise
BA 3	Responsible conduct

Overview of Performance indicators regarding the learning outcomes and professional competences

		PBO Business Operations	PBOT 1 Logistics & Procurement	PBBT 2 Accounting & Sales	PBOP 1.1 Business Ethics & Human Resource	PBOP Project "Planning your own business"
	Credits	10				
LO1	Strategic Management	x				x
LO2	Performance Management	x	x		x	x
LO3	Performance Management	x				x
LO4	Governance, Risk, Compliance	x		x	x	x
LO5	Finance, Operations and Reporting	x				x
LO6	Finance, Operations and Reporting	x	x		x	x
LO7	Finance, Operations and Reporting	x		x		x
BA1	Research skills	x				x
BA2	Professional expertise	x			x	x
BA3	Responsible conduct	x			x	x

Examination overview study block

Theoretical part study block

Examination code	Examination form	Weighting grade
PBOT1-KT: Logistics & Procurement	Written test	50 %
PBOT2-KT: Accounting & Sales	Written test	50 %
Credits theoretical part		5 credits

Project part study block

Examination code	Examination form	Weighting grade
PBOP1-PA1	Business Plan report	40 %
PBOP1-PA2	Presentation	40 %
PBOP1-PA3	Portfolio	20 %
Credits project part		5 credits

Evaluation & examination plan study block

Evaluation & examination overview		PBOT 1	PBOT 2	PBOP Project "Planning your own business"		
Calendar week	Lesson week	Logistics & Procurement	Accounting & Sales	Business Plan report	Presentation	Portfolio
45	1					Zero measurement personal qualities
46	2					
47	3					
48	4					Group Feedback I: Project & personal qualities
49	5					
50	6					
51	7					Group Feedback II: Project & personal qualities
2	8			Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework
3	Examination week	Written exam 120 minutes	Written exam 120 minutes			
Retakes take place after the examination week of block 3						
16	Retakes Block 2	Written exam 120 minutes	Written exam 120 minutes	Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework	Friday, 23:59 Submission in Gradework

Types of grading study block

Types of grades		Individual grade	Group grade	Group grade with possible individual deviation
Progress code	Description			
PBOT1-KT	Logistics & Procurement	x		
PBOT2-KT	Accounting & Sales	x		
PBOP1-PA1	Business Plan report		x	
PBOP1-PA2	Presentation			x
PBOP1-PA3	Portfolio			x

PBOT1 Logistics & Procurement

Overview block element

ProgRESS-code	PBOT1
Lecturers involved:	F. Gerhäuser,
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	70 hours
Study weeks	Lecture week 1 – 8
Learning outcomes	LO 2: Performance Management
	LO 6: Finance, Operations & Reporting

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11544
English stream	https://canvas.fontys.nl/courses/11493
German stream	https://canvas.fontys.nl/courses/11446

Brief description

The optimal implementation of the operational performance process is an elementary strategic factor of corporate management in times of global networking of procurement and sales markets in the context of advancing globalization and digitalization. This means that the smooth design of the material, value and information flow plays a key role, which is guaranteed by the networking of planning and execution measures and instruments in logistics as an operational function. Taking into account business models, products / services, procurement strategies and storage concepts, the students learn basic terms, methods and instruments for designing the sub-areas of corporate logistics. Furthermore, a holistic understanding of the logistic system as a supply chain is conveyed, whereby the students can assess the effects of entrepreneurial decisions of individual logistic sub-areas on the entire supply chain. Since the resulting view is managing the supply chain (SCM).

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO 2 Performance Management	The students know the connection between corporate and logistical goals and justify the effect of selected logistics strategy on the degree of achievement of the goals.
	The students know the motives and strategies for designing supply chains.
	The students know methods and instruments for evaluating and controlling inventory.
	The students know the importance of inventory and evaluate the effects on the logistical trade-off between service and costs.

LO 6 Finance, Operations and Reporting	The students know the tasks of the departments of a company in the logistical process chain and differentiate the tasks according to logistical functions.
	The students describe and visualize the flow of goods, information and liquid funds in industrial companies.
	The students know possible interfaces of existing value chains and use standard strategies to design them in a sense of a win-win-situation.
	The students know different procurement strategies and select them within the framework of case studies, taking into account the advantages and disadvantages.
	The students know the advantages and disadvantages of the models of transport and combine them, taking into account selected logistics strategies.
	The students understand the main impact of actual trends (Digitization, Sustainability, Globalization) for a supply chain.

Relationship to HBO-Bachelor level

The advancing globalization and the increasing networking of the companies due to the concentration on core competencies for the realization of cost reduction potentials and for the sustainable safeguarding of the company existence influences the position of enterprises in a market economy. Long-term cooperation and the formation of strategic partnerships on both the supplier and customer side are elementary for the company's success, whereby the design of the processes of the value chain (flow of goods and money) can be described as a competitive factor taking into account the company's goals. Therefore, the knowledge of the supply chain and the possibility of designing it represent the basis for understanding business models and making decisions for the sustainable optimization of the profitability of business activities. Accordingly, these are basic knowledge that a graduate of the Finance and Control course needs to develop a holistic understanding of the business context of a company.

Didactic methods

The course should teach both the theoretical basics and the practical application of logistics and procurement. Accordingly, lecture-like elements are combined with exercises and small case studies as part of the contact hours in order to support the students' learning transfer. In addition to the literature mentioned, students are provided with exercises for self-study, which deepen the knowledge and skills in the context of logistics and procurement.

Preparing the relevant theory as well as the exercises in self-study are a success factor for the students' learning progress and are therefore imperative.

Study load hours

Type of study load hours	Number of hours (60 Minutes)
Prerecorded Lecture	0
Lecture	7,5
Seminaristic Lecture	3
Online seminaristic lecture	0
Tutorial	9,5
Online tutorial	0
Seminar	0
Project	0
Consultation hours	0
Self-study	42
Examination preparation	6
Examination	2
Project work	0
Other	0
Total	70

Method of testing

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official examination weeks of the second block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

The block “Business Operations” is divided into a theoretical and project-based part, which are assessed independently and each correspond to a workload of 5 credits. Furthermore, performance indicators are linked to the credits, which prove that the students achieve the targeted learning outcomes of the respective block element. For this, two examination moments were derived for the theoretical and three examination moments for the practical part of the block, in order to anchor individual and group-based assessments of different types of examination in the curriculum.

A part of the block is considered passed if the relevant three partial examinations are completed with a minimum grade of 5.5.

Theoretical part study block

Examination code	Examination form	Weighting grade
PBOT1-KT: Logistics & Procurement	Written test	50 %
PBOT2-KT: Accounting & Sales	Written test	50 %
Credits theoretical part (only if the 3 parts above are passed)		5 credits

Re-examination

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official retake weeks of the first block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

Test matrix

Domain	FIBS IFC	Test duration	120 minutes	Period	22/23	
Study unit	PBOT1 Logistics & Procurement	Test duration	120 minutes	Result	22/23	
Test format	written exam	Test duration	120 minutes	Status:	de f.	
Learning Outcomes	Performance Indicators	Reproduction	Application	Production / Comprehension	Evaluation, Attitude & Judgement	Total
LO 1 Strategic Management		Knowledge & Facts	Comprehension & Concepts	Analysis, problem solving (including synthesis)		0%
Compile instruments and methods for collecting informations about the external environment.						
LO 2 Performance Management	Describe and visualize the main logistical processes & functions within a company and their relation to each other Understand which role inventory plays in a logistic chain. Understand which role inventory plays in a logistic chain. Make simple calculations for inventory management. Define and calculate simple KPI's Make proposals how companies can generate win-win situation	5%	20%	25%		50%
Compile and analyse basis KPI's for the purpose of management control and accountability.						
LO 3 Performance Management						0%
Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.						
LO 4 Governance, Risk, Compliance						0%
Taking into account general risk, law and legislation basics in information systems and business processes.						
LO 5 Finance, Operations and Reporting						0%
Use methods and instruments to identify (frequently occurring) financial issues.						
LO 6 Finance, Operations and Reporting	Visualise the different steps of a customer order Describe the main companies in a supply chain. Understand main trends (IT, CO2, Globalisation, e-commerce) for a supply chain. Understand the trade offs in logistics: lead time – occupation - quality Describe different strate gic procurement options	5%	20%	25%		50%
Design and visualize standard business processes.						
LO 7 Finance, Operations and Reporting						0%
Compile intrayear accounting and prepare the core elements of external reports taking into account law and legislation.						
Total (in %)		10%	40%	50%	0%	100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
Werken met supply chain management, van der Meer & van Goor, 2020, 3e druk.	
English language stream	
Mangan, J., Lalwani, C.C.: Global Logistics and Supply Chain Management 3rd Edition;	
German language stream	
Werner, Hartmut; Supply Chain Management, Grundlagen, Strategien, Instrumente & Controlling; 6.A. 2017, Springer	

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
Göbl, M., Froschmayer, A.; Logistik als Erfolgspotenzial – The power of Logistics, 2.A. 2019, Springer	
German language stream	
Göbl, M., Froschmayer, A.; Logistik als Erfolgspotenzial – The power of Logistics, 2.A. 2019, Springer	
Koch, Susanne, Logistik – Eine Einführung in Ökonomie & Nachhaltigkeit, Springer 2012	
Thonemann, U., Operations Management, Konzepte, Methoden & Anwendungen, 3.A., Pearson 2015	

Week planning & programme

This block consist of 8 weeks.

Lessonweek	Learning activity	Subject	Hours
1	Seminaristic Lecture	Introduction Logistics & Procurement	1,5
	Tutorial	Introduction Logistics & Procurement	1
	Self-study		6
2	Lecture	Logistics processes & supply chains	1,5
	Tutorial	Logistics processes & supply chains - Assignments	1
	Self-study		6
3	Lecture	Motives & strategies in supply chains	1,5
	Tutorial	Motives & strategies in supply chains - Assignments	1
	Self-study		6
4	Seminaristic Lecture	Procurement	1,5
	Tutorial	Procurement	1
	Self-study		6
5	Lecture	Inventory Management	1,5
	Tutorial	Inventory Management - Assignments	1
	Self-study		6
6	Lecture	Inventory Management & Transport	1,5
	Tutorial	Inventory Management & Transport - Assignments	1
	Self-study		6
7	Lecture	Distribution & E-Commerce	1,5
	Tutorial	Distribution & E-Commerce - Assignments	1
	Self-study		6
8	Tutorial	Repetition & exam preparation	1,5
	Tutorial	Repetition & exam preparation	1
	Examination preparation		6
9	Examination		2
			70

PBOT2 Accounting & Sales

Overview block element

ProgRESS-code	PBOT2
Lecturers involved:	S. Gerhards, B. Hendriks, A. Philipps, C. Schattner
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	70 hours
Study weeks	Lecture week 1-8
Learning outcomes & professional competences	LO 4: Governance, Risk, Compliance
	LO 7: Finance, Operations & Reporting

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11543
English stream	https://canvas.fontys.nl/courses/11492
German stream	https://canvas.fontys.nl/courses/11445

Brief description

External accounting as a sub-area of business administration serves the systematic recording, monitoring and informational consolidation of the monetary and commodity/service flows resulting from the operational performance process. Taking into account the applicable laws and accounting rules, all business transactions of the monetary and commodity/service flows in a company are documented in order to be able to account to external stakeholders such as the tax authorities or banks using the financial statements (balance sheet and the income statement). Building on the content of the PBBT1 Accounting I course, business cases and calculation schemes from different departments (sales, personnel, finance) are considered so that the students understand all business cases that occur in the context of operational activities and can process them in accounting terms.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO 4: Governance, Risk, Compliance	Students apply laws and accounting rules when preparing the financial statements of a company.
LO 7: Finance, Operations and Reporting	Students book business transactions as an expense, income, asset and liability.
	Students prepare inventories, balance sheets and income statements.

Relationship to HBO-Bachelor level

External accounting represents an essential basis of business administration in order to understand both the monetary and commodity/service flows as well as the basic business transactions of a company. In addition to the recording of all business cases, data is prepared for other company divisions in order to support the preparation of management decisions. As an introduction to accounting the students acquire basic knowledge and skills to be able to create, assemble and analyse information for the preparation of the core documents of the annual financial statements.

Didactic methods

The course should teach both the theoretical basics and the practical application of external accounting. Accordingly, lecture-like elements are combined with exercises and small case studies as part of the contact hours on campus in order to support the students' learning transfer. In addition to the literature mentioned, students are provided with exercises for self-study, which deepen the knowledge and skills in the context of internal accounting. These exercises are then discussed in the context of online tutorials to give students the opportunity to learn from their mistakes

Preparing the relevant theory as well as the exercises in self-study are a success factor for the students' learning progress and are therefore imperative.

Study load hours

Type of study load hours	Number of hours (60 Minutes)
Prerecorded Lecture	0
Lecture	0
Seminaristic Lecture	12
Online seminaristic lecture	0
Tutorial	8
Online tutorial	0
Seminar	0
Project	0
Consultation hours	0
Self-study	42
Examination preparation	6
Examination	2
Project work	0
Other	0
Total	70

Method of testing

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official examination weeks of the second block

What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

The block “Business Operations” is divided into a theoretical and project-based part, which are assessed independently and each correspond to a workload of 5 credits. Furthermore, performance indicators are linked to the credits, which prove that the students achieve the targeted learning outcomes of the respective block element. For this, two examination moments were derived for the theoretical and three examination moments for the practical part of the block, in order to anchor individual and group-based assessments of different types of examination in the curriculum.

A part of the block is considered passed if the relevant three partial examinations are completed with a minimum grade of 5.5.

Theoretical part study block

Examination code	Examination form	Weighting grade
PBOT1-KT: Logistics & Procurement	Written test	50 %
PBOT2-KT: Accounting & Sales	Written test	50 %
Credits theoretical part (only if th 3 parts above are passed)		5 credits

Re-examination

Examination form	Written exam
Duration of examination in minutes	120 minutes
Examination period	Official retake weeks of the first block
What will be examined?	Performance indicators of this block element and the topics of the week planning
Weighting grade theoretical part block	50 %
Minimum grade	5,5

Test matrix

Domain		FIBS IFC		Test duration		120 minutes		Period			
Study unit		PH072 Accounting & Sales						22/23			
Test format		written exam						Status: def.			
Learning Outcomes		Performance Indicators		Reproduction		Application		Production / Comprehension			
				Knowledge & Facts		Comprehension & Concepts		Analysis, problem solving (including synthesis)			
								Evaluation, Attitude & Judgement			
								Total			
LO 1 Strategic Management										0%	
Compile instruments and methods for collecting informations about the external environment.											
LO 2 Performance Management										0%	
Compile and analyse basis KPIs for the purpose of management control and accountability.											
LO 3 Performance Management										0%	
Use methods for calculating and analysing standard business transactions coming up with a management decision for an organisation.											
LO 4 Governance, Risk, Compliance										15%	
Taking into account general risk, law and legislation basics in information systems and business processes.											
LO 5 Finance, Operations and Reporting										0%	
Use methods and instruments to identify (frequently occurring) financial issues.											
LO 6 Finance, Operations and Reporting										0%	
Design and visualize standard business processes.											
LO 7 Finance, Operations and Reporting										85%	
Compile intrayear accounting and prepare the core elements of external reports taking into account law and legislation.				10%		75%					
Total (in %)				0%		10%		90%		100%	

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
Van de Voort, Y.;Heslinga, D.-J.;Marra, T.;Hoogendoorn, M.; Smittenberg, R.; Broerse, W. (2019): BOM Boekhouden geboekstaafd 1: Cursus Praktisch Comptabele Toepassingen 1 OB; Noordhoff	ISBN-13: 978- 9001878436
Broerse, W.; Heslinga, D.J.;Schauten, W.: Boekhouden geboekstaafd opgaven 1; Noordhoff uitgevers	ISBN-13: 978-9001878450
English language stream	
Libby, R.; Libby, P.; Hodge, F.: Financial Accounting; McGraw-Hill Education	ISBN-13: 978-1260565430
German language stream	
Deitermann, M.; Flader, B.; Rückwart, W.-D.;Stobbe, S. (2021): Industrielles Rechnungswesen; Braunschweig: westermann druck GmbH	ISBN-13: 978-3804575929

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 8 weeks.

Lessonweek	Learning activity²	Subject	Hours
1	Seminaristic Lecture	Permanence costs & revenues	1,5
	Tutorial	Exercises Permanence costs & revenues	1
	Self-study		6
2	Seminaristic Lecture	Interest costs	1,5
	Tutorial	Exercises Interest costs	1
	Self-study		6
3	Seminaristic Lecture	Personnel costs	1,5
	Tutorial	Exercises Personnel costs	1
	Self-study		6
4	Seminaristic Lecture	Provsion costs	1,5
	Tutorial	Exercises Provsion costs	1
	Self-study		6
5	Seminaristic Lecture	Doubtful debt + depreciation dept	1,5
	Tutorial	Exercises Doubtful debt + depreciation dept	1
	Self-study		6
6	Seminaristic Lecture	Period closing	1,5
	Tutorial	Exercises Period closing	1
	Self-study		6
7	Seminaristic Lecture	Accounting and legal persons	1,5
	Tutorial	Exercises Accounting and legal persons	1
	Self-study		6
8	Seminaristic Lecture	Repetition & exam preparation	1,5
	Tutorial	Repetition & exam preparation	1
	Examination preparation		6
9	Examination		2

PBOP 1.1 Business Ethics & Human Resource

Overview block element

ProgRESS-code	PBOP 1.1
Lecturers involved:	J. Peters, K. Verspeek
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	10,5 hours
Study weeks	Lecture week 1 – 8
Learning outcomes & professional competences	LO2 Performance Management
	LO4 Governance, Risk, Compliance
	LO6 Finance, Operations and Reporting
	BA2 Professional Expertise
	BA3 Responsible Conduct

Canvas links

Language stream	Link
Dutch stream	
English stream	
German stream	

Brief description

This block element introduces students to the field of HR Management and ethics. Both disciplines are crucial not only for managing the most important capital of the company – the human capital – but indirectly also for the running of the company itself tailored to the operational requirements of a business and to achieving the main aims of the organisation. The student will be familiarized with the basic topics/processes in this field giving it a start with a basic overview of all-important processes in the HRM, continuing with planning and recruitment.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
LO2 Performance Management	The student knows and is able to calculate basic KPIs related to Personnel-planning.
LO4 Governance, Risk, Compliance	The student is aware of ethical aspects in business and can apply basic ethical principles to business decisions and processes
LO6 Finance, Operations and Reporting	The student is able to setup a personnel planning process in a business.
BA2 Professional Expertise	The student is able to approach the tasks in a group in a structured and methodical manner.
BA3 Responsible Conduct	The student can recognize and stand firm when dealing with ethical dilemmas.

Relationship to HBO-Bachelor level

The students acquire up-to-date basic knowledge about HRM field and are able to apply some basic theories and approaches from the area of planning, recruitment and international HRM.

Didactic methods

This block element is teaching both the theoretical basics and the practical application of chosen HRM processes. Accordingly, lecture-like elements are combined with exercises and small case studies as part of the contact hours in order to support the students learning transfer.

Preparing the relevant theory as well as the exercises in self-study are a success factor for the students' learning progress and are therefore imperative.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	10,5
Tutorials	-
Consultaion hours	-
Self-study	-
Examination	-
Project work	-
Other	-
Total	10,5

Literature

Compulsory literature

General compulsory literature	
	Will be provided by lecturers online or optional as copy of books available in the mediatheek.
Dutch language stream	
English language stream	
German language stream	

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 7 weeks.

LW	Subject	Contact hours	Self-study
L1	HR Management - Introduction	1,5	
L2	HR Management - Basics	1,5	
L3	Ethics in business	1,5	
L4	Planning in HRM I	1,5	
L5	Planning in HRM I	1,5	
L6	Recruitment (guest lecture)	1,5	
L7	Main HRM processes in a business (guest lecture)	1,5	

PBOP Project “Planning your own business”

Overview block element

ProgRESS-code	PBOP
Lecturers involved:	M. Berns, B. Hendriks, A. Philips, C. Schattner, P. Szillat
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	129,5 hours
Study weeks	Lecture week 1 – 8
Learning outcomes	LO 1: Strategic Management
	LO 2: Performance Management
	LO 3: Performance Management
	LO 4: Governance, Risk, Compliance
	LO 5: Finance, Operations & Reporting
	LO 6: Finance, Operations & Reporting
	LO 7: Finance, Operations & Reporting
	BA 1: Research Skills
BA 2: Professional Expertise	
BA 3: Responsible Conduct	

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/13588
English stream	https://canvas.fontys.nl/courses/11490
German stream	https://canvas.fontys.nl/courses/11443

Brief description

Promising business ideas are the basis of a newly founded company, but companies need financial resources to be able to realize these business ideas. However, young founders usually lack the necessary equity capital for this, which is why an investor has to be convinced of the business idea and the founders as well as of the financial prospects of success. Accordingly, the following two questions are the focus of the project.

How are a company's marketing activities, business operations and finances planned in order to achieve the cardinal goals of entrepreneurship, making a profit and securing the company's existence?

How can an investor be persuaded to invest using the information in the business plan as part of a pitch?

Therefore, in this course, with the help of theoretical input, project work and feedback from external experts insights in business operations and planning are used to answer the following questions.

- Which internal and external factors influence my business activities?
- What strategies exist to use strengths, weaknesses, opportunities and threats in the best possible way?
- How do I select instruments of the marketing mix in a target group-oriented manner?
- How can core processes of a company be designed?
- What is the relationship between the individual elements of financial planning as an expression of the financial impact of business decisions?

- How should an investor presentation be prepared in order to convincingly summarize the important information?

As an element of the project “Planning your own business” you will deal with projectmanagement basics to structure your way of working in your projectgroup and distribute the project activities among the members as in real business life. Likewise, the course of the project is accompanied by coaching and defined peer feedback rounds in order to positively influence both the learning process and the group process. In terms of content, you will deal with the business management issues and challenges of transforming the business idea from a mere idea into a sustainable business model that shows a positive financial development and thus financial sustainability within the planning period, taking into account internal and external framework conditions. In doing so, students deepen their holistic understanding of the interrelationships and interactions of business management design fields in order to be able to create a business plan with the help of standardized instruments, methods and theories, taking into account market-, value- and risk-oriented factors. Finally, the results of the business planning are presented to an external investor from business practice in order to obtain the investment commitment for the business idea.

Overview of learning goals & performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Learning goals & performance indicators
LO1 Strategic management	Students apply Porter’s Five Forces to analyze the market environment of the selected product idea.
	Students design the marketing mix and strategy of their company based on industry and market data.
LO 2 Performance Management	Students calculate key performance indicators to evaluate the financial performance and development of their company.
LO 3 Performance Management	Students calculate the sales price and the break-even point of their product.
LO4 Governance, Risk and Compliance	Students describe the startup's Code of Conducts.
	Students consider general business risks and opportunities when calculating the most probable, worst and best case scenarios for their company
LO5 Finance and operations	Students create investment, financing and liquidity plans for their company.
LO 6 Finance, Operations & Reporting	Students describe company activities and job profiles.
	Students describe and visualize the company's production process as the most relevant primary process in business planning.
LO7 Finance and operations	Students prepare balance sheets and income statements for the different scenarios based on the assumptions of their company planning.
BA 1 Research Skills	Students apply the fundamentals of secondary research to gather the necessary information for the business planning.
BA 2 Professional Expertise	Students distribute the project tasks and design the collaborative work process in the sense of good cooperation.
	Students create a pitch and present it to outside experts in the field.
BA 3 Responsible Conduct	Students perceive themselves as entrepreneurs and show responsibility for project progress.

Relationship to HBO-Bachelor level

A holistic understanding of the relationships between the different fields of corporate management is defined by the learning outcomes of the study course profile. This holistic understanding should enable the students to make the optimal business decisions to solve existing problems, taking into account the interactions of the business fields and knowledge of the associated risks. It is irrelevant whether the students set up their own company or work as a specialist in a department, because entrepreneurial qualities are needed everywhere for business decisions that are balanced.

Didactic methods

Taking into account the study phase, this block element combines project-based learning, coaching, interactive lectures and workshops with one another in order to support the learning process of the students both online and offline in the sense of blended learning. In the context of the interactive lectures and workshops, the content relevant to the learning cycle, which was prepared by the students, is deepened with the students in order to set the focus of the project for the week. Then the students work on the results in the project group, supported by continuous, accompanying coaching by the lecturer and by structured peer feedback rounds.

Study load hours

Type of study load hours	Number of hours (60 Minutes)
Prerecorded Lecture	0
Lecture	0
Seminaristic Lecture	19
Online seminaristic lecture	0
Tutorial	0
Online tutorial	0
Seminar	0
Project at the campus	16,7
Consultation	3,3
Self-study	24
Examination preparation	5,5
Examination	1
Project work	60
Other	0
Total	129,5

Method of testing

The block “Business Operations” is divided into a theoretical and project-based part, which are assessed independently and each correspond to a workload of 5 credits. Furthermore, performance indicators are linked to the credits, which prove that the students achieve the targeted learning outcomes of the respective block element. For this, two examination moments were derived for the theoretical and three examination moments for the practical part of the block, in order to anchor individual and group-based assessments of different types of examination in the curriculum.

Taking into account the complexity of the foundation phase of a start-up, the examination consists of the 3 sub-elements described below. The individual assessment of the sub-elements is multiplied using the weighting described in the tables below in order to calculate the overall grade for the first project of the study by adding the

weighted sub-grades. A part of the block is considered passed if the relevant three partial examinations are completed with a minimum grade of 5.5.

Examination code	Examination form	Weighting grade
PBOP1-PA1	Business Plan report	40 %
PBOP1-PA2	Presentation	40 %
PBOP1-PA3	Portfolio	20 %
Credits project part		5 credits

Examination overview Business Plan report (Digital report & planning in excel)

Examination form	Business Plan report (Digital report & planning in excel)
Weighting	40 % project part study block
Type of grading	Group grade
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed project work)
Submission deadline	Friday lesson week 8 23:59 o'clock via gradework
Examination period	Examination period II semester I
What will be examined? (for more information see assessment form & rubrics PBOP Examination Element I Business Plan Report)	Completeness of the report
	Application of standard tools, models and theories
	Justification of business decisions in the fields of marketing, business operations and financial planning
	Relationship between the decisions made in the company's fields of activity
	Linguistic presentation of the contents

As part of the assessment of the project „Planning your own business“, consisting of written report and planning in excel, different criteria are checked, which are available in the assessment form (PBBP Examination Element I Entrepreneurial case study report) directly at the beginning of the project. In summary, the completeness (existence of all relevant planning fields), the connection (no contradictions between the planning fields), the traceability of the argumentation, the correctness of the calculations of the financial plan and the quality of the information are assessed.

Examination Presentation (Investors pitch & presentation)

Examination form	Presentation (Investors pitch & presentation)
Weighting	40 % grade project part study block
Type of grading	Group grade with possible individual deviation
Duration of examination in minutes	60 minutes (1 Minute product idea pitch, 15 minutes presentation, 15 minutes questions round, 15 minutes grading, 14 minutes feedback)
Submission deadline (Digital dossier)	Friday lesson week 8 23:59 o'clock via Gradework
Examination period	Examination period I semester I
What will be examined? (for more information see assessment form PBOP Examination Element II Investors pitch & presentation)	Structure of the presentation
	Storyline and delivery of the message of the presentation
	Presentation style
	Discussion with the investor and justification of business decisions

As part of the pitch and the presentation before the potential investors, the group members present different elements of the business plan, whereby the individual presentation capabilities are recognizable. Subsequently, the group members are asked for individual questions within the framework of the question and discussion round, whereby the quality of the individual response is valuable. Therefore, it is possible to incorporate both average

individual performance (+ 0.5 grade surcharge on group grade) as well as below-average individual performance (- 0.5 grades from the group grade) into the evaluation of the student.

Examination overview Portfolio (Digital project dossier)

Examination form	Portfolio (Digital project dossier)
Weighting	20 % grade project part study block
Type of grading	Group grade with possible individual deviation
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed project work)
Submission deadline (Digital version presentation)	Friday lesson week 8 23:59 o'clock via gradework
Examination period	Examination period II semester 1
What will be examined? (for more information see assessment form & rubrics PBOP Examination Element III Portfolio)	Application and use of basic instruments of time management and task distribution in the context of projects (Part I: Managing your project)
	Evaluation of the analysis of self and external evaluation and derivation of action potentials for personal development (Part II: Individual qualities & performance measurement of the group / group members)
	Linguistic presentation of the contents

In addition to the result-oriented examination elements, cooperation and performance of the individual group members represents the centerpiece of project-based learning in groups. Accordingly, the group dossier is documenting both the supporting planning processes of the project group as well as the quality of cooperation and the behavior of group members. For this purpose, a zero measurement of the expression of the personal characteristics with the help of a standardized assessment scheme takes place in the first week as the starting point of the self-evaluation and the peer feedbacks of the group members. Afterwards in week 4 and week 7 two evaluation rounds take place in which the students evaluate themselves and the other group members. As part of the two peer feedback moments, coaching talks take place in which both above-average benefits (+ 0.25 grade surcharge on group grade per peer feedback moment) and below-average benefits (- 0.25 grades from the group grade per peer feedback moment) are considered. As a result, the individual assessment of the student may deviate from the group note based on the documented student performance.

Re-examination

If the students fail one or more examination sub-element (grade below 5.5), it is possible to retake the exams according to the guidelines below. It must be taken into account here that the maximum grade for each examination sub-element retake is 5.5.

Examination overview Business Plan report (Digital report & planning in excel)

Examination form	Business Plan report (Digital report & planning in excel)
Weighting	40 % project part study block
Type of grading	Group grade
Duration of examination in minutes	Improving the business plan report & planning in excel of your business idea (two weeks after receiving feedback from the lecturer)
Submission deadline	Friday retake week Block II 23:59 o'clock via gradework
Examination period	Examination period III semester II
What will be examined? (for more information see assessment form & rubrics PBOP Examination Element I Business Plan Report)	Completeness of the report
	Application of standard tools, models and theories
	Justification of business decisions in the fields of marketing, business operations and financial planning
	Relationship between the decisions made in the company's fields of activity
	Linguistic presentation of the contents

Examination Presentation (Investors pitch & presentation)

Examination form	Presentation (Investors pitch & presentation)
Weighting	40 % grade project part study block
Type of grading	Group grade with possible individual deviation
Duration of examination in minutes	Improving your investor's presentation (two weeks after receiving feedback from the lecturer) 60 minutes (1 Minute product idea pitch, 15 minutes presentation, 15 minutes questions round, 15 minutes grading, 14 minutes feedback)
Submission deadline (Digital dossier)	Presentation date individually agreed with the lecturer during the retake week Block II Friday retake week Block II 8 23:59 o'clock via Gradework
Examination period	Examination period I semester I
What will be examined? (for more information see assessment form PBOP Examination Element II Investors pitch & presentation)	Structure of the presentation
	Storyline and delivery of the message of the presentation
	Presentation style
	Discussion with the investor and justification of business decisions

Examination overview Portfolio (Digital project dossier)

Examination form	Portfolio (Digital project dossier)
Weighting	20 % grade project part study block
Type of grading	Group grade with possible individual deviation
Duration of examination in minutes	Improving the portfolio of your project “Planning your own business” (two weeks after receiving feedback from the lecturer)
Submission deadline (Digital version presentation)	Friday retake week Block II 23:59 o'clock via gradework
Examination period	Examination period III semester II
What will be examined? (for more information see assessment form & rubrics PBOP Examination Element III Portfolio)	Application and use of basic instruments of time management and task distribution in the context of projects (Part I: Managing your project)
	Evaluation of the analysis of self and external evaluation and derivation of action potentials for personal development (Part II: Individual qualities & performance measurement of the group / group members)
	Linguistic presentation of the contents

Literature

Compulsory literature

General compulsory literature	
Grit, R. (2015): Making a business plan; Wolters-Noordhoff B.V	ISBN 978-9001850746
Dutch language stream	
PBBP Project Manual Planning your own business Dutch	published on our course page on Canvas
English language stream	
PBBP Project Manual Planning your own business English	published on our course page on Canvas
German language stream	
PBBP Project Manual Planning your own business German	published on our course page on Canvas

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

Lessonweek	Learning activity#	Subject	Hours
1	Seminaristic Lecture	Industry structure analysis according to Porter as an analysis tool of a company's microenvironment for deriving a market-oriented vision, competition-differentiating mission and realistic corporate goals for the founding phase of a start-up company	2,5
	Consultation		0,3
	Project at the campus		2,2
	Self-study		3
	Project work		7,5
2	Seminaristic Lecture	SWOT analysis & Key Issue Matrix - consolidation of the strengths and weaknesses of the start-up (characteristics of the company founders and the business idea) and the opportunities and threats (influencing factors of the macro environment (DESTEP) & framework parameters of the micro environment (industry structure analysis)) for the derivation of a marketing strategy for the founding phase of a start-up	2,5
	Consultation		0,3
	Project at the campus		2,2
	Self-study		3
	Project work		7,5
3	Seminaristic Lecture	Marketing mix & marketing planning - implementation of the marketing strategy by concrete design of the product, price, communication and distribution policy and estimation of the resulting sales and marketing costs of the foundation phase of the start-up	1,5
	Consultation		0,3
	Project at the campus		2,2
	Self-study		3
	Project work		7,5
4	Seminaristic Lecture	Business operation planning - description of the core production process, code of conduct and necessary employee know-how as the basis of human resources, production and purchasing planning of the start-up's foundation phase	2,5
	Consultation		0,5
	Project at the campus		2
	Self-study		3
	Project work		7,5
5	Seminaristic Lecture	Financial requirements during start-up and liquidity planning - derivation of financial requirements taking into account necessary start-up investments and the capital requirements as well as consolidation of all cash-relevant business transactions to determine the liquidity development within the foundation phase	2,5
	Consultation		0,3
	Project at the campus		2,2
	Self-study		3
	Project work		7,5
6	Seminaristic Lecture	Profit and loss account, break-even analysis, balance sheet and scenario planning - Determination of the company's success on an accrual basis and presentation of the development of the company's assets and sources of capital on the reporting date with the help of the accounts of the annual financial statements as well as assessment of the viability of the business model in the case of different production costs and turnover	2,5
	Consultation		0,3
	Project at the campus		2,2
	Self-study		3
	Project work		7,5
7	Seminaristic Lecture	Preparing a compelling business plan presentation to potential investors - convincing financial figures, proposition to the investor & pitch deck.	2,5
	Consultation		0,3
	Project at the campus		2,2
	Self-study		3
	Project work		7,5
8	Seminaristic Lecture	Completion of examination elements, pitch and presentation to investor as in the TV series Dragons'Den	2,5
	Consultation		1
	Project at the campus		1,5
	Self-study		3
	Project work		7,5
	Examination preparation		5,5
Examination	Pitch & Presentation	1	

129,5

PLSI1 Languages & Skills I

Brief description & relevance for the professional field

The advancing digital transformation and globalization leads to an increasing networking of globally active companies. In this context, language skills and intercultural awareness are the success factors of the professional behaviour of a business professional. Therefore, in this block you will learn the basics of Business English as a basis for cross-border cooperation as well as the basics of Dutch / German to convey the chances of living, studying and working in the border region Rhein-Maas.

Overview study block

ProgRESS-code	PLSI
Block coordinator	
Lecturers involved:	A. Draaisma, C. van der Hoek, M. Sobiech
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	140 hours (5 credits)
Study weeks	Lecture week 2 – 15
Learning outcomes & professional competences	BA 2: Professional expertise

Overview of learning outcomes

Learning outcome number	Learning outcome name	Learning outcome propedeutic level

Overview of professional competences

Professional competence number	Professional competence name
BA 2	Professional expertise

Examination overview study block

Business English I

Examination code	Examination form	Weighting grade
PLSI1-KT	Written test	50 %
PLSI1-PA	Orals	50 %
Credits Business English I		2 credits

Dutch / German I

Examination code	Examination form	Weighting grade
PLSI2-KT	Written test	30 %
PLSI2-PA	Orals	70 %
Credits Dutch / German I		3 credits

PLSI1 Business English I

Overview block element

ProgRESS-code	PLSI1
Lecturers involved:	M. Sobiech
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	56 hours (2 credits)
Study weeks	Lecture week 1 – 16
Learning outcomes & professional competences	BA 2: Professional expertise

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11540
English stream	https://canvas.fontys.nl/courses/11489
German stream	https://canvas.fontys.nl/courses/11442

Brief description

In the first part of the block the students will explore basic aspects of accounting and finance in the English language. More specifically, the focus will be laid on accounting and finance terminology used in the English language, also, the basic aspects of accounting and financial statements will be explained in the English language. This knowledge will help students not only understand English lesson materials that will be used in other projects/classes, but also understand the financial terminology that they will be using beyond university. As accounting and finance are truly global business areas, it is vital for the HBO IFC students to have a more in-depth understanding of the basic and more advanced English accounting and financial terms.

In the second part of the block meeting skills of the students will be developed. The students will practice meetings in groups in order to train and improve communication skills such as discussion in groups, presenting arguments, agreeing/disagreeing, providing feedback or analysing the data. These competences are crucial for the students in order to develop a proper meeting behaviour, which in a broader perspective is a vital part of overall business soft skills spectrum. Secondly, meeting structure and its elements will be explored so that the students will not only be able to communicate during the meeting properly, but also will be able to organise and conduct the meeting effectively and efficiently. In the beginning of the course there will be a number of practical assignments that will prepare the students to conduct the final meeting based on a specific study case.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
BA 2: Professional expertise	Students can understand and use basic till advanced general financial and accounting terms
	Students can understand and analyse financial statements in the English language from the language perspective
	Students can communicate within professional environment
	Students can use English on B2 (C1) during the meeting
	Students can participate in a meeting/discussion actively by applying various strategies: agree/disagree, give feedback, make suggestions, build on ideas
	Students can identify different stages of a meeting
	Students can organise a meeting
	Students can apply a problem-solving skill in order to hold a successful meeting
	Students can demonstrate proper behaviour during the meeting

Relationship to HBO-Bachelor level

An HBO (IFC) student is able to understand the basic till advanced financial and accounting terms so that they will be able to participate in various projects (English language projects) within the university. The HBO students can read and understand an authentic text on a financial topic and can read and understand an authentic financial statement of a company. Taking a broader perspective, an HBO student can actively participate and communicate within a specific professional environment, in this case the financial/economic one.

An HBO student is able to use a wide range of soft skills, e.g. communication, giving feedback, the ability to work in a team, which converge into the category of meeting skills, in order to be able to perform within an academic as well as professional environment. An HBO IFC student needs to develop these skills, as meeting are an integral part of various projects during the study period. Additionally, an HBO student is aware of the importance and impact soft skills have on the effectiveness and excellence of performing academic and business-related activities. Soft skills with their growing social importance, are a must-have attribute in contemporary academic and business context.

Didactic methods

The didactic method used in this block is combined and includes various approaches. The lessons begin with the presentation of the material by the lecturer in the form of specially designed lecture sheets available on Fontys portal. During the lecture, the students will gradually take over the responsibility and therefore will be involved in different activities such as: individual and group work on various assignments, group as well individual analysis of the authentic materials on-line, individual presentations of the task outcomes. The materials used are both authentic and non-authentic. This, in combination with a variety of didactic approaches used, should help create a stimulating working environment in which the students can freely and creatively work on their assignments.

This block element focuses on interaction and co-operation, therefore the didactic focus is on group work with elements of individual contribution. Students will work in groups as well as individually on their outcomes. These practical outcomes in the form of shorter and longer meetings, (simulations) will be assessed both by peers and

teachers providing for in-depth formative feedback. Some course elements will be presented and explained by the teacher, however, most of the time the students will be involved in interactive activities.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	28
Tutorials	
Consultation hours	4,5
Self-study	21
Examination	2,5
Project work	
Other	
Total	84 hours

Method of testing

Examination form	Written exam
Duration of examination in minutes	90 minutes
Examination period	Official examination and retake weeks of the first block
What will be examined?	Material presented during the lectures
Weighting grade semester I	50%
Minimum grade	4
Bonus	During the classes, there will be a possibility to get a bonus based on the participation in the bonus tasks (0,25 per task). This bonus will be added on top of the exam grade

Examination form	Record of a meeting (video plus corresponding documents)
Duration of examination in minutes	30 – 40 minutes
Examination period	Official examination and retake weeks of the second block
What will be examined?	See performance indicators and rubric
Weighting grade semester I	50%
Minimum grade	4
Bonus	During the classes, there will be a possibility to get a bonus based on the participation in the bonus tasks (0,25 per task). This bonus will be added on top of the exam grade

Re-examination

Examination form	Written exam
Duration of examination in minutes	90 minutes
Examination period	Official examination and retake weeks of the first block
What will be examined?	Material presented during the lectures
Weighting grade semester I	50%
Minimum grade	4

Examination form	Record of a meeting (video plus corresponding documents)
Duration of examination in minutes	30-40 minutes
Examination period	Official examination and retake weeks of the first block (to be discussed with the teacher)
What will be examined?	See performance indicators and rubric
Weighting grade semester I	50%
Minimum grade	4

Test matrix

Domain	FIBS IFC	Test duration	90 minutes exam	Period	22/23	
Study unit	PLS1 Business English I			Resit	22/23	
Test format	Written exam/meeting			Status:	def.	
Learning Outcomes	Performance indicators	Reproduction	Application	Production / Comprehension	Evaluation, Attitude & Judgement	Total
BA 2 Professional Expertise	<p>Students can understand and use basic till advanced general financial and accounting terms</p> <p>Students can understand and analyse financial statements in the English language from the language perspective</p> <p>Students can communicate within professional environment</p> <p>Students can use English on B2 (C1) during the meeting</p> <p>Students can participate in a meeting/discussion actively by applying various strategies: agree/disagree, give feedback, make suggestions, build on ideas</p> <p>Students can identify different stages of a meeting</p> <p>Students can organise a meeting</p> <p>Students can apply a problem-solving skill in order to hold a successful meeting</p> <p>Students can demonstrate proper behaviour during the meeting</p>	<p>Knowledge & Facts</p> <p>20%</p>	<p>Application</p> <p>Application & Use</p> <p>35%</p>	<p>Analysis, problem solving (including synthesis)</p> <p>20%</p>	<p>Evaluation, Attitude & Judgement</p> <p>5%</p>	<p>100%</p>
		<p>20%</p>	<p>35%</p>	<p>20%</p>	<p>5%</p>	<p>100%</p>
Total (in %)		20%	35%	20%	5%	100%

Literature

Compulsory literature

General compulsory literature	
	Literature is provided by the lecturers of individual streams on the portal.
Dutch language stream	
	Available on Fontys portal
English language stream	
	Available on Fontys portal
German language stream	
	Available on Fontys portal

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 16 weeks.

LW	Subject	Contact hours	Self-study
L1	Introduction to the course	2	1,5
L2	Accounting-jobs	2	1,5
L3	Auditing	2	1,5
L4	Balance sheet	2	1,5
L5	Income statement	2	1,5
L6	Profit & Loss Account	2	1,5
L7	Consolidation & Reflection	2	1,5
L8			

E			
L9	Introduction meetings (structure and small talk)	2	1,5
L10	Structure and small talk	2	1,5
L11	Meeting participation	2	1,5
L12	Meeting brainstorming and evaluating	2	1,5
L13	Case analysis and preparation	2	1,5
L14	Practice meeting I	2	1,5
L15	Practice meeting II	2	1,5
L16			
E			
E			

PLSI2 Dutch I – English stream

Overview block element

ProgRESS-code	PLSI2
Lecturers involved:	C. van der Hoek
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	84 hours (3 credits)
Study weeks	Lecture week 1 – 16
Learning outcomes	BA 2: Professional experience

Canvas links

Language stream	Link
English stream	https://canvas.fontys.nl/courses/12046

Brief description

This block element helps the student to acquire a practical knowledge of Dutch. A student that has successfully completed the course + Dutch 2 will achieve level A1 according to the European Framework of Reference for Languages. This course focuses mainly on spoken Dutch. However, listening, reading and writing skills are being considered as well. The command of level A1 enables students to make themselves understood on a basic level in a Dutch speaking environment.

FIBS graduates have a lot to gain from this. Speaking Dutch is particularly useful in the light of potential export possibilities to the Netherlands. In this way, students can distinguish themselves from their peers. Moreover, being able to speak basic Dutch will also help students to function well within Dutch society during their studies. After graduation, Dutch language skills may be an advantage on many labour markets, since the Dutch currently have the 15th largest economy.

Moreover, can you imagine telling your friends or future employers that you do not speak any Dutch, even though you studied there for four years? No Way. So just go for it. It is easier than you may think.

It is a considerable advantage to be able to communicate in a third or maybe even a fourth language.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
BA 2: Professional experience	After successfully finishing this course and Dutch 2, a student should have reached Level A1. The term Level A1 is taken from an international recognised grid that divides acquiring a foreign language into different European levels. Below, a concrete description of these levels:

Relationship to HBO-Bachelor level

Students improve their basic skills of the Dutch language. This and the next Dutch language block element will be rounded off on level A1.

A1	Understanding	Understanding	Speaking	Speaking	Writing
	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand familiar words, names and very simple sentences for example on notices and posters or in catalogues.	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can use simple phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.

Didactic methods

The course should teach both the theoretical basics and the practical application of Dutch language. With the use of a 'blended learning' method students are able to practise all topics at home in their own time and speed. During lessons grammar will be explained as well as exercises from the book. Such as speaking, listening, reading and writing exercises.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	28
Tutorials	
Consultaion hours	
Self-study	54,5
Examination	1,5
Project work	
Other	
Total	84 hours

Method of testing

Written tests

There is one written test: in the first exam week.

During this written test the content of week 1 till week 7 will be tested.

You can score 90 points during a written test, 5,5 = 45 points.

Oral test

The learning arrangement will be rounded off with an oral test during final examination weeks. During this oral test, the contents of week 1 till week 14 will be tested.

The final grade is determined as follows:

Written test 1: 30 %

Oral test: 70%

To complete the course successfully, the grade of both tests has to be 5.5 or higher. Students who do not take part in an examination receive a 0 for this examination. All grades will be rounded to one decimal place.

Examination criteria

See course content and week overview for specific examination criteria.

Overall examination criteria

- Pronunciation
- Grammar
- Word order
- Vocabulary
- Fluency

Recording

The oral test will be recorded with a voice recorder.

Further terms

Students who are not on time for the oral test or do not show up at all will be excluded from participation in the test. They can take part in the re-take (see **Re-examination**).

Re-examination

A re-examination opportunity for the tests will be offered in official re-examination weeks of the semester. The content will be the same as the original tests.

Students who did not pass this course after the re-examination and who have achieved 50 credits at the end of the first study year need to re-take in the next semester in which this course will be offered for their course.

This re-take will be offered at the terms as described under 'Examination' and 'Examination criteria' in the course manual of the **next** semester of their course in which this block element will be offered again. Therefore, students need to study the course manual of **next** semester very carefully.

Test matrix

Domain	FIBS /FC	Test duration	60 minutes exam/20 minutes oral	Period	22/23
Study unit	PS12 Dutch I			Resit	22/23
Test format	Written exam/meeting			Status:	def.
Learning Outcomes	Performance Indicators	Reproduction	Application	Production / Comprehension	Total
BA 2 Professional Expertise	After successfully finishing this course and Dutch 2, a student should have reached level A2. The term 'Level A1' is taken from an international recognise grid that divides acquiring a foreign language into different European levels.	Knowledge & Facts 33%	Application & Use 34%	Analysis, problem solving (including synthesis) 0%	100%
		33%	34%	0%	100%
		33%	34%	0%	100%
Total (in %)		33%	34%	0%	100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
English language stream	
	Book: Verbruggen, K. Hoogvorst, W. (2017): Start.nl – Dutch for Beginners, deel 1, Uitgeverij Coutinho, Bussum. (ISBN: 97890 4690 5661)
German language stream	

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
	<p>Dutch newspapers Metro http://www.metronieuws.nl/ Dictionaries online www.mijnwoordenboek.nl www.uitmuntend.de Interesting links</p> <ul style="list-style-type: none"> • Woord van vandaag mailto:arno@woordvanvandaag.nl • Online excercises Grammar (www.coutinho.nl/subsites/startblokken/startblokken-oefeningen/) • Online Dutch television (www.uitzendinggemist.nl) • Video's to learn Dutch (www.2bdutch.nl)
German language stream	

Week planning & programme

This block consist of 16 weeks.

LW	Subject	Contact hours	Self-study
L1	Chapter 1 – Hoe heet je? introduce someone/ yourself say where you come from ask where someone comes from spell count to 10 ask/ say how you are ask / say what you are studying	2	3.5
L2	Chapter 1 – Hoe heet je? introduce someone/ yourself say where you come from ask where someone comes from spell count to 10 ask/ say how you are ask / say what you are studying	2	3.5
L3	Chapter 2 – Wat zijn je hobby's? talk about hobbies invite someone say you like/ dislike something ask what someone likes to do count to 100	2	3.5
L4	Chapter 2 – Wat zijn je hobby's? talk about hobbies invite someone say you like/ dislike something ask what someone likes to do count to 100	2	3.5
L5	Chapter 3 – Wie is dat? talk about family talk about appearance and character	2	3.5
L6	Chapter 3 – Wie is dat? talk about family talk about appearance and character	2	3.5
L7	Repeat and prepare for the exam.	2	6,25
L8			
E			
L9	Chapter 4 – Wat doe je? talk about daily activities tell time ask when something will happen (what day, what time) make an appointment	2	3.5
L10	Chapter 4 – Wat doe je? talk about daily activities tell time ask when something will happen (what day, what time) make an appointment	2	3.5
L11	Chapter 5 – Wat kost dat?	2	3.5

	do grocery shopping ask where something is ask the price ask the weight name the months		
L12	Chapter 5 – Wat kost dat? do grocery shopping ask where something is ask the price ask the weight name the months	2	3.5
L13	Repeat and prepare for the exam.	2	3.5
L14	Repeat and prepare for the exam.	2	3.5
L15	Repeat and prepare for the exam.	2	6,25
L16			
E			
E			

PLSI2 Dutch I – German stream

Overview block element

ProgRESS-code	PLSI2
Lecturers involved:	A. Draaisma
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	84 hours (3 credits)
Study weeks	Lecture week 1 – 16
Learning outcomes	BA 2: Professional experience

Canvas links

Language stream	Link
German stream	

Brief description

This block element helps the student to acquire a practical knowledge of Dutch. A student that has successfully completed the course will achieve level A1 according to the European Framework of Reference for Languages. This course focuses mainly on spoken Dutch. However, listening, reading and writing skills are being considered as well. The command of level A1 enables students to make themselves understood on a basic level in a Dutch speaking environment.

FIBS graduates have a lot to gain from this. Speaking Dutch is particularly useful in the light of potential export possibilities to the Netherlands. In this way, students can distinguish themselves from their peers. Moreover, being able to speak basic Dutch will also help students to function well within Dutch society during their studies. After graduation, Dutch language skills may be an advantage on many labour markets, since the Dutch currently have the 15th largest economy.

Moreover, can you imagine telling your friends or future employers that you do not speak any Dutch, even though you studied there for four years? No Way. So just go for it. It is easier than you may think.

It is a considerable advantage to be able to communicate in a third or maybe even a fourth language.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
BA 2: Professional experience	After successfully finishing this course and Dutch 2, a student should have reached Level A1. The term Level A1 is taken from an international recognised grid that divides acquiring a foreign language into different European levels. Below, a concrete description of these levels:

Relationship to HBO-Bachelor level

Students improve their basic skills of the Dutch language. This and the next Dutch language block element will be rounded off on level A1.

A1	Understanding	Understanding	Speaking	Speaking	Writing
	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand familiar words, names and very simple sentences for example on notices and posters or in catalogues.	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can use simple phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.

Didactic methods

The course should teach both the theoretical basics and the practical application of Dutch language. With the use of a 'blended learning' method students are able to practise all topics at home in their own time and speed. During lessons grammar will be explained as well as exercises from the book. Such as speaking, listening, reading and writing exercises.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	28
Tutorials	
Consultaion hours	
Self-study	54,5
Examination	1,5
Project work	
Other	
Total	84 hours

Method of testing

Written tests

There is one written test: in the first exam week.

During this written test the content of week 1 till week 7 will be tested.

You can score 90 points during a written test, 5,5 = 45 points.

Oral test

The learning arrangement will be rounded off with an oral test during final examination weeks. During this oral test, the contents of week 1 till week 14 will be tested.

The final grade is determined as follows:

Written test 1: 30 %

Oral test: 70%

To complete the course successfully, the grade of both tests has to be 5.5 or higher. Students who do not take part in an examination receive a 0 for this examination. All grades will be rounded to one decimal place.

Examination criteria

See course content and week overview for specific examination criteria.

Overall examination criteria

- Pronunciation
- Grammar
- Word order
- Vocabulary
- Fluency

Recording

The oral test will be recorded with a voice recorder.

Further terms

Students who are not on time for the oral test or do not show up at all will be excluded from participation in the test. They can take part in the re-take (see **Re-examination**).

Re-examination

A re-examination opportunity for the tests will be offered in official re-examination weeks of the semester. The content will be the same as the original tests.

Students who did not pass this course after the re-examination and who have achieved 50 credits at the end of the first study year need to re-take in the next semester in which this course will be offered for their course.

This re-take will be offered at the terms as described under 'Examination' and 'Examination criteria' in the course manual of the **next** semester of their course in which this block element will be offered again. Therefore, students need to study the course manual of **next** semester very carefully.

Test matrix

Domain	FIBS/FIC	60 minutes exam/20 minutes oral	Test duration	60 minutes exam/20 minutes oral	Period
Study unit	RESO Dutch 1				21/23
Test format	Written exam/meeting				21/23 Status: def.
Learning Outcomes	Performance Indicators	Production / Comprehension			Total
		Knowledge & Facts	Application	Analysis, problem solving (including synthesis)	Evaluation, Attitude & Judgement
BA2 Professional expertise	After successful finishing this course students should have reached level B1. The learner will be recognized as a professional recognized grad that divides acquiring a foreign language into different European levels.	38%	34%	0%	0%
Total (in %)		38%	34%	0%	0%
					100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
English language stream	
German language stream	
	Book: Verbruggen, K. Hoogvorst, W. (2017): Start.nl – Dutch for Beginners, deel 1, Uitgeverij Coutinho, Bussum. (ISBN: 97890 4690 5661)

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	
	<p>Dutch newspapers Metro http://www.metronieuws.nl/ Dictionaries online www.mijnwoordenboek.nl www.uitmuntend.de Interesting links</p> <ul style="list-style-type: none"> • Woord van vandaag mailto:arno@woordvanvandaag.nl • Online excercises Grammar (www.coutinho.nl/subsites/startblokken/startblokken-oefeningen/) • Online Dutch television (www.uitzendinggemist.nl) • Video's to learn Dutch (www.2bdutch.nl)

Week planning & programme

This block consist of 16 weeks.

LW	Subject	Contact hours	Self-study
L1	Chapter 1 – Hoe heet je? introduce someone/ yourself say where you come from ask where someone comes from spell count to 10 ask/ say how you are ask / say what you are studying	2	3.5
L2	Chapter 2 – Wat zijn je hobby's? talk about hobbies invite someone say you like/ dislike something ask what someone likes to do count to 100	2	3.5
L3	Chapter 3 – Wie is dat? talk about family talk about appearance and character	2	3.5
L4	Chapter 4 – Wat doe je? talk about daily activities tell time ask when something will happen (what day, what time) make an appointment	2	3.5
L5	Chapter 5 – Wat kost dat? do grocery shopping ask where something is ask the price ask the weight name the months	2	3.5
L6	Repeat and prepare for the exam.	2	3.5
L7	Repeat and prepare for the exam.	2	6,25
L8			
E			
L9	Chapter 6 – Van welk spoor vertrekt de trein? ask about arrival and departure times ask where the bus goes/ stops book a trip book a hotel room	2	3.5
L10	Chapter 7 – Waar woon je? talk about your house ask someone's address	2	3.5
L11	Chapter 8 – Wat heb je gisteren gedaan? talk about events in the past talk about holiday activities	2	3.5
L12	Chapter 9 – Mag ik bestellen? order in a bar or a restaurant make a reservation in a restaurant talk about food and drinks	2	3.5

L13	Chapter 10 – Hebt u hem een maat groter? ask about clothes specify the colours say something is wrong talk about sizes	2	3.5
L14	Repeat and prepare for the exam.	2	3,5
L15	Repeat and prepare for the exam.	2	4,25
L16			
E			
E			

PLSI2 German I – Dutch stream

Overview block element

ProgRESS-code	PLSI2
Lecturers involved:	A. Draaisma
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Cohort	2022
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	84 hours (3 credits)
Study weeks	Lecture week 1 – 16
Learning outcomes	BA 2: Professional experience

Canvas links

Language stream	Link
Dutch stream	

Brief description

This Block Element (BE) helps the student to acquire a practical knowledge of German. A student that has successfully completed PLSI2 German I will achieve an average level A1 according to the European Framework of Reference for Languages (CEFR). This BE focuses mainly on spoken German. However, listening, reading and writing skills are being considered as well. The command of level A1 enables students to make themselves understood on a basic level in a German speaking environment.

FIBS graduates have a lot to gain from this. Speaking German is particularly useful in the light of potential export possibilities to Germany. In this way, students can distinguish themselves from their peers. After graduation, German language skills may be an advantage on many labour markets, since the Germans currently have the 4th largest economy.

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
BA 2: Professional experience	Speaks German Language at A1 Level – i.e. exchanges information using speaking, reading and listening skills
	Using ICT to support the development of their skills

Relationship to HBO-Bachelor level

After successfully finishing the German Course a student should have reached level A1 (average-proficient) after the first semester and A2 after the second semester. The terms Level A1 and A2 are taken from an internationally recognised grid (CEFR) that divides acquiring a foreign language into different European levels. Below, a concrete description of these levels:

A1	Has a very basic repertoire of words and simple phrases related to personal details and particular concrete situations.	Shows only limited control of a few simple grammatical structures and sentence patterns in a memorised repertoire.	Can manage very short, isolated, mainly pre-packaged utterances, with much pausing to search for expressions, to articulate less familiar words, and to repair communication.	Can ask and answer questions about personal details. Can interact in a simple way but communication is totally dependent on repetition, rephrasing and repair.	Can link words or groups of words with very basic linear connectors like "and" or "then".
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A2	Uses basic sentence patterns with memorised phrases, groups of a few words and formulae in order to communicate limited information in simple everyday situations.	Uses some simple structures correctly, but still systematically makes basic mistakes.	Can make him/herself understood in very short utterances, even though pauses, false starts and reformulation are very evident.	Can answer questions and respond to simple statements. Can indicate when he/she is following but is rarely able to understand enough to keep conversation going of his/her own accord.	Can link groups of words with simple connectors like "and", "but" and "because".
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This BE helps the students acquire basic knowledge in a foreign language. The students acquire a basic skill that will help them communicate in German. The oral skills have here priority. Furthermore, a first insight into the German culture and society will be introduced. You collect information, analyze the required knowledge and then apply all these in your future career. You develop your communication skills in a multicultural and international environment.

Didactic methods

There are 60 minute sessions offered weekly. The main focus lies on the oral skills. The acquired knowledge is applied immediately with the help of practical exercises. These practical exercises are included in the chosen literature of Netzwerk. Group work as well as individual tasks will be offered. As the levels within the different classes are diverse, learning together and helping each other will be very important., under supervision of your tutor. In the first weeks of the course, students focus mainly on German pronunciation. Throughout the course, students learn basic grammar rules, do (speaking) exercises, compare results, read texts, and learn vocabulary. During class, there will be room for discussion, questions, listening, speaking skills and German culture.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	24
Tutorials	
Consultaion hours	
Self-study	58
Examination	2
Project work	
Other	
Total	84 hours

Method of testing

Examination form	Oral
Duration of examination	10 min oral exam per student
Examination period	L16
What will be examined?	The theory in the literature indicated above as well as applications of the theory spoken about in the lectures.
Specific examination criteria	<p><u>Oral exam: individual grades</u> The student will take the oral exam in groups of two. The exam will last 10 min per student (total of 20 minutes per group). Your lecturer will inform you about your oral German exam in due time. The oral exam will be recorded. Files will be kept by the lecturers for two year.</p> <p><u>Procedure for the exam:</u> Exams will take place in pairs of 2. The exam takes 20 minutes. The next pair of students will be 5 minutes present before start, ensuring a smooth transition. Student is responsible for being on time as there is no room for delays. Too late also results in a fail. Student will be eligible for a re-take.</p>

The content of the test of this module is related to the learning goals described in this Manual. The minimum grade required to pass is a 5.5

The test criteria of this module meet the requirements as stipulated by the Management Team in the FIBS test policy. The test criteria are in accordance with the demands for adequacy, transparency, validity and reliability.

Re-examination

The re-exam will include the same kind of open and closed questions as the exam does. The re-exam will be held in January and June 2023. The re-take will be offered at the same terms as described under Method of testing and Test criteria. In this case the highest grade count.

Appointment will be made during the feedback in consultation with the lecturer. Re-take should be taken within two weeks after the official exam.

Test matrix

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
	Stefanie Dengler Paul Rusch e.a.: Netzwerk Deutsch als Fremdsprache Arbeitsbuch (ISBN 978 3 12 606130-8) / Kursbuch (ISBN 978 3 12 606128 5) level A1 .
English language stream	
German language stream	

Secondary sources

General secondary sources	
Dutch language stream	
	Dictionaries online www.mijnwoordenboek.nl https://acapela-box.com/AcaBox/index.php To practise your pronunciation
English language stream	
German language stream	

Week planning & programme

This block consist of 16 weeks.

LW	Subject	Contact hours	Self-study
L1		1,5	4
L2		1,5	4
L3		1,5	4
L4		1,5	4
L5		1,5	4
L6		1,5	4
L7		1,5	5
L8			
E			
L9		1,5	4
L10		1,5	4
L11		1,5	4
L12		1,5	4
L13		1,5	4
L14		1,5	4
L15		1,5	5
L16			
E			
E			

PQRI Research 1

Brief description & relevance for the professional field

The modern business world is characterized by a high pace of change, development and occurrence of external shocks. Business professionals consequently face a significant share of complex, non-standard problems to which established standard solutions do not immediately apply. This type of problems requires careful analysis and a structured development of specific solutions. Therefore, problems, tasks and aims must be properly defined and research has to be carried out to collect necessary data in order to identify suitable and choose optimal solutions and translate these into practical measures. The module “Qualitative Research I” is divided into the sub-parts PQRI1.1 Research Methods and PQRI1.2 Report Writing.

Research Methods: Students learn to plan and organize applied research projects. The module provides an overview on the different methods of applied research and their applications and introduces the standard tools in qualitative research. Students are trained in executing desk research in general and literature research in peculiar. Case studies as qualitative research method will be introduced.

Report Writing: As results of research projects have to be carefully documented and be communicated in a convincing and understandable manner, students acquire fundamental report writing skills which they need for their further studies and their professional career. Formal reporting requirements, writing strategies and revision processes are subject of this module.

The module links directly to PQRII1 Research II in semester 2 which provides further toolsets in research methodology and report writing.

Overview study block

ProgRESS-code	PQRI1
Block coordinator	M. Eschweiler
Lecturers involved:	M. Berns, M. Eschweiler, J. Peters
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	84 hours (3 credits)
Study weeks	Lecture week 1 – 16
Learning outcomes & professional competences	BA 1: Research skills
	BA 2: Professional expertise
	BA 3: Responsible conduct

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11538
English stream	https://canvas.fontys.nl/courses/11487
German stream	https://canvas.fontys.nl/courses/11440

Overview of learning outcomes

Learning outcome number	Learning outcome name	Learning outcome propedeutic level

Overview of professional competences

Professional competence number	Professional competence name
BA 1	Research skills
BA 2	Professional expertise
BA 3	Responsible conduct

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
BA 1 Research skills	Students can develop a research plan and write a research proposal for an applied business research project
	Students are able to distinguish different research methodologies and their applications
	Students effectively carry out desk research on business topics
BA 2 Professional expertise	Students can report on projects in a professional and structured manner
	Students use reviews to improve their own professional texts
BA 3 Responsible conduct	Students recognize the existence of ethical boundaries to research projects
	Students clearly acknowledge authorship of third party ideas through proper citation

Examination overview study block

Examination code	Examination form	Weighting grade
PQRI1-PA1	Report	50 %
PQRI1-PA2	Portfolio	50 %
Credits		3 credits

Relationship to HBO-Bachelor level

The modules Qualitative Research I+II directly link to the modules Quantitative Research I+II in semester 3+4 and provides necessary skills and knowledge for students applied research projects as in the graduation project.

Didactic methods

The module Qualitative Research I consists of one 90 minute lecture per week over 16 lesson weeks. The course is divided into the sub-parts PQRI1.1 Research Methods and PQRI1.2 Report Writing. The two parts account for 50% of the study load, respectively.

The module structure supports the structure of the project based modules in the study blocks “Business Basics” (PBB), Business Operations (PBO), External Analysis (PEA) and Internal Analysis (PIA) and allows students to actively apply learned methods in their current projects.

In addition to the contact hours, a repository with instructional texts, videos and resources allows students to further inquire into the fields of applied business research and professional writing skills.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	24
Tutorials	
Consultaion hours	
Self-study	48
Examination	
Project work	12
Other	
Total	84 hours

Method of testing

Two examination moments were derived for the module, one in each examination period of semester 1.

The module is considered passed if both partial examinations are completed with a minimum grade of 5.5. Both examinations will be done as an integral part of the project work in block 1 (Business Basics) and block 2 (Business Operations).

Examination code	Examination form	Weighting grade
PQRI1-PA1: Research Methods	Portfolio Research PBBP	50 %
PQRI1-PA2: Report Writing	Report within PBOP	50 %
Credits module		3 credits

Examination overview *Research Methods*

Examination form	Individual contribution to the research portfolio
Weighting	50 % grade study module
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-study)
Submission deadline	Friday lesson week 8 23:59 o'clock via gradework
Examination period	Examination period I semester 1
What will be examined? (Details: assessment form)	completeness, relevance & reliability of the research results

Examination overview *Report Writing*

Examination form	Individual Report
Weighting	50 % grade study module
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-study)
Submission deadline	Friday lesson week 16 23:59 o'clock via gradework
Examination period	Examination period II semester 1
What will be examined?	Formal aspects of the individual reflection report <ul style="list-style-type: none"> - Layout - Format - Structure - Language & Style

Re-examination

Upon receiving a grade below 5.5 in one of the examinations, immediate feedback is provided. Students can repair the report/portfolio once. (Maximum grade for the retake: 5,5)

Test matrix

Domain	FIBS HC	Test duration	Period				
Study unit	PQRI Research I		22/23				
Test format	Portfolio, Report		22/23 def.				
Learning Outcomes	Performance Indicators	Reproduction	Application	Production / Comprehension	Total		
		Knowledge & Facts	Comprehension & Concepts	Application & Use	Analysis, problem solving (including syntheses)	Evaluation, Attitude & Judgement	
BA 1 Research Skills	Students can develop a research plan and write a research proposal for an applied business research project. Students are able to distinguish different research methodologies and their applications. Students effectively carry out desk research on business topics.	5%	15%	25%	5%		50%
BA 2 Professional Expertise	Students can report on projects in a professional and structured manner. Students use reviews to improve their own professional texts	5%	10%	20%	5%		40%
BA 3 Responsible Conduct	Students recognize the existence of ethical boundaries to research projects. Students clearly acknowledge authorship of third party ideas through proper citation	5%		5%			10%
Total (in %)		15%	25%	50%	10%	0%	100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
English language stream	
German language stream	

Secondary sources

General secondary sources	
Verhoeven, N. (2019). Doing Research: The hows and whys of applied science (5th Ed.). Amsterdam: Boom.	ISBN: 9789024424757
Dutch language stream	
<i>!!! The Dutch version of the book (Wat is onderzoek? (zesde druk)) can be chosen instead of the English version above. !!!</i>	
English language stream	
German language stream	

Week planning & programme

This block consist of 16 weeks.

LW	Subject	Contact hours	Self-study
L1	Intro, Terminology, Action research	1,5	3
L2	Aims & approach in data collection	1,5	3
L3	Data access: Mediatheek	1,5	3
L4	Quality of the data	1,5	3
L5	Data vs. Information	1,5	3
L6	Source referencing	1,5	3
L7	Repetition	1,5	3
L8			
E			
L9	Case study learning & case study research	1,5	3
L10	Reading strategies	1,5	3
L11	Quantitative & qualitative content analysis	1,5	3
L12	Summerizing qualitative data	1,5	3
L13	Report layout	1,5	3
L14	Report format	1,5	3
L15	Language & Style	1,5	3
L16			
E			
E			

PPDI Personal & Professional Development

Brief description & relevance for the professional field

During this block element students will be supported in their personal and professional development. Students learn to reflect on their study progress, career development, and professional development. Furthermore, they gain insight into their strengths and weaknesses and are consequently able to develop personal learning objectives. Students are guided in how to plan, execute, and evaluate actions resulting from their personal learning objectives.

With the help of Edumundo and the guidance of the PPD coach the students learn to substantiate their choices and define personal objectives. The students are stimulated to be the owner of their own development. Therefore, they receive help in how to become self-directed and learn how to manage their learning process and professional development. The PPD coach takes an accompanying/coaching role; asking the right questions means that students are pushed to use their reflective and critical faculties. The students reflect on dealing with the three pillars (study progress, career development and professional development) that are central to PPD, with personal development as the common denominator.

Overview study block

ProgRESS-code	PPDI1
Block coordinator	J. Machleid
Lecturers involved:	E. Engelhart, C. van der Hoek, O. Laubrock, J. Machleid, A Oudkerk Pool
Institute	Fontys International Business School
Study programme	International Finance & Control
Academic year	2022-2023
Study phase	Foundation year / level 1: main phase competent
Study load / ECTS	56 hours (2 credits)
Study weeks	Lecture week 1 – 16
Learning outcomes & professional competences	BA 2: Professional expertise
	BA 3: Responsible conduct

Canvas links

Language stream	Link
Dutch stream	https://canvas.fontys.nl/courses/11451 (same canvas page for all streams, for both semesters)
English stream	
German stream	

Overview of learning outcomes

Learning outcome number	Learning outcome name	Learning outcome propedeutic level

Overview of professional competences

Professional competence number	Professional competence name
BA 2	Professional expertise
BA 3	Responsible conduct

Overview of Performance indicators regarding the learning outcomes and professional competences

Learning outcomes/ Professional competences	Performance indicators
BA 2: Professional Expertise	Student directs his or her own career and professional development and takes the actions required..
	Student can substantiate his or her choices with regard to study progress, career, professional and ultimately personal development based on personal objectives.
	The student is able to reflect on his or her study progress, career development and professional development, has insight into his or her strengths and weaknesses and is able to draw up personal learning objectives on the basis of these as well as plan, execute and evaluate his or her own learning process. (reflection on qualities)

Examination overview study block

Examination code	Examination form	Weighting grade
PPDI1-PA1	Portfolio & Logbook	100 %
Credits		2 credits

Relationship to HBO-Bachelor level

The general objective is to ensure that students get to the right place and that PPD coaches provide effective guidance in this, that the student completes the course of study successfully (or comes to the conscious decision that he or she wants to do something else), develops his or her talents and is optimally prepared for the future. To achieve this, support is provided for planning and monitoring study progress, studying itself, reflecting on the study and on profession and career, making choices, taking responsibility, and being able to work on development as a professional in a particular field of work.

Didactic methods

During plenary meetings students get acquainted with their fellow students and PPD coach and practice with skills that will support them in their personal and/or professional development. During these meetings students also get the time to work on their Edumundo assignments. Once every block students are invited for an individual talk with their PPD coach. The focus of these talks is on how the students are doing, possible student questions or experienced difficulties and study progress. Throughout the semester the students have the opportunity to take part in mandatory workshop as well as workshops of their own choice.

Study load hours

Type of study load hours	Number of hours (60 minutes)
Lectures	6
Tutorials	24
Consultaion hours	6
Self-study	20
Examination	
Project work	
Other	
Total	56 hours

Method of testing

Examination form	Digital report
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed work in Edumundo)
Submission deadline	deadline: 13.1.2023 (grades until 27.1.2023)
Examination period	Examination period II semester 1
What will be examined?	Edumundo digital portfolio & Logbook
Grade	Pass/fail

Re-examination

Examination form	Digital report
Duration of examination in minutes	Development during the semester on campus (workshops & coaching) and off campus (self-directed work in Edumundo)
Examination period	Deadline: 17.2.2023 (grades until 10.3.2023)
What will be examined?	Performance indicators of this block element and the topics of the week planning
Examination period	Examination period II semester 1
What will be examined?	Edumundo digital portfolio & Logbook
Grade	Pass/fail

Test matrix

Domain	FIBS /FC	Test duration	Period						
Study unit	PPD1 Personal & Professional Development		22/23						
Test format	Portfolio		22/23 def.						
	Performance Indicators	Reproduction	Application						
		Knowledge & Facts	Application & Use						
		Comprehension & Concepts	Analysis, problem solving (including synthesis)						
			Production / Comprehension						
			Evaluation, Attitude & Judgement						
			Total						
BA 1 Research Skills									0%
BA 2 Professional Expertise	<p>Student directs his or her own career and professional development and takes the actions required.</p> <p>Student can substantiate his or her choices with regard to study progress, career, professional and ultimately personal development based on personal objectives.</p> <p>The student is able to reflect on his or her study progress, career development and professional development, has insight into his or her strengths and weaknesses and is able to draw up personal learning objectives on the basis of these as well as plan, execute and evaluate his or her own learning process. (reflection on qualities)</p>								60%
BA 3 Responsible Conduct									40%
Total (in %)		0%	0%	100%	0%	0%	0%	0%	100%

Literature

Compulsory literature

General compulsory literature	
Dutch language stream	
Edumundo Online Coursebook	
English language stream	
Edumundo Online Coursebook	
German language stream	
Edumundo Online Coursebook	

Secondary sources

General secondary sources	
Dutch language stream	
English language stream	
German language stream	

Week planning & programme

This block consist of 16 weeks.

Block 1		
LW	Topic #MondayMorning #InfoSession (60min.)	Topic #Regular Lesson (90min.)
1	Intro I (Fontys general information, Canvas, Edumundo)	Get to know each other, Edumundo purchase
2	Intro II (Fontys general information, Canvas, Edumundo)	FAQ, exercises on infosessions, Edumundo 1st exercise, prep. for individual talks
3	Reflection + SMART goals	Individual talks (Main input: University fit)
4		Individual talks (Main input: University fit)
5		Individual talks (Main input: University fit)
6		Individual talks (Main input: University fit)
7	Study strategies	Study strategies - exercises
8		EDU: Reflection; Task 3; EDU: Blok 1 reflection + SMART goals - exercises

Block 2		
LW	Topic #MondayMorning #InfoSession (60min.)	Topic #Regular Lesson (90min.)
1		Motivation
2	Study Strategies	Startthermometer; Study strategies - exercises
3	Feedback, peer feedback	Feedback - exercises
4		Student well-being
5		Individual talks (Main input: Student well-being)
6		Individual talks (Main input: Student well-being)
7		Individual talks (Main input: Student well-being)
8		Individual talks (Main input: Student well-being)