

Classification of ESCP Campus Berlin Library

1. Encyclopedias/Dictionaries/General Works

- 1.1 Dictionaries
- 1.2 Encyclopedias
- 1.3 Address-Books / Statistics
- 1.4 Bibliographies
- 1.5 Business Dictionaries
- 1.6 Language Learning (Language Courses, Books, Tests)

2. Business Administration

2.0 General Business Administration

- 2.0.1 General/Introductory Works
- 2.0.2 International Business Administration
- 2.0.3 Transactions in Specific Regions (e.g. East Europe, ASEAN, Europe etc.)
- 2.0.4 Business Consulting
- 2.0.5 Business Ethics (see also 2.11.3 Human Resource Management, 9. Philosophy)
- 2.0.6 Business Formation/Entrepreneurship
- 2.0.7 Small and medium sized businesses (SME)

2.1 Procurement

2.2 Logistics

2.3 Production and Operations

- 2.3.1 Production Planning
- 2.3.2 Production Scheduling
- 2.3.3 Materials Administration

2.4 Marketing

2.4.1 General Marketing

- 2.4.1.1 Consumer Goods Marketing
- 2.4.1.2 Industrial Marketing
- 2.4.1.3 Service Marketing
- 2.4.1.4 Trade Marketing

2.4.2 International Marketing

2.4.3 Euro Marketing

2.4.4 Consumer Behaviour

2.4.5 Market Research

2.4.6 Marketing Planning and Control

2.4.7 Marketing Organization

2.4.8 Product Policy

2.4.9 Price Policy

2.4.10 Communication Policy

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- 2.4.10.1 Advertising
- 2.4.10.2 Public Relations
- 2.4.10.3 Sales Promotion and Personal Selling
- 2.4.11 Distribution Policy
- 2.4.12 Service Policy
- 2.4.13 Consumer Policy
- 2.4.14 Scientific Marketing Research

- 2.5 Corporate Accounting
 - 2.5.1 Accounting
 - 2.5.1.1 General/Introductory Works
 - 2.5.1.2 International Accounting
 - 2.5.1.3 Accounting and EDP
 - 2.5.2 Financial Accounting
 - 2.5.2.1 General/Introductory Works
 - 2.5.2.2 Account Systems
 - 2.5.2.3 Casebooks/Case Digests
 - 2.5.3 Annual Report/Financial Statements
 - 2.5.3.1 General/Introductory Works
 - 2.5.3.2 Financial Statement Regulations/Requirements
 - 2.5.3.3 Commercial Financial Statement/Balance Sheet
 - 2.5.3.4 Income Statement
 - 2.5.3.5 Presentation and Measurement
 - 2.5.3.6 Single Item of Financial Statements
 - 2.5.3.7 Types of Balances and Special Balance Sheets
 - 2.5.3.8 Accounting Policy and Financial Statement Analysis
 - 2.5.3.9 Casebooks
 - 2.5.4 Consolidated Financial Statement
 - 2.5.5 Cost Accounting
 - 2.5.5.1 General/Introductory Works
 - 2.5.5.2 Production and Cost Theory
 - 2.5.5.3 Operating Cost Accounting
 - 2.5.5.4 Calculation
 - 2.5.5.5 Cost Type, Cost Centres, Cost Object Accounting
 - 2.5.5.6 Full Costing, Direct Costing, Standard Cost Accounting
 - 2.5.5.7 Cost Accounting as Basis of Operational Decisions
 - 2.5.5.8 Business Operating Statistics

- 2.6 Counselling, Auditing, Trusts and Escrows
 - 2.6.1 External Audit
 - 2.6.2 Internal Audit

2.7 Business Taxation

- 2.7.1 General/Introductory Works
- 2.7.2 International Tax Law
- 2.7.3 Types of Taxes
- 2.7.4 Tax Statements
- 2.7.5 Investigation of Tax Bases
- 2.7.6 Tax Effect Theory
- 2.7.7 Casebooks

2.8 Finance

- 2.8.1 General/Introductory Works
- 2.8.2 Financial Management in International Businesses
- 2.8.3 Methods and Instruments of Financing
- 2.8.4 Financial Planning/Budgeting, Budgetary Control
- 2.8.5 Special Reasons and Forms of Financing
- 2.8.6 Liquidity
- 2.8.7 Financial Policy
- 2.8.8 Capital Expenditure Planning and Account
- 2.8.9 Business Appraisal
- 2.8.10 Business Development

2.9 Controlling

- 2.9.1 General/Introductory Works
- 2.9.2 Strategic Controlling
- 2.9.3 Operations Management
- 2.9.4 International Controlling

2.10 Company Organisation

- 2.10.1 Organisation and Management Theory
- 2.10.2 Company Structural Models
- 2.10.3 Organisation of Functional Areas
- 2.10.4 Organisation of International Companies
- 2.10.5 Organisation of Data Processing

2.11 Human Resource Management

- 2.11.1 Overall View of Personnel Management and Policy
- 2.11.2 International Personnel Work
- 2.11.3 Personnel Management
- 2.11.4 Personnel Planning
 - 2.11.4.1 Functional Areas in Personnel Planning
 - 2.11.4.2 Functions of Human Resource Planning

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- 2.11.5 Recruitment
- 2.11.6 Personnel Selection
- 2.11.7 Arrangement of Working Conditions
- 2.11.8 Personnel Development
- 2.11.9 Wage Plan and Salary System, Profit Sharing Scheme
- 2.11.10 Employee Benefits
- 2.11.11 Resignation and Dismissal of Employees
- 2.11.12 Employment Law Environment
- 2.11.13 Employee Profit Sharing Scheme and Labour Unions

2.12 Business Planning, Strategy and Policies

- 2.12.1 Strategic Planning
 - 2.12.1.1 Theories, Models and Methods
 - 2.12.1.2 Planning, Decision Making and Innovation
- 2.12.2 Business Strategy
 - 2.12.2.1 Theories, Models and Case Studies
 - 2.12.2.2 Corporate Strategy Concepts
 - 2.12.2.3 Strategic Cooperation Forms
 - 2.12.2.4 International Competitive Strategies
- 2.12.3 Business Strategies in Specific Sectors
- 2.12.4 Business Strategies in Specific Economic Areas
- 2.12.5 Business Strategy and Environment
- 2.12.6 Corporate Policy

2.13 International Business Administration of Sectors of the Economy

2.14 Specific Business Administration

- 2.14.1 Business Administration of Banks
 - 2.14.1.1 General/Introductory Works
 - 2.14.1.2 International Business Administration of Banks
 - 2.14.1.3 Legal Basics, Banking Supervision
 - 2.14.1.4 Forms of Banks
 - 2.14.1.5 Banking
 - 2.14.1.6 Stock Market, Securities
- 2.14.2 Business Administration of Trade
- 2.14.3 Business Administration of Industry
- 2.14.4 Business Administration of Insurance
- 2.14.5 Business Administration of Transportation and Communication
- 2.14.6 Other Business Administration (Public Sector Entities, Craft, Agriculture)

3. Economics

3.0 Economic Theory

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- 3.1 Macroeconomics
- 3.2 Microeconomics
- 3.3 Political Economy
 - 3.3.1 Regulatory Policy and Competition Policy
 - 3.3.2 Environmental Policy, Transport Policy and Industrial Policy
 - 3.3.3 Economic policy
 - 3.3.4 Growth Policy
 - 3.3.5 Labour Market Policy
- 3.4 Monetary Theory and Policy
- 3.5 Distribution Theory and Policy
- 3.6 International Economic Policy
 - 3.6.1 Overall Representations
 - 3.6.2 International Organizations
 - 3.6.3 International Trade Theory and Policy
 - 3.6.4 International Currency Theory and Policy
 - 3.6.5 European Unions
- 3.7 Development Theory and Policy
- 3.8 Public Finance Theory
- 3.9 Economic Geography
- 3.10 Berlin's Economy
- 3.11 History of Economics and Theory
- 4. Computer Science
 - 4.0 General/Introductory Works
 - 4.0.1 Hardware
 - 4.0.2 Software
 - 4.0.3 Networks
 - 4.1 Manual/Handbooks
 - 4.2 EDP Applications in different Divisions
- 5. Mathematics /Statistic Methods
- 6. Law
 - 6.1 General/Introductory Works /General Law (BGB etc)
 - 6.2 Corporate Law/Governance
 - 6.3 Competition Law
 - 6.4 International Business Law
 - 6.5 European Law
- 7. Social Sciences
- 8. Politics /History/Higher Education
- 9. Philosophy/Theory of Science/Methodology

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