

Classification of ESCP Europe 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 2.1.1.3 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
 - 2.4.10.1 Advertising

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- 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

Classification of ESCP Europe Campus Berlin Library

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
- 2.11.5 Recruitment
- 2.11.6 Personnel Selection

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- 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
- 3.1 Macroeconomics
- 3.2 Microeconomics

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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