

## PRACTICAL TRAINING OF PROFESSIONAL SKILLS

Title of Study Programme and Code		Type (compulsory/optional)	Cycle	Year of study when the component is delivered (if applicable)
Transport Business 6531LX074		Compulsory	1 <sup>st</sup>	2 <sup>nd</sup> year
Semester/trimester when the component is delivered		Number of ECTS credits allocated	Language of instruction	Mode of delivery (face-to-face/e-learning/...)
4 <sup>th</sup>		6 ECTS	English	
Learning outcomes			Study methods	Assessment methods
After completion of the study subject, a student should be able:			Practical work; Consultations; Team work; Problem analysis; Self-study; Case study.	Defence of practice.
LO 1	To prepare the employees job description of the evaluating the role of the employees in the enterprise.			
LO 2	To describe the activities of the departments.			
LO 3	To adapt the business procedures in the activities of the departments.			
LO 4	To work with the specialized computer programs and data base.			
LO 5	To choose the specific search system and find the right business information.			
LO 6	To use the communication implements and office equipment.			
LO 7	To prepare/ renewing the business plan.			
LO 8	To prepare the plan of the strategically acts.			
LO 9	To apply the Lithuanian Republic transport business enterprises law and regulations acts.			
LO 10	To calculate the indicators of the financial condition of the enterprise, evaluate the meaning the indicators and the activities of the enterprise, partners and clients.			
Prerequisites (these courses must be sucessfully completed prior to taking this particular course)				
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Course content				

1. Activities in the personnel department.
2. Activities in the purchasing department.
3. Activities in the sales department.
4. Activities in the marketing department.
5. Activities in the accounting department.

**Recommended or required reading and other learning resources/tools**