

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)
Business Management 6531LX076		Compulsory	1 st	2 st 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 th		6 ECTS	English	
Learning outcomes			Study methods	Assessment methods
After completion of the study subject, a student should be able:			Fieldwork; Working in groups; Individual work; Analysis of the problem; Consultations.	Reports of the activities of the departments; Final defense of practise.
LO 1	To prepare the reports of department activities.			
LO 2	To work with the specialized computer programs and data base.			
LO 3	To choose the specific search system and find the right business information.			
LO 4	To use the communication implements and office equipment.			
LO 5	To apply methods of market research.			
LO 6	To develop market research.			
LO 7	To prepare report of market research.			
LO 8	To identify the competitive and potential consumers in the market.			
LO 9	To develop the sales analysis.			
LO 10	To prepare/ renewing the business plan.			
LO 11	To prepare the plan of the strategically acts.			
LO 12	To prepare the employees job description of the, evaluating the role of the employees in the enterprise.			
LO 13	To describe the activities of the departments.			
LO 14	To adapt the business procedures in the activities of the departments.			

LO 15	To apply the rules of the business ethics in the activities of the enterprise/ department.		
LO 16	To apply the methods and the implements of the stimulation of the employees.		
LO 17	To identify the economic facts and classify them in the accounting.		
LO 18	To register economic operations in the registers of the accounting.		
LO 19	To calculate the taxes.		
LO 20	To develop the financial accountability of the enterprise.		
LO 21	To calculate the indicators the financial condition of the enterprise, evaluate the meaning the indicators and the influence for the activities of the enterprise.		
Prerequisites (these courses must be sucessfully completed prior to taking this particular course)			
Professional English, Marketing, Management, Fundamentals of Accounting, Document Management, Fundamentals of Economics, Information Technology, Entrepreneurship.			
Course content			
1. Activities in Personal department 2. Activities in Purchasing department 3. Activities in Sales department 4. Activities in Accounting department 5. Activities in Marketing department			