

Professional Further Education Programme 30T 341 02 1 “Business”, professional qualification “Employee of Advertising Services”, professional qualification Level 3

### MODULE CARD

<b>C</b>	Green competences	Social and civic competences (Level 2)	Work at trading company warehouse 5%	Work at production company warehouse 5%	Management of small enterprise 5%
<b>B</b>	Information and communication technologies (Level 2)	Understanding and expressions of language, and culture (Level 2)	Organisation of advertising services 15%	Training of employee in advertising services 15%	Development of business plan 8%
<b>A</b>	Security of community and person (Level 1 and Level 2)		Market and customers 8%	Commercial training 7%	Development of a set of marketing activities of a company 8%
			Organising work at the office 3%	Development of budget 6%	
			Basic operational processes of a company* 8%	Purchase of goods and services 5%	Sales of goods and services 6%
					Accounting and registering goods 6%

\* Includes module Initiative and Business (Level 1 and Level 2)

Source:

[https://visc.gov.lv/profizglitiba/dokumenti/programmas/modularas/komerc\\_001/programmas/p05.pdf](https://visc.gov.lv/profizglitiba/dokumenti/programmas/modularas/komerc_001/programmas/p05.pdf)