

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

MODULE CARD

C	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	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%	
			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%	
A	Security of community and person (Level 1 and Level 2)		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