

## **E-office Business Practice**

Written by Administrator

Monday, 03 October 2011 09:54 - Last Updated Tuesday, 18 October 2011 12:37

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**Objective:** To develop skills in e-administration and using the Internet in business practice

**Key Competences:** To become proficient in the technical environment of e-administration and apply in business management practice

**Indicative Needs / Tasks:** More efficient administration and planning in business management

**Target Group:** Managers, administrators and finance staff with basic computer skills

**Outcomes:** Upon completion of the training each person will be able to:

- acquire new IT skills for e-administration
- apply skills to promote e-administration in the workplace
- create electronic tax and other financial reports
- use online banking and local government e-administration
- promote different business activities through the Internet

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### **Indicative Content:**

Definition and scope of e-administration in business development

Understanding and using e-administration terminology

IT skills for e-administration

E-tools for more effective business management

Online business practice

E-administration and business innovation

**Duration:** 40 Hours

**Language:** English, Hungarian

**Keywords:** E-administration, IT skills, online business management

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