

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

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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