VITALIS Internship
Administration & Digital Business

For students of:

- IT & Computer
- Informatics
- Administration
- Business & Sales

🎯 Learning Outcomes

- How office work processes are documented, analysed and reorganised
- How data and texts can be recorded, prepared and designed
- How to deal with inventory management
- How to stock control
- How to organise logistics
- What is important to determine the company's position on the market and to develop sales promotions
- How to select and procure goods and services
- How to plan, implement and evaluate projects

🔍 Focal Points and Tasks

- The organisational and legal forms of business activity
- Applying methods of price calculation
- Controlling inventory and stock
- The rules of hiring staff and related costs
- Simple and complex databases
- The rules of keeping technical documentation
- Office solutions in the network
- Calculating costs
- Creating professional internet profiles
- Creating automatised documents

Info and contact: info@gutwehlitz.com | +49 34 204 77 400

Vitalis – host organisation for Erasmus KA1 projects

VITALIS, as host organisation, receives participants from all European countries. Over the last 25 years we gained experiences from more than 1000 projects we realised in different fields of profession.

We develop model projects in the framework of Erasmus and ESF, also in cooperation with small and medium-seized enterprises in the region Leipzig and Halle.

We support the mobility of the participants in the European Community and the communication between people from all over Europe.

Our project proposal for your stay in Germany:

Title: Administration - „Paperless Office"

Duration: 2 weeks

Learning outcomes common to all professions:

• Health and safety at work - observes health and safety rules and SOPs
• Professionally oriented foreign language - improved ability to use a foreign language (English/German) in the execution of tasks and the ability to formulate short and comprehensible statements to communicate in the workplace
• Personal and social competences - develops a culturally and ethically sound approach to working with others in a company, increased creativity and consistency in their actions, copes with stress, responsibility and assigned tasks
• Organisation of work in small teams - increased ability to communicate and work collaboratively with colleagues, organise work in a team

Learning outcomes in the field of Administration - „Paperless Office":

The student learns/knows
• How office work processes are documented, analysed and reorganised
• How data and text can be recorded, prepared and designed
• How to deal with business correspondence and how to create standard documents
• How to evaluate, analyse and present text in English and what to consider when communicating with foreign-language business partners
• What has to be taken into account in personnel management
• Which criteria have to be observed when furnishing offices and meeting rooms
• How to plan, implement and evaluate projects

General tasks

The student develops their understanding of:
• Creating simple and complex databases
• The rules for keeping technical documentation
• Office solutions in the network
• Calculating costs
• Creating professional internet profiles
• Creating automatised documents

Detailed training program - Administration - „Paperless Office"

1st week Monday - Friday	**Program for Monday:** - Introduction to the placement company and the daily working time - Information about the structure of the company - Getting to know the fields of working - Introduction to occupational health and safety - Introduction to the daily work activities, needed materials and tools **Program for Tuesday:** **Introduction** - Presentation of the software - Structure and design of the software - Installation and first steps - Designs and styles - Usage of the software according to the sector (aims, what is needed, what is expected) **Program for Wednesday:** **V.A.D.O** - visualize, analyze, define and optimize - Creation of Start Up business (visualization) - Analyzing of all processes at the Start Up company - Definition of all processes - Optimizing the processes (one action and multiple reaction reaction) - Knowing the path for the paperless office/management using maximum of flexibility and effectivity **Program for Thursday:** **Simple Data Bases** - Creation of simple data bases (contacts, Content-Management, bills) - Comparison of various programs - Getting to know templates and integrated starter solutions - Working with User Interface (fonts, colors, backgrounds, nuances, designs) **Program for Friday:** **Complex Data Bases** - Creation of data bases - Working with User Interface (fonts, colors, backgrounds, nuances, designs)

2nd week Monday - Friday	**Program for Monday:** **Complex Data Bases** - Creation of data bases - Working with User Interface (fonts, colors, backgrounds, nuances, designs) **Program for Tuesday:** **Complex Data Bases** - Display and editing of data and design - Getting to know the tools and methods for controlling - Getting to know various search functions and the connection of data **Program for Wednesday:** **Complex Data Bases** - Connection of documents - Integration of the standards XML, XSLX, CSV (import, export, share) - Automatic creation of documents **Program for Thursday:** **Digital marketing** - Platforms where to implement digital marketing (social media platforms, etc.) - Tools in digital marketing: e-mail Marketing, online brochures, digital commercials, blogs / - Getting to know applications and principles of digital marketing **Program for Friday:** **Digital marketing** - Tactics in digital marketing: Search Engine Optimisation (SEO), Content marketing, Inbound marketing, Social media marketing, Pay-per-click (PPC), Email marketing - Getting to know applications and principles of digital marketing