

VITALIS Internship

Administration & Digital Business

For students of:

- IT & Computer
- Informatics
- Telecommunication
- Administration



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

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