

VITALIS Internship Paperless Office

For students of:

- Informatics
- IT/TEL & Computer
- Economy
- Logistics & Trade
- Business & Sale



Learning Outcomes

- 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

Focal Points and Tasks

- 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

Info and contact: projects@gutwehlitz.com | +49 34 204 77 40 00