

PREREQUISITES

Basic computer skills

TEACHING OBJECTIVE

TQdigital supports you with the installation. This is your entry into the profession of office management assistant (m/f/d) and gives you the chance of a more highly qualified job. Manageable learning phases thanks to the specialised focus of the individual modules enable flexible learning.

TARGET GROUP

Jobseekers and employees who are seeking a qualification in office management.

LEARNING METHOD

Experienced trainers convey the learning content via our virtual classroom and provide support for independent learning. Our participants learn either from home or in our training rooms on site. Our digital coaches will support you.

PROMOTION

Eligible for funding through an educational credit certificate, the German federal and state pension insurance schemes and the Qualification Opportunities Act.



CONTACT

**BBQ Bildung und Berufliche Qualifizierung
gGmbH**

Ines Eisemann

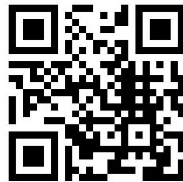
Mobile 0172 1890144

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DATES AND LOCATION

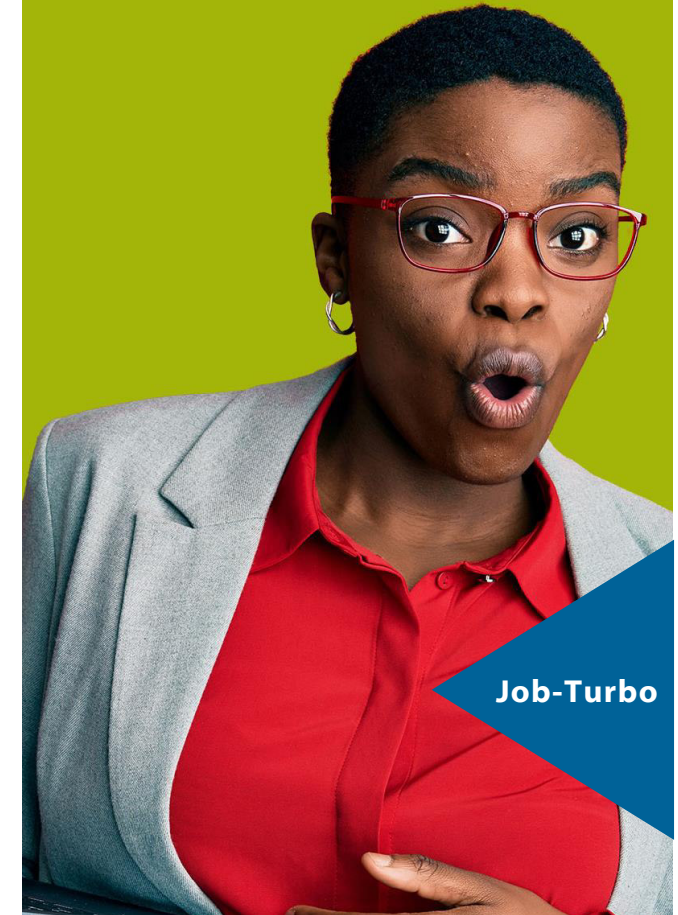
On request or at

<https://www.biwe-bbq.de/jobturbo>



Teilqualifizierungen

OFFICE MANAGEMENT ASSISTANT (M/F/D) – TQDIGITAL

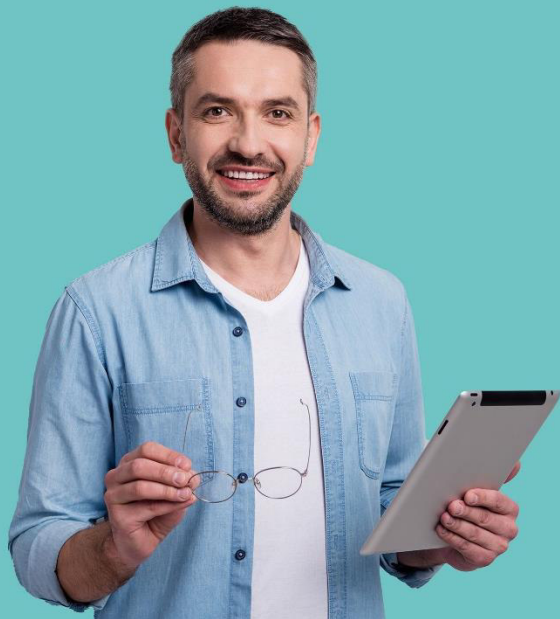


Job-Turbo

www.biwe-bbq.de

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comfort of your
own home.
(Online course)*

BILDUNGSWERK
der Baden-Württembergischen Wirtschaft e.V.



OFFICE MANAGEMENT ASSISTANT (M/F/D) – TQDIGITAL

The TQdigital office management assistant (m/f/d) is aimed at employees and job seekers who want to gain further qualifications and/or are aiming for a recognised professional qualification. Each module is self-contained and can be continued after each module, but is not compulsory. If the skills assessment is successful after each module, you will receive a certificate including the result of the skills assessment, which is recognised nationwide.

CONTENTS

Module 1: Information processing

- **Contents:** Information management, processing, procurement, handling information, communication, legal forms and organisational structures, data protection and data security
- **Duration:** 17 weeks, including 5 weeks in the company

Module 2: Accounting

- **Contents:** Commercial management, financial accounting, cost and activity accounting, controlling, current accounting, business costing
- **Duration:** 17 weeks, including 5 weeks in the company

Module 3: Office organisation

- **Contents:** Office management processes, coordination and organisational tasks, secretarial management, appointment coordination and correspondence, travel and event organisation, public relations, use of a foreign language
- **Duration:** 16 weeks, including 5 weeks in the company

Module 4: Order processing

- **Contents:** Customer relationship processes, order processing and follow-up, marketing activities, customer loyalty and customer care
- **Duration:** 16 weeks, including 5 weeks in the company

Module 5: Procurement

- **Contents:** Procurement of materials and external services, operational/operational management strategic purchasing process, use of a foreign language
- **Duration:** 16 weeks, including 5 weeks in the company

Module 6: Human resources management

- **Contents:** Personnel-related tasks, personnel processing, personnel recruitment and development, labour law, personnel, social and collective bargaining regulations
- **Duration:** 16 weeks, including 5 weeks in the company

BENEFITS

After successfully completing all modules, you can register for the external examination at the relevant Chamber of Industry and Commerce. We will support you in this process.

TYPE OF DEGREE

Nationwide recognised certificate

DURATION

440 to 480 teaching units per module + internships

We will be happy to advise you on the funding options.