



| MODULE: BUSINESS AND ADMINISTRATION/MANAGEMENT | |
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| General Objective: | The module will improve trainee's self - employability and entrepreneurship by teaching them to manage their own development and take ownership of their careers. Trainees will learn about relevant topics within business administration and management and they will learn how to apply these topics to their present and future professional situation. Budgeting, project management, professional development, some examples of the module's issues |
| Specific Objectives | <ul style="list-style-type: none"> ● Teach trainees how to manage the process to develop their own business ● Teach trainees how to manage their career and their timeframe ● Teach trainees how to develop leadership ● Teach trainees how to develop planning and organizing competencies linked to the business and administration topics ● An introduction to finance ● An introduction to budget and its process ● Teach trainees to set up a business plan |
| 5 Units <i>Each UNIT should be described in detail in the template below</i> | <p>The specific areas the module is focused on:</p> <p>Unit 1. Introduction to Management. The trainees will learn about the main elements of the management</p> <p>Unit 2. Planning and Organization. The trainees will learn how to plan and organize their own job and business</p> <p>Unit 3. Introduction to Finance. The trainees will learn about the main elements of finance</p> <p>Unit 4. Introduction to Budget. The unit will be focused on the concept of budget. The trainees will learn some info about the budget, like how to manage a business plan</p> <p>Unit 5. Management. Some info about the meaning of management and how its process works</p> |



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| <p>Learning Outcomes of the module</p> | <ul style="list-style-type: none"> ● The trainees will realize the importance of organization, planning and punctuality ● The trainees will develop some familiarity with the basics of project management ● The trainees will learn how to manage a project from beginning to end ● The trainees will know how to manage a budget ● The trainees could make a professional estimation of potential costs and income of their project ● The trainees will develop the capacity to be comfortable with working with different coworkers ● The trainees will know how to make decisions in a difficult situation ● The trainees can work independently and take ownership of a project ● The trainees will gain firsthand experience |
| <p>Module duration</p> | <p>50 hours (35 hours e - learning / 15 hours face to face)</p> <p>Unit 1:10 hours</p> <p>Unit 2: 15 hours</p> <p>Unit 3: 10 hours</p> <p>Unit 4: 10 hours</p> <p>Unit 5: 5 hours</p> |
| <p>Evaluation method and criteria</p> | <p>Face-to-face lectures Simulation practise Assessment test Interactive online lectures Online discussion on the relevant topics</p> <p>The trainees will start learning about a business plan for a specific project of their choice. They will work on this project for the duration of the course. This allows them to apply everything they have learned during the module. The trainees will make a personal budget to add to their business plan and try to finalize the project itself. At the end of the module they will present their final project.</p> |

ECVET Unit 1: Introduction to Management

Reference Qualification: Expert in Business and Management



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| EQF Level | E4 | |
| Learning Outcomes | <ul style="list-style-type: none"> • Have an awareness of personal style and preference and be confident in using that understanding to manage their own contribution • be confident in adapting management style to achieve desired impact and outcomes • have practised the key skills of setting out expectations, agreeing objectives, reviewing achievement and steering future performance | |
| Knowledge | Skill | Competence |
| <ul style="list-style-type: none"> • Being familiar with resources and techniques to get employment • Meaning and concept of management • The main elements of management | <ul style="list-style-type: none"> • How to manage and how to plan • Be able to initiate a project • Develop the capacity of administration | <ul style="list-style-type: none"> • Initiative • Creativity • Entrepreneurial thinking • Self - management |

| ECVET Unit 2: Planning and Organization | | |
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| Reference Qualification: | Expert in Business and Management | |
| EQF Level | E4 | |
| Learning Outcomes | <ul style="list-style-type: none"> • Efficient use resources • Establishing goals • Managing Risk And Uncertainty • Creating Competitive Advantages | |
| Knowledge | Skill | Competence |
| <ul style="list-style-type: none"> • Meaning and concept of planning and organizing • -The planning process • -Main elements of planning • Different types of planning | <ul style="list-style-type: none"> • Management and planning • Be able to initiate a project • How to deal with the concept of planning • How to deal with the issue of organizing • Developing the making decision | <ul style="list-style-type: none"> • Initiative • Entrepreneurial thinking • Self - management |



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| ECVET Unit 3: Introduction to Finance | | |
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| Reference Qualification: | Expert in Business and Management | |
| EQF Level | E4 | |
| Learning Outcomes | <ul style="list-style-type: none"> • The trainees will learn some issues about the meaning of Finance • The trainees will learn the relationship between business and finance • The trainees will learn the importance of the timeframe in Finance | |
| Knowledge | Skill | Competence |
| <ul style="list-style-type: none"> • Basic knowledge of Finance • Knowledge about the main elements of Finance • The link between Finance and Business | <ul style="list-style-type: none"> • Knowing how to manage the time periods for Finance • Knowing how to deal with Finance aspects like its sources | <ul style="list-style-type: none"> • Management • Project management • Leadership |

| ECVET Unit 4: Introduction to Budget | |
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| Reference Qualification: | Expert in Business and Administration |



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| EQF Level | E4 | |
| Learning Outcomes | <ul style="list-style-type: none"> • The trainees will learn how to deal with a budget issue • The trainees will learn about the different characteristics of the budget | |
| Knowledge | Skill | Competence |
| <ul style="list-style-type: none"> • Knowledge about budget and its process • knowledge about the elements of the budget • The business plan • The financial plan | <ul style="list-style-type: none"> • Focusing on the project goals • Budgeting process • Learning how to deal with a business plan steps | <ul style="list-style-type: none"> • Leadership • Making decision process • Measuring the own capacity of planning |

| ECVET Unit 5: Management | | |
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| Reference Qualification: | Expert in Business and Management | |
| EQF Level | E4 | |
| Learning Outcomes | <ul style="list-style-type: none"> • Trainees will demonstrate their knowledge of business and management principles • Trainees will demonstrate critical-thinking and problem solving skills • Trainees will demonstrate a sense of responsibility and a capacity for service • Trainees will demonstrate the ability to recognize when change is needed, adapt to change as it occurs, and lead change • Trainees will demonstrate an understanding of their personal interests, abilities, strengths, and weaknesses as the pertain to their chose career field | |
| Knowledge | Skill | Competence |
| <ul style="list-style-type: none"> • Some knowledge about the history of management • Project management framework • The leadership | <ul style="list-style-type: none"> • Knowing how to manage a project • Knowing how to deal with the different aspects of a project | <ul style="list-style-type: none"> • Review Advanced Topics in Management and Leadership • Design the management and the leadership development plans |



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| ECVET Unit 1: Introduction to Management | | | | |
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| Reference Qualification: | Expert in Business and Management | | | |
| Module Title | Business and Administration/Management | | | |
| Module Type | Common Module | | | |
| Module Theme | Business | | | |
| | Training Methods | | Training hours | Weight |
| Instructor-led/Classroom-based | Theoretical learning | Lectures, classes | 5 | 50% |
| | E- learning | Interactive online lectures Online discussion on the relevant topics | 5 | 50% |
| Total training hours | | | 10 | |
| Total ECVET points | | | 0,75 | |

| ECVET Unit 2: Planning and Organization | | | | |
|---|------------------------------------|------------------------------------|----------------|--------|
| Reference Qualification: | Expert in Business and Management | | | |
| Module Title | Business Administration/Management | | | |
| Module Type | Common Modules | | | |
| Module Theme | Business | | | |
| | Training Methods | | Training hours | Weight |
| Instructor-led/Classroom-based | Theoretical learning | classes, lectures | 5 | 33% |
| | E - learning | Interactive online lectures/Online | 10 | 66% |



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| | | discussion on the relevant topics | | |
| | | Total training hours | 15 | |
| | | Total ECVET points | 1,125 | |

| ECVET Unit 3: Introduction to Finance | | | |
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| Reference Qualification: | Expert in Business and Management | | |
| Module Title | Business and Administration/Management | | |
| Module Type | Common Modules | | |
| Module Theme | Business | | |
| | Training Methods | Training hours | Weight |
| E-learning | Interactive online lecture Online Project work Online discussion on the relevant topics | 10 | 100,00 % |
| Total training hours | | 10 | |
| Total ECVET points | | 0,75 | |

| ECVET Unit 4: Introduction to budget | | | |
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| Reference Qualification: | Expert in Business and Management | | |
| Module Title | Business and Administration/Management | | |
| Module Type | Common Modules | | |
| Module Theme | Business | | |
| | Training Methods | Training hours | Weight |
| E-learning | Interactive online lectures Online Project work Online discussion on the relevant topics | 10 | 100 |
| Total training hours | | 10 | |
| Total ECVET points | | 0,75 | |

| ECVET Unit 5: Management | |
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| Reference Qualification: | Expert in Business and Management |
| Module Title | Business and Administration/Management |
| Module Type | Common Modules |
| Module Theme | Digital networking |



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| Training Methods | | Training hours | Weight |
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| Instructor-led/Classroom-based | Theoretical learning | 5 | 100% |
| Total training hours | | 5 | |
| Total ECVET points | | 0,375 | |

Total ECVET points of the module 3,75