

## Additional qualification “International Business Management”

Foreign trade knowledge will be of an increasing importance for more and more employees and their employers. For that reason international business qualifications and competences are more and more demanded. However, traditional jobs that require training only put across a part of the necessary international qualifications.

Business trainees can now close this gap in taking part in our additional qualification “International Business Management”.

### Target Group

This additional qualification is designed for high-capacity trainees of all accredited business apprenticeships.

Within the next years this target group is planned to be enlarged to commercial employees who are interested in expanding their international competences.

### Contents / examination subjects / certificates

Our additional qualification ‘International Business Management’ consists of five components. With the exception of the work placement abroad all components will be certified by external partners.



#### 1. International business processes

This component will be split into the following two parts:

**part 1:** Launching a product on the international market

This part focuses on basics of foreign trade, international marketing, controlling, market research

and market strategies.

**part 2:** Initiating, processing and evaluating international orders

This component includes aspects of international business relations. That is, amongst others:

- initialising cross-border business relations
- special characteristics and risks of cross-border business relations
- international regulations of purchasing contracts
- terms of delivery and payment
- customs regulations
- foreign trade regulations
- ...

After having passed the final examinations in both parts you will be certified by the German Chamber of Commerce (IHK).



#### 2. Corresponding and communicating in English (KMK-certificate)

This part of the additional qualification will be certified by KMK and it matches level B1 of the Common European Framework of Reference for Languages (CEFR). The final exam needs a written and an oral part testing professional communication competences.

For further information contact <http://europass.cedefop.europa.eu>



#### 3. Corresponding and communicating in a second foreign language (telc-certificate)

Apart from English you will learn the basics of a second foreign language, and this will be Spanish for the time being. The course level will match A1 of the Common European Framework of Reference for Languages (CEFR).

For further information contact [www.telc.net](http://www.telc.net)

#### 4. Data processing (ECDL – European Computer Driving Licence)

ECDL is an internationally acknowledged certificate to proof basic data processing competences. We prepare you to pass this exam and arrange it in the name of the company DLGI (provider of ECDL exams and certificates).

In this component we concentrate on the following aspects:

- text processing (MS ‘Word’)
- spreadsheet processing (MS ‘Excel’)
- data bases (MS ‘Access’)
- presentations (MS ‘Power Point’)

For further information contact [www.ecdl.com](http://www.ecdl.com)



#### 5. International internship

A further component of the additional qualification ‘International Business Management’ is a compulsory international internship which will have to last at least three weeks. This internship is funded by the LEONARDO DA VINCI mobility project. It offers the possibility to gain professional experiences in a foreign country. Apart from getting to know working environments in various cultural contexts you will closely experience different cultures and ways of living. Furthermore, an improvement of your language and intercultural competences as well as an upgrowth of your personality will also be aspired.

For this internship we plan to get the European partners of our training companies on board and believe that this will provide a strong personal and professional benefit for both the training companies and the participants.

2013-04-20

