

Country	D	PL	CZ	LT	BG	DK	S	RO						
Occupation	IT Specialist, Systemintegration	IT Specialist, Application Development	IT technician	IT Specialist, Systems Administrator	IT Specialist, Application Development	Computer Graphics Design Operator	Operator of Computer Designing	Computer Operator	Computer designer	Datatechnician	IT-supporter	Datatechnician	IT-supporter	IT Technician
<b>Training Content</b>														
<b>The company and it's condition / environmen</b>														
Position of company in economy and society	x	x	x	x	x	x	x	x	x	x	x	x	x	
- objectives and tasks	x	x	x	x	x	x	x	x	x	x	x	x	x	
- factors of prockution and factor combination	x	x	x	x	x	x	x	x	x	x	x	x	x	
- division of labour in economy	x	x	x	x	x	x	x	x	x	x	x	x	x	
Market structures and it's effects	x	x	x	x	x	x	x	x	x	x	x	x	x	
- Market types and market models	x	x	x	x	x	x	x	x	x	x	x	x	x	
- behaviour of suppliers and customers	x	x	x	x	x	x	x	x	x	x	x	x	x	
- price formation	x	x	x	x	x	x	x	x	x	x	x	x	x	
Cooperation and Concentration	x	x	x	x	x	x	x	x	x	x	x	x	x	
Competition policy	x	x	x	x	x	x	x	x	x	x	x	x	x	
<b>Business processes and operational organisatio</b>														
Analysis of business processes	x	x	x	x	x	x	x	x	x	x	x	x	x	
- designing of business processes	x	x	x	x	x	x	x	x	x	x	x	x	x	
- procedure oriented processing and management	x	x	x	x	x	x	x	x	x	x	x	x	x	
- process bounded operational basic functions	x	x	x	x	x	x	x	x	x	x	x	x	x	
- process independent operational cross sectional functions	x	x	x	x	x	x	x	x	x	x	x	x	x	
Control of business processes	x	x	x	x	x	x	x	x	x	x	x	x	x	
<b>Sources of information and working methodes</b>														
Working techniques	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Self organisation of work	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- work order	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- work schedules	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- team work	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Rules of communication	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- techniques of creativity	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Acquisition and processing of information	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Sources of information	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Suitability of sources of information	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Processing and editing of information	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Transfer of processed information	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Adressee compatible styles of presentation	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Documents and files	x	x	x	x	x	x	x	x	x	x	x	x	x	x
<b>Simple IT-systems</b>														
Conception	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Customer requirements	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- IT-products and services	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Documentation	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Hardware resources and -configuration	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Assembly groups	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Interaction of hardware components	x	x	x	x	x	x	x	x	x	x	x	x	x	x
- Ergonomics and environmental compatibility	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Information processing in IT-systems	x	x	x	x	x			x	x	x	x	x	x	x
- Significance and modes of presentation of information	x	x	x	x	x			x	x	x	x	x	x	x
- Number systems	x	x	x	x	x			x	x	x	x	x	x	x
- Codes	x	x	x	x	x			x	x	x	x	x	x	x
- Logical basic functions of digital technique	x	x	x	x	x			x	x	x	x	x	x	x



- Internal and external sources of information	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
- customer analysis	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Marketing and sales promotion	x	x	x	x	x			x	x	x	x	x	x	x	
Customer advice, preparation of tenders and contracts	x	x	x	x	x			x	x	x	x	x	x	x	
- Presentation and demonstration of products and services	x	x	x	x	x			x	x	x	x	x	x	x	
- Financial strategies	x	x	x	x	x			x	x	x	x	x	x	x	
- Tender preparation	x	x	x	x	x			x	x	x	x	x	x	x	
Acquisition of external services	x	x	x	x	x			x	x	x	x	x	x	x	
- Requisition	x	x	x	x	x			x	x	x	x	x	x	x	
- Compare tenders	x	x	x	x	x			x	x	x	x	x	x	x	
- Ordering procedure	x	x	x	x	x			x	x	x	x	x	x	x	
<b>Public Networks, Services</b>															
Assesment of actual information services	x	x	x	x	x			x	x	x	x	x	x	x	
- Comparison of relevant performance features	x	x	x	x	x			x	x	x	x	x	x	x	
- Profitability study	x	x	x	x	x			x	x	x	x	x	x	x	
Architecture of various communication networks and their service features	x	x	x	x	x			x	x	x	x	x	x	x	
- Networks for voice-, text-, data- and picture transmission	x	x	x	x	x			x	x	x	x	x	x	x	
- Network structure and network nodes: fixed networks, radio networks	x	x	x	x	x			x	x	x	x	x	x	x	
- Network gateways	x	x	x	x	x			x	x	x	x	x	x	x	
Access to information- and communication services	x	x	x	x	x			x	x	x	x	x	x	x	
- Technical preconditions	x	x	x	x	x			x	x	x	x	x	x	x	
- Interworking of a simple IT-system	x	x	x	x	x			x	x	x	x	x	x	x	
- Network access protocols	x	x	x	x	x			x	x	x	x	x	x	x	
- System interfaces	x	x	x	x	x			x	x	x	x	x	x	x	
<b>Support of IT-Systems</b>															
Maintenace	x	x	x	x	x			x	x	x	x	x	x	x	
- Hard- und Softwarecomponents	x	x	x	x	x			x	x	x	x	x	x	x	
- Data storage, Data formattee and Data exchange	x	x	x	x	x			x	x	x	x	x	x	x	
- Fault analysis and fault clearance	x	x	x	x	x			x	x	x	x	x	x	x	
Data protection and data security	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
- Measures of data security and data archiving	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
- Virus protection and virus removal	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
- Copyright	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Documentation and customer service	x	x	x	x	x			x	x	x	x	x	x	x	
- Documentation of product informatio, configurations and work flows	x	x	x	x	x			x	x	x	x	x	x	x	
- Visualisation, Presentation	x	x	x	x	x			x	x	x	x	x	x	x	
- Instruction, Training	x	x	x	x	x			x	x	x	x	x	x	x	
Services	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
- Service contracts	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
- Calculation and cash up	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
<b>Accounting and Controlling</b>															
Subdivisions and tasks of corporate finance	x	x		x	x			x	x	x	x	x	x	x	
Cost accounting	x	x		x	x			x	x	x	x	x	x	x	
- Aufgaben der Kosten- und Leistungsrechnung	x	x		x	x			x	x	x	x	x	x	x	
- Cost terms	x	x						x	x	x	x	x	x	x	
- cost types, cost center, cost unit	x	x		x	x			x	x	x	x	x	x	x	
- Difference between full costing and partial costing	x	x		x	x			x	x	x	x	x	x	x	
- Fundamentals of breakeven analysis	x	x		x	x			x	x	x	x	x	x	x	
Controlling	x	x		x	x			x	x	x	x	x	x	x	
- numbering, grafical processing, evaluation	x	x		x	x			x	x	x	x	x	x	x	
	x	x		x	x			x	x	x	x				