

THE STUDY PROGRAMMES DESIGNED FOR ENTRANTS WITH SECONDARY EDUCATION

MULTIMEDIA SERVICE PROVIDER (modular vocational training program)

A graduate who has acquired a media service provider's qualification will be able to: use video and audio recording equipment, perform video editing, adjust it, create graphic elements, 3D and 2D images, cartoons, select and adapt computer equipment to work, use various applications. The Multimedia Services Provider Program is for people with secondary education. Qualification provides the opportunity to work in advertising and design agencies, public information, public communication companies and organizations or establish them. The program is for those who have completed secondary education. Duration of studies is 1 year.

ACCOUNTANT/CASHIER (modular vocational training program)

Graduates will know and understand the basics of economics and business, will be able to manage the property of the company's assets and the obligation documents, keep payroll accounting, prepare and archive the accounting documents, fill in and manage the documents of the received goods, register the economic operations, account monetary assets in the cash register, draw up a cash register account, manage the transaction documents. Practical training takes place at the School Practical Training Center. The accounting study program is arranged for people who have acquired secondary education and endeavour to become a successful accounting specialist or cashiers. Duration of studies is 1 year.

TRADE COMPANIES' MANAGER ASSISTANT

Program includes the general subjects such as: assessing the business environment of the trading companies, researching the market and customer needs, establishing relationships with partners, concluding contracts, buying and selling goods, setting up an enterprise, forming a product range in an enterprise, working in trading facilities, managing company activities and financial accounting, applying information technology to trading process, learning foreign language. Practical training takes place at the School's Practical Training Center. Qualification provides the opportunity to work as a trade manager assistant. The program is designed for those who have completed secondary education. Duration of studies is 1 year.

SOCIAL WORKER ASSISTANT (modular vocational training program)

Future social workers will be able to collect information about the impact of the client's social assistance, to analyze possible ways of solving social problems, to take care of the client's social rights, to work together with clients, as well as to draw up an action plan for social work, to cooperate with other specialists, to provide general and special social services, to carry out preventive activities. Qualifications allows to work as a social worker's assistant in social services companies. The study program is designed for people who have secondary education. Duration of studies is 1 year.

ORGANIZER OF SPORT CLUB ACTIVITY

A graduate will study the subjects connected with employees safety and health, as well as studying physiotherapy procedures, will be able to apply various methods of movement and training, massage, inform the client about a healthy lifestyle and nutrition. The study program includes psychology and specialty foreign language courses. Qualifications allow you to work in leisure centers, wellness centers, sports clubs, fitness centers or individual activities. The program is for those who have completed secondary education. Duration of studies is 2 years.

COOK

A graduate will be able to choose the best quality food products and raw materials for the dishes, to use equipment and technologies in the cooking process, to prepare a workplace and work according to the safety rules, to calculate the needs of food products of semi-finished products and dishes, to select preparation methods for the preparation of dishes, to determine the quality of products, to prepare and serve dishes for the visitor.

CONFECTIONER

A graduate will be able to select raw materials and prepare them for baking, to mix dough, to use recipes and technological cards, to evaluate the quality of products, to work safely with technological equipment, to produce, form and shape confectionery products, to keep records of tangible assets.

FLORIST

A graduate who has acquired a florist qualification will study floral composition, preparation of materials and raw materials, composition of bouquets and compositions, decoration of shop windows and interiors, floristic design, plant care, flower marketing, customer service, business organization.

WAITER/BARTENDER

A graduate will be able to prepare the room for the service, to serve tables, to describe the range of meals and drinks and their quality, to create menu, to meet and serve visitors, to prepare and serve delicacies, to serve visitors at the bar, to produce and serve drinks and cocktails.

TAILOR

Future tailors will be able to choose materials for clothing, to arrange the clothes model with the client, to select and apply the design according to the customer's figure, to apply modeling methods, to prepare clothing details for leathers, to cut details, to prepare a garment for measurement, to measure, to make a garment, to repair the garment according to the requirements of the customer, to decorate the garment artistically.

THE STUDY PROGRAMMES DESIGNED FOR ENTRANTS WITH BASIC EDUCATION

COMPUTER NETWORK COORDINATOR (modular vocational training program)

The modular computer network coordinator training program is designed to prepare a qualified computer network coordinator who is knowledgeable about the work on a computer network and able to work in enterprises where a computer network is created. The program includes the secondary education curriculum and specialty subjects. The computer network qualifier gives you the opportunity to work as an IT engineer, network administrator or to set up an IT company. The study programs designed for entrants with basic education. Duration of studies is 2 years and 3 months. A graduate will acquire the secondary education diploma and qualification diploma.

TRADE COMPANIES' MANAGER ASSISTANT

The program includes the secondary education curriculum and specialty subjects. After finishing this program the graduate will be able to evaluate the business environment of the trading companies, do the market research, discover customer needs, establish contacts with partners, conclude contracts, buy and sell goods, set up an enterprise, form a product range in an enterprise, work in trade facilities, manage business activities and finance accounting, apply information technologies in the trade process, to speak and understand business English. Practical training takes place at the School practical training center. Qualification gives you the opportunity to work as a manager assistant in a sales company or to create your own business. Duration of studies is 3 years. A graduate will acquire the secondary education diploma and qualification diploma.

SMALL BUSINESS SERVICES PROVIDER

Students study the secondary school curriculum subjects in accordance with the subjects of the specialty program. After finishing this program the graduate will be able - to research the market (supply and demand for goods and services), to assess business opportunities, to draw up a business plan, to manage bookkeeping and correspondence, to communicate with business partners or clients and to conclude contracts, apply the knowledge in information technologies in practice. The personnel management subject is included in the program. A small business services provider can work as a business administrator, sales manager assistant in a private or public company or set up a small business company. Duration of studies is 3 years. A graduate will acquire the secondary education diploma and qualification diploma.

HOTEL EMPLOYEE

A graduate will be able to prepare and serve uncomplicated dishes, serve the guests of the hotel in a restaurant or room, describe the range of offered dishes, alcoholic beverages, clean and manage hotel rooms and common areas, politely communicate with hotel guests, provide information about places of interest, objects and events.

VISUAL ADVERTISEMENT PRODUCER

After finishing this program the graduate will be able to produce visual advertising objects according to the drawings, to select the materials necessary for advertising production, to plan the production stages, to work on the advertising production facilities, to prepare advertising layouts, to apply information technologies, to serve customers.