



EUROPEAN BACHELOR'S IN MANAGEMENT ASSISTANT - LEVEL 6 EQF



Level
6 EQF (*European Qualifications Framework*)



Duration
1 year



Credits
60 ECTS



Target group
Students - people seeking employment - employees and professionals in the sector



Admission requirements
Candidates holding a level 5 EQF qualification or a qualification equivalent to the attainment of 120 ECTS



Course Structure
Full-time or work-study



Pedagogical methods
Theoretical courses, tutorials and practical work
Case studies and professional scenarios
Individual and group projects



Professional assessments :

- Continuous assessment
- Case Study (6h)
- Activity report and professional support (30 min)

CCE :

- Quizzes (1h20)

Modern language :

- Reading Comprehension (1h)
- Listening (45min)

Companies' profitability requirements are imposing ever greater responsibilities on their managers. In this context, the management assistant's main function is to assist their line managers by managing the practical, organisational and administrative aspects of the company.

This position requires skills in reporting, cost management and knowledge of new technologies, as well as communication and mediation skills.

By opening the door to a wide range of careers, **the European Bachelor's in Management Assistant** offers progressive and extensive career opportunities depending on profile and experience.

LEARNING OUTCOMES

- Establish effective communication
- Participate in administrative, commercial, legal and accounting management in an international context
- Participate in logistical organisation
- Participating in the recruitment/staff management process
- Monitor and report on activity
- Plan and lead activities/meetings
- Liaise with customers/suppliers/partners
- Develop a sense of responsibility and discretion
- Develop interpersonal and writing skills

CAREER DESTINATIONS

- Executive Assistant in medium-sized or large organisations.
- Administrative and Commercial Collaborator.
- Team Assistant.
- Managerial Assistant.
- Project Group Assistant.

PROGRAMME

PROFESSIONAL SKILLS (300-350 HOURS)

Helping Organisations Communicate

Working with manager(s) - Group cohesion -

Corporate/written communication

Information Management Support

The Information System - Information gathering and databases - Organisation of administrative work

Decision-making support for organisations

Decision support - Planning - Project monitoring - Written communication

Organisational Assistance

Organisation and planning of activities/travel/events

Assisting Delegated Actions

HR management - Training/leave/absences - Workspace layout - Purchasing and small supplies management - Enterprise resource planning

Professional assignment (≥12 weeks)

Internship - Apprenticeship - Salaried employment

MODERN LANGUAGE (60-80 HOURS)

Modern language 1 - CEFR Level B1
German, English, Spanish, French, Italian, Portuguese

Modern language 2 and 3 (optional)

German, English, Arabic, Chinese, Spanish, French, Italian, Portuguese

FEDE'S ASSET - EUROPEAN DEGREE

EUROPEAN CULTURE AND CITIZENSHIP (40H)

The European project: Culture and Democracy for Active Citizenship

- Importance of History (OHTE - Observatory on History Teaching in Europe)
- Contemporary Europe
- Europe and the World
- Cultures and diversity in Europe
- European citizenship
- The Workings of the European Union
- Importance, challenges and future of European construction
- Focus on corruption (GRECO)

Intercultural management and human resources

- Culture and cultural diversity
- Intercultural communication in an organisation
- Managing intercultural aspects and resolving cultural conflicts
- Working in Europe
- Social protection systems in Europe
- Corporate Social Responsibility (CSR)

The FEDE, as a certifier, is in charge of the assessment processes

- Organisation and planning of exam sessions
- Development of topics and model answers
- Ensuring compliance with examination regulations and supervision (anonymity, integrity, confidentiality)
- Assessment and marking of papers
- Reporting results, issuing diplomas, diploma supplements and certificates

www.fede.education/en/fede-quality-charter

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