

**Railway Transport College**

**Vocational Education Program**

**Office work**

**Address:** Tbilisi, Temka settlement XI micro district, III quarter

**Head of the program:** Tamar Qamkhadze

**Contact information:** [t.qamxadze@gtu.ge](mailto:t.qamxadze@gtu.ge)  
+995 599 785877

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**1. Name of the framework document -**  
- office work and event management

**2. Framework document registration number:** 04119-p

**3. Qualification to be awarded**

Secondary Vocational Qualification in Office Work (Qualification Code - 0415)

**4. Purpose:**

The goal of the professional program is to teach the professional student to manage office activities. In particular, preparation of management documents, correspondence on various issues, rules for preparation of draft documents, general concepts of management and production of personnel documentation, management of office and agricultural supplies and issues related to information exchange.

The goal of the program is to train highly qualified staff who will be able to plan, manage and document the activities of the institution within their competence;

**5. Admission criteria**

Complete general education

**6. Employment opportunities:**

An holder of secondary professional qualifications in office work can be employed as an office manager, assistant manager, secretary in public and private institutions. Production of documentation and as a specialist and support worker of the administrative structural unit of certain organizational subdivisions.

**7. Structure**

The fourth level professional program "Office Case" includes a total of 59 credits, of which general modules are 15 credits, general professional 1 module is 5 credits, professional 14 modules are 39 credits.

The program includes "Introductory Practice" and "Industrial Practice" modules. The purpose of the "introductory practice" is to give the professional student an idea of the relevant field, employment opportunities, organizational arrangement and positions, labor relations at the beginning of the study. The practical project defines the type of integrated assignment, during the performance of which the professional student will prove the skills required for specialization. Independently perform professional tasks within the module of industrial practice and hand over the work performed.

- Volume of the program for Georgian language students - 59 credits;
- Duration of the program for Georgian language students - 44 weeks;
- Program volume for non-Georgian language students - 89 credits;
- Duration of the program for non-Georgian students - 66 weeks.