

RSGAE

Ready-Study-Go Around Europe

2013 – 2015 / Agreement number: 2013-1-F11-LEO05-12559

Report on transferability

Transference of results of former and new language packages to the field of Business and Administration

Andrássy György Catholic Business Academy is a secondary vocational school located in Eger, Hungary. Currently, it has 650+ students and 60+ teachers. The school specializes in two vocational sectors: Business Administration and Tourism-Catering.

In the RSGAE project our school has created the Hungarian general language and cultural package, the Tourism package (Hotel and Restaurant), and eventually the vehicle package.

The RSGAE project was first presented to the staff of Andrássy György Catholic Business Academy in 2013 during a teachers' meeting. It was immediately pointed out that we should consider creating the online material for the field of Business Administration.

The head of the vocational staff and the vocational teachers at Andrássy followed the transfer of the existing material into the Hungarian language, that is, the packages for general language and culture, and Tourism. On request, they also participated in the testing phase and tested both of the above as well as the vehicle package. Throughout the project they expressed their views concerning the transferability of the material into the field of Business Administration. They all regards the material to be highly transferable. In the following, we have collected their views on transferability:

- 1) Language competence: the level of the language limits the possibilities in case of the field of Business Administration, the topics should focus on basic tasks. Some of the topics suggested by teachers of Business Administration would require a level B1-B2 knowledge of the target language which is difficult to request from students in lesser studied languages such as Hungarian.
- 2) Possible languages: it would be essential to create the online material in Business Administration in as many languages as the existing material. The languages that were represented in previous project but not in RSGAE should be re-entered, for example, French and German. German would be highly desirable for us, since it is the second most studied language in Hungary and the economy of Germany is also the strongest in the European Union according to the International Monetary Fund. New languages should also be considered, but the decision should be made by the new project team in a future project.
- 3) Possible topics: the staff of Andrássy has created a list of possible topics for the future online material in the field of Business Administration. This is a suggestion that should be presented to the project team and they should modify and eventually approve of the list of topics. The suggested topics are:
 - a) Office hours and shifts
 - b) Workplace safety
 - c) Workplace dress code

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- d) Workplace behaviour, introduction
 - e) Documents: creating, updating and modifying your CV: online Europass CV tool
 - f) Documents: calling cards
 - g) Office equipment
 - h) Office software: word processor
 - i) Office software: spreadsheets
 - j) Office software: online tools
 - k) Telephone conversations
 - l) E-mails
 - m) Visitors to the office
 - n) Processing data
 - o) Sustainability and environment protection at the workplace
- 4) Willingness to create online material: it would be very useful and important to create the material in the field of Business Administration. Andrassy is interested in joining a new team, in order to offer students the opportunity to use the online material in this field as well.