



1. TITLE OF THE CERTIFICATE (HU)

54 4641 01 GAZDASÁGI INFORMATIKUS I.

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

BUSINESS INFORMATION TECHNOLOGIST I. INFORMATION TECHNOLOGIST FOR BUSINESSES 1
(THIS TRANSLATION HAS NO LEGAL STATUS)

3. PROFILE OF SKILLS AND COMPETENCES

A typical holder of the certificate is able to:

- take part in corporate planning and account keeping procedures;
- use text editors, spreadsheet management software, a local network and a database management system;
- access and retrieve data from remote databases;
- take part in the development of the company's IT systems;
- take part in economic, financial, taxation and accounting related activities;
- perform marketing work;
- take part in the work associated with main processes of microeconomic systems;
- assist in economic statistics oriented analyses;
- regularly monitor corporate planning and account keeping processes;
- regularly monitor the upgrading of IT systems;
- regularly monitor economic, financial, taxation and accounting related activities;
- regularly monitor marketing activities;
- regularly monitor tools and devices used for the informatics requirements of management processes;
- regularly monitor economic and financial aspects of IT investments;
- ensure the availability and upgrade of IT system components;
- prepare IT developments with a view to economic and financial aspects;
- perform tasks requiring a higher level of professional skills, including the ability to:
- assess IT needs of management related activities, and allocate existing tools and devices as well as personnel to these needs;
- design simple marketing information systems;
- design and implement the security system of the IT infrastructure of enterprises;
- design database systems.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

3139 Other information technology related vocations

(*) Explanatory notes:

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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5. OFFICIAL BASIS OF THE CERTIFICATE

<p>Name and status of the institute issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>In the case of vocational qualifications belonging to the competence of the Ministry of Education (ME), a vocational qualification-related independent professional committee commissioned by the ME</p>																																																
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 54 Higher level vocational qualification entitling the holder to fill positions characteristically requiring intellectual work, which is based on the input competence determined in the vocational and examination requirements, on preliminary vocational qualification or on the baccalaureate.</p> <p>ISCED97 code: 4CV</p>	<p>Grading scale / Pass requirements</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Five -grade:</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 75%;">excellent</td> </tr> <tr> <td></td> <td style="text-align: center;">4</td> <td>good</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td>satisfactory</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>pass</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>fail</td> </tr> </table> <p>Vocational qualification examination after the completion of vocational training Parts of the examination: - Vocational theory - Vocational practice</p> <p>A successful vocational qualification examination requires a pass grade both in vocational theory and practice.</p>	Five -grade:	5	excellent		4	good		3	satisfactory		2	pass		1	fail																																	
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<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.09.14</p>	<p>Description of vocational theoretical and practical subjects and their grades according to the five-grade scale</p> <p>1. Grades of vocational theoretical examination subjects</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Topics/subjects of written examination</td> </tr> <tr> <td style="width: 85%;">Basic Information Technology Skills</td> <td style="width: 15%; text-align: center;">5</td> </tr> <tr> <td>Operating Systems, Local Networks</td> <td style="text-align: center;">5</td> </tr> <tr> <td>General Purpose Applications</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Database Design</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Mathematics</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Basic Algorithms</td> <td style="text-align: center;">5</td> </tr> <tr> <td>System Development</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Statistics</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Investment Assessment</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Accounting</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Finance</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Written Examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Topics/subjects of oral examination</td> </tr> <tr> <td>Operating Systems or Networks</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Database Management Design or System Development or Data Protection</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Factors Influencing Microeconomic Systems</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Macroeconomics or Marketing</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Finance or Investment Assessment or Related Legal Issues</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Theory</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">2. Assessment of vocational practical preparedness</td> </tr> <tr> <td colspan="2">Subjects of practical examination</td> </tr> <tr> <td>Diploma Work</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Grade of Vocational Practice</td> <td style="text-align: center;">5</td> </tr> </table>	Topics/subjects of written examination		Basic Information Technology Skills	5	Operating Systems, Local Networks	5	General Purpose Applications	5	Database Design	5	Mathematics	5	Basic Algorithms	5	System Development	5	Statistics	5	Investment Assessment	5	Accounting	5	Finance	5	Grade of Written Examination	5	Topics/subjects of oral examination		Operating Systems or Networks	5	Database Management Design or System Development or Data Protection	5	Factors Influencing Microeconomic Systems	5	Macroeconomics or Marketing	5	Finance or Investment Assessment or Related Legal Issues	5	Grade of Vocational Theory	5	2. Assessment of vocational practical preparedness		Subjects of practical examination		Diploma Work	5	Grade of Vocational Practice	5
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Legal basis

Act LXXVI of 1993 on vocational training,
Decree 27/2001 (VII. 27.) OM of the Minister of Education on the amendment of Decree 7/1993 (XII. 30.) MüM of the Minister of Labour on the National Qualifications Register,
Decree 26/2001 (VII. 27.) OM of the Minister of Education on the general rules and rules of procedure of vocational examinations,
Decree 19/1994 (X.29.) of the Minister of Cultural and Educational Affairs (MKM) on vocational and examination requirements Information Technologist for Businesses 1,
Central programme approved by the Minister of Education (OM) under approval number 2733/66I./97.

SAMPLE

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme %	Duration (hours/weeks/months/years)
School-/training centre-based	Theory: 60 % Practice: 40 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

Entry requirements:

- Baccalaureate

Further information:

MANDATORY VOCATIONAL THEORETICAL SUBJECTS

Basic Information Technology Skills	100 hours
Introduction to Computer Technology, Module B	100 hours
Word processing	100 hours
Spreadsheets	100 hours
Database Management Systems, Module A	100 hours
Database Management Systems, Module B	100 hours
Finance and Economy, Module A	100 hours
Finance and Economy, Module B	100 hours
Introduction to Business Organisation, Module A	100 hours
Introduction to Business Organisation, Module B	100 hours
Operating Systems, Module A	100 hours
Networks	100 hours
Mathematics, Module A	100 hours

MANDATORY VOCATIONAL PRACTICAL SUBJECTS

Filled in by the exam organiser.

Further information (including the description of the national grading method):

The basis of the grading system is a list of vocational and examination requirements compiled in accordance with uniform criteria and structure, issued in the form of legal regulation that includes the following:

- identification number and description of the vocational qualification as specified in OKJ and the relevant FEOR number,
- school and vocational prequalification required for the start of the training, aptitude and vocational competence requirements and prescribed practice,
- the most typical occupation or activity accessible to the holder of the vocational qualification certificate, the short job description, and the list of related vocational qualifications,
- the duration of the training required for the vocational qualification; maximum number of hours; the ratio of theoretical and practical training; the number of vocational training classes in the vocational training school; the duration of initial training period; the possibility of organising a grade examination assessing the efficiency of practical training,
- occupational requirements of vocational qualification,
- requirements pertaining to vocational examination.

The vocational and examination requirements will be classified by the occupational group committees of the National Qualification Register (OKJ) and by the National Council for Vocational Training, and subsequently they will be issued in the form of legal regulations.

Vocational and examination requirements are available at: <http://www.nive.hu>

This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre.

National Reference Point – NSZFH – <http://nrk.nive.hu>

Head of Examination Organiser:

Issue date: 2023.09.14

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