

PROGRAMME: ORGANIZATION AND MANAGEMENT OF THE INSTITUTIONAL WORK

Course title	1. sem. Autumn	2. sem. Spring	3. sem. Autumn	4. sem. Spring	5. sem. Autumn	ECTS credits	Language
Part A						30	
Information Management		3				3	LV
Communication Psychology	3					3	LV/ENG
Professional English I	3					3	ENG
Professional English II		3				3	ENG
Professional Russian/German I			3			3	RUS/GER
Professional Russian/German II				3		3	RUS/GER
Marketing I		3				3	LV/ENG
Marketing II			3			3	LV/ENG
Organizational Psychology I		3				3	LV/ENG
Research Design			3			3	LV/ENG
Part B						45	
Civil and Nature Protection	1.5					1.5	LV
Civil Protection		1.5				1.5	LV
Conflict Management and Mediation				3		3	LV/ENG
Culture of Latvian Language	3					3	LV/ENG
Office Work Organization and Management			4.5			4.5	LV/ENG
Creativity in the Organization				3		3	LV/ENG
Business Etiquette	3					3	LV/ENG
Document Management, Business Correspondence and Archiving	3					3	LV/ENG
Project Management				3		3	LV/ENG
Law			3			3	LV
Entrepreneurship		3				3	LV/ENG

Professional Customer Service	4.5					4.5	LV/ENG
Economics			3			3	LV
Basics of Accounting		3				3	LV
Labour Law				3		3	LV