

Study programme “Real estate administration and management”

ACCREDITED: 26 June 2013, Decision Nr. 231

| | Courses | ECTS |
|---------------|---|-------------|
| Part A | General subjects | |
| 1.-1. | Basic economics | 3 |
| 1.-2. | Basic statistics and mathematical economics | 3 |
| 1.-3. | Bookkeeping | 3 |
| 1.-4. | Contact and ethics | 3 |
| 1.-5. | Record keeping and professional terminology | 3 |
| 1.-6. | Basic psychology | 3 |
| 1.-7. | Professional terminology in foreign languages | 1,5 |
| 1.-8. | Taxation system fundamentals | 3 |
| 1.-9. | Computer skills | 3 |
| 1.-10. | Basic law | 4,5 |
| | Sub-total: | 30 |
| Part B | Specialised subjects/ <i>Compulsory topics</i> | |
| 2.-1. | Planning and organising construction | 3 |
| 2.-2. | Technical aspects of commercial construction activities | 3 |
| 2.-3. | Basics of building sub-structures and technical drawing | 1,5 |
| 2.-4. | The Latvian and EU legal basis for property administration and management | 1,5 |
| 2.-5. | Organisation of property administration and management | 4,5 |
| 2.-6. | Commercial calculations related to the administration of dwellings | 1,5 |
| | Business dealings with property | 3 |
| 2.-7. | Property insurance | 3 |
| 2.-8. | Energy efficiency and energy | 3 |
| 2.-9. | Electrical systems | 1,5 |
| 2.-11. | Fire safety | 1,5 |
| 2.-12. | Labour law | 4,5 |
| 2.-13. | Safety at work, civil and environmental protection | 3 |
| 2.-14. | Basics of marketing | 3 |
| 2.-15. | Commercial law | 3 |
| 2.-16. | Project management | 3 |
| 2.-17. | Services systems | 3 |
| 2.-15. | Basics of management basics and management of an undertaking | 3 |
| Part C | Electives (choose one module) | |
| 3.-1. | Module 1. Mediation | 4,5 |
| 3.-2. | Module 2. Personnel management | 4,5 |
| 3.-3. | Module 3. Procedural rights | 4,5 |
| 3.-5. | Module 5. Personal data protection | 4,5 |
| 3.-6. | Module 6. Coaching | 4,5 |
| | Total course work: | 84 |
| | In-service training | 24 |

| | | |
|--|---|------------|
| | Diploma (report on raising qualifications) Preparation and defence | 12 |
| | Total: | 120 |