

Vocational secondary education programmes

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Translated by machine translator

Computer System Technician

Education program
Computer systems, databases and computer networks
Code of program
33 483 01 1
Qualification
Computer System Technican Third level of professional qualifications
Previous education
Elementary education (9 classes)
Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Full-time
Duration of the program
4 years
Education document
Diploma of secondary vocational education

Annual tuition fee

for persons with disability or anticipated disability education at Jūrmala Vocational Secondary School is for free
for other - 2222,83 EUR per year

Description of what does a computer system technician do

Computer system technician works in organisations or with individual computer users providing advice on hardware, software and office equipment, installing, configuring, diagnosing and upgrading hardware, simple computer networks and software, preventing failures in their operation. Freely manage applications for preparing documents, calculation tables, preparing presentations and automating computer user work processes, preparing and maintaining simple databases and Internet homepages. Can work independently or in a working group.

Education subjects

Professional education subjects:

- Labour protection and the environment
- Drawing
- Computer Logic
- Electrical engineering and electronics
- Peripheral appliances and office equipment
- Programming languages
- Operating systems
- Applications
- Graphic visualization and design systems
- Computer records
- Databases
- Computer networks and security
- Underpinnings of the Internet
- Construction and maintenance of computer systems

General education subjects:

- Communication
- Latvian language
- First (English) and second (Russian) foreign language
- Literature
- Math
- Informatics
- Physics
- Economy
- History of Latvia and the World
- Legal bases
- Sport
- Training practices (840 hours)

Cook

Education program

Catering services

Code of program
33 811 02 1
Qualification
Cook Third level of professional qualifications (3PKL) corresponds to the fourth level of the Latvian Qualifications Framework (4LKI)
Previous education
Elementary education (9 classes)
Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Full-time
Duration of the program
4 years (5768 hours)
Education document
Diploma of secondary vocational education
Annual tuition fee
For persons with disability or anticipated disability education at Jūrmala Vocational Secondary School is for free
Description of what does a cook do
Cook is a catering company employee who cooks and designs meals of varying complexity, taking into account cooking technology, the requirements of the company's self-control systems and the rational circulation of all resources. He ensure the preparation and use of manufacturing technological equipment at work, evaluate the quality of raw materials, intermediate products and prepared meals, manage the production and servicing processes of the catering undertaking, organise records and reports.

Education subjects

Professional education subjects:

- Public and human safety
- Sanitation, hygiene and self-control system
- Science of commodities
- Work organisation in the kitchen
- Catering equipment
- Latvian culinary heritage
- Basics of Customer service
- Cooking technology
- Healthy nutrition
- Cooking of flour confectionery
- Professional terminology
- Accounting, reporting and calculation
- Applied communication
- Professional computer programs

General education subjects:

- Latvian language
- Literature
- First foreign language (english)
- Second foreign language (russian)
- Math
- Informatics
- Physic
- Chemistry
- History of Latvia and the World
- Economy

Commercial Employee of Industry

Education program

Commercial Sciences

Code of program

35b 341 02

Qualification
Commercial Employee of Industry Third level of professional qualifications
Previous education
Secondary education (12 classes)
Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Part-time
Duration of the program
2 years
Education document
Diploma of secondary vocational education
Annual tuition fee
For persons with disability or anticipated disability education at Jūrmala Vocational Secondary School is for free
Description of what does a commercial industrial worker do
<p>A Commercial Employee of Industry is a qualified specialist who can work in different commercial units of a manufacturing company - in the purchase and sales of goods, warehouse, accounting, personnel section. He understands the basic principles of the organisation of the production process in the company, can deal with material resource planning and procurement, marketing of products, can make records in this field, may carry out an analysis of economic activity, accounting for activities related to logistics and the marketing of goods, investigating the market situation, as well as taking appropriate decisions in accordance with the legislation of the Republic of Latvia.</p>

Education subjects

Businesslike latvian language
Document management
Applied mathematics
Applied informatics
Labour protection and first aid
Enviromental and health knowledges
Applied communication
Bases of legislation
Production process and quality management
Organisation and logistics of company work
Practical training in a commercial firm
Personnel management
Bases of statistics
Bases of accounting
Management accounting and cost analysis
First applied foreign language
Second applied foreign language
New technologies
Bases of commercial activities and business
Bases of economy
Marketing
Social psychological prepareing
Training practices (560 hours)

<https://www.siva.gov.lv/en/vocational-secondary-education-programmes>