

First-level professional higher education programmes

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Translated by machine translator

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Education program and qualification	Professional skills
Human resource management - staff specialist <i>Duration:</i> full-time: 2,5 years part-time: 3 years	Organise staff records, prepare staff statistical reports, organise recruitment, choose the most efficient way of searching for candidates in given situation, evaluate and build a system of motivation for employees, perform questionnaire process and interception.
Accounting and taxes – accountant <i>Duration:</i> full-time: 2,5 years part-time: 3 years	Carry out financial analysis and interpret changes in indicators, register economic transactions in chronological and systematic accounting registers, draw up financial statements, tax returns, operational management and statistical reports.
Business organisation - marketing and sales specialist <i>Duration:</i> part-time: 3 years	Perform market research, develop and implement a marketing plan, prepare information to the buyer about the product or service to be sold, buy and sell goods, create contacts between buyers and sellers.
Management of hotel services – organiser of hotel services <i>Duration:</i> part-time: 2,5 years	Host guests in a hotel, prepare rooms for guests, serve customer in a restaurant, staff management, plan finances of department, control finances, manage sales of services, knows foreign languages in professional field.
Information technology - computer system and computer network administrator <i>Duration:</i> full-time: 3 years	Set up and configure hardware, perform minor hardware repairs, install and configure software, administer the service and file system, provide computer systems and computer networks with security, advise users and troubleshoot problems, work in the user interface environment.
Applied systems software – programmer <i>Duration:</i> full-time: 3 years	Can use software development tools, design and debug programs, design algorithms and data structures, analyze program code, program using Internet technologies, use software testing techniques, perform system analysis and design.

<p>Sign language interpreter – sign language interpreter - state-funded program. <i>Duration:</i> full-time: 2 years</p>	<p>Translate lectures, speeches as well as other forms of verbal communication directly and reversibly in the language of Latvian sounds and signs in communication between a deaf person and person who hears.</p>
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<https://www.siva.gov.lv/en/first-level-professional-higher-education-programmes>