

## SECRETARIAL STUDIES AND ADMINISTRATIVE ASSISTANCE - STUDY PLAN

COURSE		SECRETARIAL STUDIES AND ADMINISTRATIVE ASSISTANCE								
Course Code/Ner		116								
Degree or Diploma		1st Cycle - Bachelor								
Duration (in semesters)		6 Semesters								
Main Scientific Field		Secretarial Studies								
Director/Coordinator		Anabela Oliveira da Silva Fragata				Email: <a href="mailto:afragata@estgl.ipv.pt">afragata@estgl.ipv.pt</a>				
Admission Requirements		One of the following admission exams: (18) Portuguese, (04) Economy, (17) Mathematic Applied to Social Sciences								
CURRICULUM										
ECTS Code	Curriculum Unit	Scientific Field	Regime A/1S/2S	Type (Compulsory/Optative)	Work Load (hours)					ECTS Credits
					Total	Contact				
						T	TP	LP	TU	
1st YEAR										
1st Semester										
IPV.ESTGL.9800.71101	Portuguese Language	L	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.71211	Archive and Documentation	SEC	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.71103	Introduction to Law	HSS	Semestrial	Compulsory	135		45			5
IPV.ESTGL.9800.71213	Secretarial Techniques I	SEC	Semestrial	Compulsory	189		30	45		7
IPV.ESTGL.9800.71105	Principles of Economics and Business Management	EMS	Semestrial	Compulsory	162		60			6
				Sub - Total	810					30
2st Semester										
IPV.ESTGL.9800.71206	Foreign Language – French/German/Spanish	L	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.71210	Principles of Accounting	EMS	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.71102	English Language	L	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.71212	Statistics Applied to Business	EMS	Semestrial	Compulsory	135		45			5
IPV.ESTGL.9800.71104	Computer Applications	ICT	Semestrial	Compulsory	189		30	45		7
				Sub - Total	810					30

2nd YEAR										
1st Semester										
IPV.ESTGL.9800.72114	Portuguese Culture	L	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.72115	English Culture	L	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.72116	Multimedia Technologies	ICT	Semestrial	Compulsory	216		45	45		8
IPV.ESTGL.9800.72117	Elements of Corporate Finance	EMS	Semestrial	Compulsory	135		45			5
IPV.ESTGL.9800.72118	Labour Law, Ethics and Professional Deontology	HSS	Semestrial	Compulsory	135		45			5
				Sub - Total	810				30	
2st Semester										
IPV.ESTGL.9800.72219	Foreign Culture – French/German/Spanish	L	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.72223	Psychosociology of Organisations	HSS	Semestrial	Compulsory	108		45			4
IPV.ESTGL.9800.72224	Financial Calculus	EMS	Semestrial	Compulsory	162		60			6
IPV.ESTGL.9800.72225	Business Law	HSS	Semestrial	Compulsory	135		45			5
IPV.ESTGL.9800.72226	Secretarial Techniques II	SEC	Semestrial	Compulsory	243		30	60		9
				Sub - Total	810				30	
3rd YEAR										
1st Semester										
IPV.ESTGL.9800.73131	ICT for Secretarial studies	ICT	Semestrial	Compulsory	270		30	60		10
IPV.ESTGL.9800.73127	Human Resources Management and Public Relations	HSS	Semestrial	Compulsory	135		60			5
IPV.ESTGL.9800.73135	International Relations and EU Institutions (or option 1)	EMS	Semestrial	Optative	162		30	30		6
IPV.ESTGL.9800.73139	Public Administration and Competitiveness (or option 2)	EMS	Semestrial	Optative	162		60			6
IPV.ESTGL.9800.73237	EU Law	HSS	Semestrial	Compulsory	81		30			3
IPV.ESTGL.9800.73129	Option 1 - Corporate Communication and Negotiation Techniques	EMS	Semestrial	Optative	162		30	30		6
IPV.ESTGL.9800.73235	Option 2 - Services Marketing	EMS	Semestrial	Optative	162		60			6
				Sub - Total	810				30	
2st Semester										
IPV.ESTGL.9800.73236	Bank and Insurance Operations	EMS	Semestrial	Compulsory	135		45			5

IPV.ESTGL.9800.73128	Administrative Law and Public Services	HSS	Semestrial	Compulsory	108		45			4
IPV.ESTGL.9800.73134	Fiscal Law and Public Finances	HSS	Semestrial	Compulsory	135		45			5
IPV.ESTGL.9800.73238	Project / Traineeship	SEC	Semestrial	Compulsory	432		60	105		16
					<b>Sub - Total</b>	810				30
					<b>Total</b>	4860				180

WORKLOAD - HOURS		SCIENTIFIC FIELDS	
<b>T</b>	Theoretical	<b>LAN</b>	Languages
<b>TP</b>	Theoretical/Practical	<b>HSS</b>	Human and Social Sciences
<b>P</b>	Practical	<b>EMS</b>	Economics and Management Sciences
<b>LP</b>	Lab Practice	<b>FC</b>	Fundamental Sciences
<b>FW</b>	Field Work	<b>CS</b>	Computer Sciences
<b>S</b>	Seminar	<b>AAT</b>	Accounting, Auditing and Taxation
<b>PR</b>	Project		
<b>PL</b>	Placement		
<b>TU</b>	Tutorials		
<b>OT</b>	Others		