



Professional Study School Citadele®

State accredited adult educational institution of Lifelong Learning and Further Education

Registration No. 42103026504. Registration No. in Ministry of Education and Science 3060800104

Telephone/fax 675 288 55; mobile: 295 288 55

info@skolacitadele.lv

<http://www.skolacitadele.lv>

Main facts:

State accredited adult educational institution of Lifelong Learning and Further Education established by „Komplekss Citadele” LCC. All courses are usually from 40 till 960 academic hours long. Graduating state accredited programs receivable state affirmed document for receiving professional qualification of professional development.

Year established: 2001.

Type of activity: adult professional further education and Professional development programs according to European Union Memorandum of Lifelong Learning

Forms of cooperation: cooperation with enterprises, institutions, private training and courses.

Citadele® is state admitted examination center.

Citadele® is examination center for ECDL – people can prepare and take exams and receive European Computer Driving License.

Citadele® has approximately about 1'000 students annually in main cities where located.

Citadele® ensures courses to individuals, state, local government institutions, corporative business clients like State Joint Stock Company Latvian Railway, Special Economic Zone of Liepaya, Center of Integration, Joint Stock Companies “Lauma Fabrics”, “Liepajas Metalurgs” (now called KVV “Liepajas Metalurgs”).

The trade mark **Citadele®** and logo are  patented in the field of education.

Cities where studies provided:

City	Address	Telephone	E-mail
Riga	Pils laukums 4, Rīga, LV 1050	295 288 55	riga@skolacitadele.lv
	Grēcinieku Street 10, Rīga, LV 1050	675 288 55	
Liepaja	Graudu Street 40, Liepāja, LV 3401	634 288 55	liepaja@skolacitadele.lv
Ventspils	Kuldīgas Street 1, Ventspils, LV 3601	277 288 55	info@skolacitadele.lv
Other places in Latvia on request		295 288 55	info@skolacitadele.lv

Learning process: in the mornings, day groups, evening lessons; on individual request

Head of institution: Mrs. Jolanta Zalmansone, Master's Degree in education task management, economics and planning, candidate of Doctoral Degree in pedagogy.

Main spheres where educational programs are provided:

Professional Study School provides state accredited study programs from 40 till 960 academic hours:

- State accredited Professional qualifications:
 - Accountant – 960 acad.hours;
 - House manager - 960 acad.hours;
 - Document manager – 640 acad.hours;
 - Retail employee – 960 acad.hours;
 - Data input operator – 480 acad.hours;
 - Customer service specialist – 480 acad.hours;
- State accredited Professional development programs:
 - Small business organization – 160-320 acad.hours;
 - Project management - 160-320 acad.hours;
 - Bookkeeper's skill development - 160-320 acad.hours;
 - Fire safety – 160 acad.hours;
 - Work safety 40 - 60 acad.hours;
 - Real Estate management – 320 acad.hours;
 - Practical marketing – 160 acad.hours;
- Informal educational programs (from 16 till 150 acad.hours) in spheres like:
 - Safe work;
 - Work with dangerous equipment,
 - Work technologies (electrocar, bridge crane operator);
 - Document management and archiving;
 - Management;
 - Business organization;
 - Project management;
 - Quality Management;
 - Psychology;
 - Communication;
 - Computer bookkeeping;
 - IT (Corel Draw Graphics; AutoCad, MS Office)
 - SAP technologies and efficiency (in cooperation with head of SAP Latvia);
 - Oracle Apex;
 - IT audit;
 - Risk management of IT;
 - Export market analysis;
 - Self - employed persons;
 - Protection of personal data;
 - Lean methodology (in cooperation with our partners from Lean.lv);
 - Production optimization;
 - Business Process analysis;
 - Hygiene requirements in food companies;
 - Languages for every level, professional languages:
 - ❖ Latvian; English, French, Russian, German
- Also we offer individual courses for needs of every Client.