

HIGHER TECHNICAL PROFESSIONAL COURSES

ACCOUNTING AND MANAGEMENT



2017/2018 ACADEMIC YEAR



INSTITUTO
POLITÉCNICO
DA MAIA **IPMAIA**

ACCOUNTING AND MANAGEMENT

COORDINATOR

Inês de Jesus Rodrigues Gonçalves

CONTACT DETAILS

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This Higher Technical Professional Course is a vocational training course taught as part of polytechnic higher education and lasts 4 semesters, corresponding to 120 ECTS.

The course is organised into general and scientific training, technical training and on-the-job training (internship), and each student is awarded with a **Higher Technical Professional Diploma at level 5 of the European Qualifications Framework for Lifelong Learning**.

1. Professional profile

The Higher Technical Professional Course in Accounting and Management aims to train professionals who are able to **coordinate, supervise and execute accounting and financial operations, and to design, plan, innovate, optimise and implement entrepreneurial strategies** to provide support in order to enhance the administration, management and setting up of companies with ethics and social responsibility.

2. Professional opportunities

Accounting technical staff, internal auditors, consultants and advisers; mid-level management, administration and finance staff at public and private companies and NGOs; mid-level staff at financial and insurance institutions; business people/entrepreneurs, financial analysis; continuing with a Bachelor's degree in Accounting (with the recognition of credits), allows graduates access to the profession of chartered accountant (provided that the requirements imposed by the Portuguese Chartered Accountants Association – OCC – are met).

3. Entry requirements (one of the following)

- 3.1 Having completed a **secondary education course** qualification or a legally equivalent qualification.
- 3.2 Having passed the special exams for assessing capacity to attend higher education for **people over 23** (Decree-Law no. 64/2006 of 21 March).
- 3.3 Holding a technological specialisation diploma, a higher technical professional diploma or a higher education qualification.

4. COURSE STRUCTURE

YEAR 1 - 60 ECTS

	Course units	Sem.	Contact hours	ECTS
General and scientific training	Communicating in the Portuguese Language	1	50	5
	Human Behaviour in Organisations	1	50	5
	Economic and Social Culture	1	50	5
	Technical English	2	50	5
	Business Organisation and Management	2	50	5
Technical training	Auditing and Economic and Financial Analysis	2	40	4
	Marketing and Business Communication Principles	2	50	5
	Creation of Business Models	1	50	5
	Commercial, Taxation and Labour Law	1	50	5
	Corporate Finance	2	50	5
	Financial Accounting I	1	50	5
	Business Simulation I (setting up a company)	2	60	6
				60

YEAR 2 - 60 ECTS

	Course units	Sem.	Contact hours	ECTS
Technical training	Corporate Governance, Ethics and Social Responsibility	1	40	4
	Leadership and Business Performance	1	40	4
	Entrepreneurship and Knowledge and Innovation Management	1	50	5
	Analytical and Managerial Accounting	1	60	6
	Financial Accounting II	1	60	6
	Business Simulation II (closing the financial year)	1	50	5
On-the-job Training	On-the-job Training – Internship (750 hours)	2		30
			300	60
		Total	900	120

FOR FURTHER INFORMATION

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Exclusive conditions

- Extensive parking on campus.
- A comfortable, welcoming environment throughout the campus.
- Easy access by public transport, particularly the metro at ISMAI station.
- An environment with new technologies and sport, improved with the construction of a new, state-of-the-art sports complex.

Address

Avenida Carlos de Oliveira Campos
Castêlo da Maia
4475-690 Maia

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E-mail: info@ipmaia.pt



Metro/Line C - ISMAI

5. Continuing studies – Bachelor's degrees

- 5.1 The application by holders of Higher Technical Professional Diplomas to attend IPMAIA Bachelor's degrees is subject to the conditions established by the institution body that is competent to do so in accordance with the law and the statutes. Depending on the Higher Technical Professional Course and Bachelor's degree, these conditions may establish the need to pass a specific IPMAIA admission exam, or allow the exemption to perform such an exam.
- 5.2 Credits acquired on the Higher Technical Professional Course may be transferred to a Bachelor's degree programme when continuing studies.

Observations

- a) Students who intend to apply for an IPMAIA Bachelor's degree course and must sit the specific admission exam will receive suitable preparation during the teaching of the Higher Technical Professional Course.

