

## Curso Superior de Tecnologia em Secretariado /Secretaryship Technology Degree Course

FATECs: Carapicuíba, Itaquaquecetuba, São Caetano do Sul

1st. Term	2nd. Term	3rd. Term	4th. Term	5th. Term	6th. Term
Secretaryship Technology I (2) Events	Secretaryship Technology II (4) profession and practice	Secretaryship Technology III (4) Archiving	Secretaryship Technology IV (4) posture, etiquette and interpersonal relationships	Integrative Project on Secretaryship I (4)	Integrative Project on Secretaryship II (4)
General Administration (4)	Fundamentals of Personnel	Marketing (2)	Geopolitics (2)	Processos Gerenciais (4)	Economics and Sustainable Development (4)
Mathematics (4)	Statistics (4)	Applied Financial Mathematics (4)	Accounting (2)	Financial Management (4)	Quality Management (4)
Information Technology I (2) conc. e	Information Technology II (2)	Information Technology III (2)	Knowledge Production Methodology (2)	Undergraduate Major Work (2)	Corporate and Professional Ethics (2)
Portuguese Language I (4) language and communication	Portuguese Language II (4) business communication	Notions of Law (2)	Information Technology IV (4) project and data base	Academic-Scientific-Cultural Activities I (2)	Academic-Scientific-Cultural Activities II (2)
Spanish Language I and II (4)	Spanish Language III and IV (4)	Portuguese Language III (4) business communication	Academic-Scientific-Cultural Activities II (2)	Academic-Scientific-Cultural Activities III (2)	Academic-Scientific-Cultural Activities III (2)
English Language I and II (4)	English Language III and IV (4)	Spanish Language V (2)	Portuguese Language IV (2) academic	Portuguese Language V (2) writing styles	Elements of Culture of the Peoples (2)
		English Language V and VI (4)	Spanish Language VI (2)	Spanish Language VII (2)	Portuguese Language VI (2) language and
			English Language VII and VIII (4)	English Language IX and X (4)	Spanish Language VIII (2)
					English Language XI (2)
Classes: Weekly 24 Term 480	Classes: Weekly 24 Term 480	Classes: Weekly 24 Term 480	Classes: Weekly 24 Term 480	Classes: Weekly 24 Term 480	Classes: Weekly 24 Term 480

Curricular Internship: 240 hours as from the 4th. Term - Undergraduate Major Work: 160 hours as from the 5th. term

ALLOCATION OF CLASSES PER FORMATIVE CORE					
Basic Core Subjects	Classes	%	Professional Core Subjects	Classes	%
Portuguese Language Communication Skills	80	2,8	Portuguese Language Communication Skills: Applied Portuguese Language	280	9,7
Foreign Language Communication Skills: Spanish Language	80	2,8	Foreign Language Communication Skills: Applied Spanish Language	240	8,3
Foreign Language Communication Skills: English Language	240	8,3	Foreign Language Communication Skills: Applied English Language	200	6,9
Administration	80	2,8	Management	480	16,7
Mathematics and Statistics	240	8,3	Specific Technology Subjects of the Course	440	15,3
Cross-Studies	40	1,4	Cross-Studies and multidisciplinary	480	16,7
<b>TOTAL</b>	<b>760</b>	<b>26,4</b>	<b>TOTAL</b>	<b>2120</b>	<b>73,6</b>

### COURSE LOAD SUMMARY:

2880 classes → 2400 hours (fulfills CNCST, CEE-SP the guidelines by CEETEPS) +  
240 hours of Curricular Internship + 160 hours of Undergraduate Major Work = **2800 Hours**