



Department of Languages & Information Technology Studies
-- HOGESCHOOL GENT --

3de jaar Secretariaatsbeheer optie secretariaat-talen, programma HoGent
 [Academic Year 2002 - 2003]
 (valid until 2002 - 2003)

| No. | Course | Sem. | A | B | C | D | E |
|-----|--|------|------|------|---|------------|-----------|
| 1 | French | | 12.5 | 12.5 | | 75 | 3 |
| 2 | French Communication | J | 12.5 | 12.5 | | 75 | 3 |
| 3 | English | J | 12.5 | 12.5 | | 75 | 3 |
| 4 | English Communication | | 12.5 | 12.5 | | 75 | 3 |
| 5 | | | 12.5 | 12.5 | | 75 | 3 |
| | - German | | 12.5 | 12.5 | | 75 | 3 |
| | - Spanish | | 12.5 | 12.5 | | 75 | 3 |
| 6 | | | 12.5 | 12.5 | | 75 | 3 |
| | - German Communication | | 12.5 | 12.5 | | 75 | 3 |
| | - Spanish communication | | 12.5 | 12.5 | | 75 | 3 |
| 7 | French business communication | | 12.5 | 12.5 | | 75 | 3 |
| 8 | English business communication | | 12.5 | 12.5 | | 75 | 3 |
| 9 | | | 12.5 | 12.5 | | 75 | 3 |
| | - German business communication | | 12.5 | 12.5 | | 75 | 3 |
| | - Spanish business communication | | 12.5 | 12.5 | | 75 | 3 |
| 10 | Personnel policy + social legislation | | 25.0 | | | 75 | 3 |
| 11 | Word processing + integrated software packages | | 30.0 | 45.0 | | 250 | 10 |

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|-----|-------------------------------------|------|---|---|-------|-------------|-----------|
| 12 | Work placements | | | | 275.0 | 500 | 20 |
| | Code: EGSBRS - 10 - 03 version : 01 | | | | | 1500 | 60 |