



**Department of Business, Languages & Information Technology Studies - Aalst**  
**-- HOGESCHOOL GENT --**

3de jaar Secretariatsbeheer optie secretariaat-talen  
 [Academic Year 2002 - 2003]  
 (valid until 2002 - 2003)

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

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12	Traineeship	2			275.0	<b>500</b>	<b>20</b>
	Code: OGSBRS - 00 - 03 version : 03					<b>1500</b>	<b>60</b>