



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

3rd year Secretarial management Section secretarial languages
 [Academic Year 2003 - 2004]
 (only valid in the Academic Year: 2003 - 2004)

| No. | Course | Sem. | A | B | C | D | E |
|-----|----------------------------------|------|------|------|-------|------------|-----------|
| 1 | Dutch | | 15.0 | 10.0 | | 100 | 4 |
| 2 | French | | 15.0 | 10.0 | | 75 | 3 |
| 3 | French language practice | | | 25.0 | | 75 | 3 |
| 4 | English | | 15.0 | 10.0 | | 75 | 3 |
| 5 | English language practice | | | 25.0 | | 75 | 3 |
| 6 | German/Spanish | | 15.0 | 10.0 | | 75 | 3 |
| | - German | | 15.0 | 10.0 | | 75 | 3 |
| | - Spanish | | 15.0 | 10.0 | | 75 | 3 |
| 7 | German/Spanish language practice | | | 25.0 | | 75 | 3 |
| | - German language practice | | | 25.0 | | 75 | 3 |
| | - Spanish language practice | 1 | | 25.0 | | 75 | 3 |
| 8 | Management of the secretariat | | 10.0 | 15.0 | | 125 | 5 |
| 9 | Informatics applications | | 15.0 | 35.0 | | 150 | 6 |
| 10 | Traineeship | | | | 225.0 | 600 | 24 |
| 11 | Optional courses : Select 1 | | 25.0 | | | 75 | 3 |
| | - Studium general | | 25.0 | | | 75 | 3 |

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| No. | Course | Sem. | A | B | C | D | E |
|-----|---------------------------------------|------|------|---|---|-------------|-----------|
| | - Personnel management and social law | | 25.0 | | | 75 | 3 |
| | - Italian | | 25.0 | | | 75 | 3 |
| | Code: OGSBRS - 00 - 03 version : 04 | | | | | 1500 | 60 |