



**Faculty of Business, Languages & Information Technologystudies - Aalst**  
**-- HOGESCHOOL GENT --**

2nd year Secretarial management Section secretarial languages  
 [Academic Year 2004 - 2005]

No.	Course	Sem.	A	B	C	D	E
1	Dutch		10.0	15.0		<b>125</b>	<b>5</b>
2	French		50.0	25.0		<b>150</b>	<b>6</b>
3	French language practice	J		25.0		<b>125</b>	<b>5</b>
4	English	J	50.0	25.0		<b>150</b>	<b>6</b>
5	English language practice	J		25.0		<b>125</b>	<b>5</b>
6	German / Spanish		50.0	25.0		<b>150</b>	<b>6</b>
	- German	J	50.0	25.0		150	6
	- Spanish	J	50.0	25.0		150	6
7	German / Spanish language practice			50.0		<b>125</b>	<b>5</b>
	- German language practice	J		50.0		125	5
	- Spanish language practice	J		50.0		125	5
8	Office management	J	10.0	15.0		<b>150</b>	<b>6</b>
9	Informatics applications	J	25.0	50.0		<b>250</b>	<b>10</b>
10	Optional courses : select 2		50.0			<b>150</b>	<b>6</b>
	- Studium generale	2	25.0			75	3
	- Marketing & public relations	J	25.0			75	3
	- Italian	J	25.0			75	3
	- international developments	J	25.0			75	3

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No.	Course	Sem.	A	B	C	D	E
	Code: OGSBRS - 00 - 02 version : 05					<b>1500</b>	<b>60</b>