



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

2nd year Bachelor in office management - Main Subject: Management Assistant  
 [Academic Year 2004 - 2005]  
 (valid starting from 2005 - 2006)

No.	Course	Ref.	Sem.	P-T 2Y.	A	B	C	D	E
1	Dutch II		1	1	10.0	15.0	12.5	<b>125</b>	<b>5</b>
2	French II		1	1	50.0	25.0		<b>150</b>	<b>6</b>
3	French language training II		2	1		37.5		<b>125</b>	<b>5</b>
4	English II		1	1	50.0	25.0		<b>150</b>	<b>6</b>
5	English language training II		2	1		37.5		<b>125</b>	<b>5</b>
6	Fourth Language II ( German II - Spanish II )			2	50.0	25.0		<b>150</b>	<b>6</b>
	- German II		1		50.0	25.0		150	6
	- Spanish II		1		50.0	25.0		150	6
7	Fourth Language Training II ( German II - Spanish II )			2		37.5		<b>125</b>	<b>5</b>
	- German language training II		2			37.5		125	5
	- Spaans taaltraining II		2			37.5		125	5
8	Office management I		2	1	17.5	20.0		<b>100</b>	<b>4</b>
9	Informatics applications II		1	2	20.0	30.0	25.0	<b>150</b>	<b>6</b>
10	Projects II		2	2		37.5	50.0	<b>150</b>	<b>6</b>
11	Optional subjects I : select two			2	50.0			<b>150</b>	<b>6</b>
	- Studium generale I	M	2		10.0		65.0	75	3
	- Marketing & public relations		2		25.0			75	3

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No.	Course	Ref.	Sem.	P-T 2Y.	A	B	C	D	E
	- International developments		2		25.0			75	3
	- Italian I				25.0			75	3
	- Initiation Spanish I		2		25.0			75	3
	- Initiation German I		2		25.0			75	3
	Code: OCOMGA - 00 - 02 version : 01							<b>1500</b>	<b>60</b>

DT = courses can be taken on a part-time basis, 1 = first part, 2 = second part, etc