



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

3rd year Bachelor in office management - Main Subject: Management Assistant

[Academic Year 2004 - 2005]

(valid starting from 2006 - 2007)

| No. | Course | Ref. | Sem. | P-T 2Y. | A | B | C | D | E |
|-----|--|------|------|---------|------|------|-------|------------|-----------|
| 1 | Dutch III | | 1 | 1 | 15.0 | 10.0 | | 75 | 3 |
| 2 | French III | | 1 | 1 | 15.0 | 10.0 | | 75 | 3 |
| 3 | French language training III | | 1 | 1 | | 25.0 | 12.5 | 75 | 3 |
| 4 | English III | | 1 | 1 | 15.0 | 10.0 | | 75 | 3 |
| 5 | English language training III | | 1 | 1 | | 25.0 | 12.5 | 75 | 3 |
| 6 | German / Spanish III | | | 1 | 15.0 | 10.0 | 12.5 | 75 | 3 |
| | - German III | | 1 | | 15.0 | 10.0 | 12.5 | 75 | 3 |
| | - Spanish III | | 1 | | 15.0 | 10.0 | 12.5 | 75 | 3 |
| 7 | German / Spanish : language training III | | | 1 | | 25.0 | 12.5 | 75 | 3 |
| | - German language training III | | 1 | | | 25.0 | 12.5 | 75 | 3 |
| | - Spanish language training III | | 1 | | | 25.0 | 12.5 | 75 | 3 |
| 8 | Office management II | | 1 | 1 | 10.0 | 15.0 | | 100 | 4 |
| 9 | Informatics applications III | | 1 | 1 | 15.0 | 35.0 | 12.5 | 125 | 5 |
| 10 | Projects III | | 2 | 2 | | | 25.0 | 75 | 3 |
| 11 | Work placements | | 2 | 2 | | | 450.0 | 600 | 24 |
| 12 | Selection list II : select one | | | 1 | 25.0 | | | 75 | 3 |
| | - Studium Generale II | M | 1 | | 10.0 | | 65.0 | 75 | 3 |

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|-----|---------------------------------------|------|------|---------|------|---|---|-------------|-----------|
| | - Personnel management and social law | | 1 | | 25.0 | | | 75 | 3 |
| | - Italian II | | 1 | | 25.0 | | | 75 | 3 |
| | - Initiation Spanish II | | 1 | | 25.0 | | | 75 | 3 |
| | - Initiation German II | | 1 | | 25.0 | | | 75 | 3 |
| | Code: OCOMGA - 00 - 03 version : 01 | | | | | | | 1500 | 60 |

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