



**Faculty of Languages & Information Technology Studies
-- HOGESCHOOL GENT --**

2nd year Bachelor in office management - Main Subject: Management Assistant

[Academic Year 2005 - 2006]

(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	125	5
2	French II		1	1	50.0	25.0		150	6
3	French Language Training II		2	2		37.5		125	5
4	English II		1	1	50.0	25.0		150	6
5	English Language Training II		2	2		37.5		125	5
6	Fourth Language II (German II - Spanish II)			1	50.0	25.0		150	6
	- German I I		1		50.0	25.0		150	6
	- Spanish II		1		50.0	25.0		150	6
7	Fourth Language Training II (GermanLanguage Training II - Spanish Language Training II)			2		37.5		125	5
	- German Language Training II		2			37.5		125	5
	- Spanish Language Training II		2			37.5		125	5
8	Office Management I		2	2	17.5	20.0		100	4
9	Informatics Applications II		1	1	20.0	30.0	25.0	150	6
10	Projects II		2	2		37.5	50.0	150	6
11	Selection I: Select 2 Optional Subjects :			2	50.0			150	6
	- Studium Generale I	M	2		10.0		65.0	75	3

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No.	Course	Ref.	Sem.	P-T 2Y.	A	B	C	D	E
	- Marketing & Public Relations		2		25.0			75	3
	- International Developments		2		25.0			75	3
	- Italian I		2		25.0			75	3
	- Beginners Course Spanish I		2		25.0			75	3
	- Beginners Course German I		2		25.0			75	3
	Code: ECOMGA - 00 - 02 version : 01							1500	60

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