



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

3rd year Bachelor in office management - Main Subject: Management Assistant
[Academic Year 2005 - 2006]
(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	Fourth Language III (German or Spanish)			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	Fourth Language Training III (German or Spanish)			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 Experience		2	2			450.0	600	24
12	Selection II: Select 1 Optional Course			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
	- Beginners Course Spanish II		1		25.0			75	3
	- Beginners Course German II		1		25.0			75	3
	Code: ECOMGA - 00 - 03 version : 01							1500	60

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