



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

2nd year Bachelor in office management - Main Subject: Management Assistant
[Academic Year 2007 - 2008]
(valid starting from 2008 - 2009)

No.	Course	Sem.	P-T 2Y.	A	B	C	D	E
1	Nederlands II en Bedrijfscommunicatie	1	1	24.0	24.0	12.0	150	6
2	Frans II	1	1	24.0	36.0		150	6
3	Frans taaltraining II	2	2	12.0	24.0	12.0	125	5
4	Engels II	1	1	24.0	36.0		150	6
5	Engels taaltraining II	2	2		37.5		125	5
6	Meertalige Zakelijke Communicatie	2	1	24.0	24.0		150	6
7	Management van het secretariaat I	2	2	16.0	20.0	12.0	125	5
8	ICT-Toepassingen II	1	2	12.0	36.0	24.0	150	6
9	Projecten II	2	1		12.0	24.0	100	4
10	Event- en KMO-Management	2	2	24.0	12.0		125	5
11	Keuzepakket kiezen uit:		2	48.0	24.0		150	6
	Code: ECOMGA - 00 - 02 version : 03						1500	60

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