



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

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

No.	Course	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	4th 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	4th Language Training II (German language training II - Spa		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 package I : select two		2				150	6
	- Studium Generale I	2		10.0		65.0	75	3

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No.	Course	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
	- Turks I	2		25.0			75	3
	Code: ECOMGA - 00 - 02 version : 07						1500	60

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