



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

3rd year Bachelor in office management - Main Subject: Management Assistant
[Academic Year 2007 - 2008]
(valid until 2008 - 2009)

No.	Course	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				75	3
	- Studium Generale II	1		10.0		65.0	75	3

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

3rd year Bachelor in office management - Main Subject: Management Assistant
[Academic Year 2007 - 2008]
(valid until 2008 - 2009)

No.	Course	Sem.	P-T 2Y.	A	B	C	D	E
	- 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
	- Turks II	1		25.0			75	3
	Code: ECOMGA - 00 - 03 version : 08						1500	60

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