



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

Postgraduate program Advanced Office Management
[Academic Year 2007 - 2008]

| No. | Course | Sem. | A | B | C | D | E |
|-------------------------------------|--|------|------|------|-------|-------------|-----------|
| 1 | Interpersonele vaardigheden (Nederlands, Frans, Engels) | 1 | 37.5 | 25.0 | | 200 | 8 |
| 2 | Business & Culture (Engels/Frans) | 2 | 25.0 | 25.0 | | 150 | 6 |
| 3 | Case Enquêteuren en Rapporteren | 1 | | 12.5 | 75.0 | 150 | 6 |
| 4 | Seminaries Capita Selecta | S | 25.0 | 25.0 | 50.0 | 150 | 6 |
| 5 | HRM | 1 | 25.0 | | | 75 | 3 |
| 6 | Commerciële support en administratie | 2 | 12.5 | 12.5 | | 75 | 3 |
| 7 | Ondernemingsbeleid | 1 | 25.0 | | | 75 | 3 |
| 8 | Workshop Event Management | 2 | | 12.5 | | 75 | 3 |
| 9 | MS Office Applicaties/Visual Basic | 1 | | 25.0 | | 75 | 3 |
| 10 | Webapplicaties met Macromedia Dreamweaver | 2 | | 25.0 | | 75 | 3 |
| 11 | Onderzoekstechnieken | 1 | 25.0 | | | 100 | 4 |
| 12 | Individuele onderzoeksopdracht en scriptie in samenwerking met een bedrijf | | | | 125.0 | 300 | 12 |
| Code: EYAOMG - 00 - 01 version : 01 | | | | | | 1500 | 60 |