Faculty of Business, Languages & Information Technology studies - Aalst
-- HOGESCHOOL GENT --

3rd 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 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	4th Language III (German III - Spanish III)		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	4th Language Training III (German language training III - S		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 placements	2	2			450.0	600	24
12	Selection package II : select one		1	25.0			75	3

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No.	Course	Sem.	P-T 2Y.	A	B	C	D	E
	- Studium Generale II	1		10.0		65.0	75	3
	- Personal management and social legislation	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: OCOMGA - 00 - 03 version : 07						**1500**	**60**

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