

Faculty of Business, Languages & Information Technologystudies - Aalst
-- HOGESCHOOL GENT --

3rd year Secretarial management Section secretarial languages
[Academic Year 2007 - 2008]

No.	Course	Sem.	A	B	C	D	E
1	Dutch	1	15.0	10.0		100	4
2	French	1	15.0	10.0		75	3
3	French language practice	1		25.0		75	3
4	English	1	15.0	10.0		75	3
5	English language practice	1		25.0		75	3
6	German / Spanish		15.0	10.0		75	3
	- German	1	15.0	10.0		75	3
	- Spanish	1	15.0	10.0		75	3
7	German / Spanish language practice			25.0		75	3
	- German language practice	1		25.0		75	3
	- Spanish language practice	1		25.0		75	3
8	Office management	1	10.0	15.0		125	5
9	Informatics applications	1	15.0	35.0		150	6
10	Work placement	2			225.0	600	24
11	Optional courses : select 1		25.0			75	3
	- Studium generale	2	25.0			75	3
	- Personnel management and social law	1	25.0			75	3
	- Italian	1	25.0			75	3

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	Code: OGSBRS - 00 - 03 version : 05					1500	60