

**Faculty of Business Information & ICT**  
**-- HOGESCHOOL GENT --**

2nd year Bachelor in office management - Main Subject: Management Assistant  
 [Academic Year 2008 - 2009]  
 (valid starting from 2008 - 2009)

No.	Course	Sem.	P-T 2Y.	A	B	C	D	E
1	Nederlands II en Bedrijfscommunicatie	1	1	24.0	24.0	12.0	<b>150</b>	<b>6</b>
2	Frans II	1	1	24.0	36.0		<b>150</b>	<b>6</b>
3	Frans taaltraining II	2	2	12.0	24.0	12.0	<b>125</b>	<b>5</b>
4	Engels II	1	1	24.0	36.0		<b>150</b>	<b>6</b>
5	Engels taaltraining II	2	2	12.0	24.0	12.0	<b>125</b>	<b>5</b>
6	Meertalige Zakelijke Communicatie	2	2	24.0	24.0		<b>150</b>	<b>6</b>
7	Management van het secretariaat I	2	2	16.0	20.0	12.0	<b>125</b>	<b>5</b>
8	ICT-Toepassingen II	1	1	12.0	36.0	24.0	<b>150</b>	<b>6</b>
9	Projecten II	2	2		12.0	24.0	<b>100</b>	<b>4</b>
10	Event- en KMO-Management	2	2	24.0	12.0		<b>125</b>	<b>5</b>
11	Keuzepakket kiezen uit:		2	48.0	24.0		<b>150</b>	<b>6</b>
	Code: ECOMGA - 00 - 02 version : 08						<b>1500</b>	<b>60</b>

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