



**Faculty of Applied Business and ICT (Aalst Campus)
-- 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	Dutch II and business communication	2	1	24.0	24.0	12.0	150	6
2	French II	1	1	24.0	36.0		150	6
3	French language training II	2	1	12.0	24.0	12.0	125	5
4	English II	1	1	24.0	36.0		150	6
5	English language training II	2	1	12.0	24.0	12.0	125	5
6	multilingual business communication	1	2	24.0	24.0		150	6
7	Management van het secretariaat I	2	2	16.0	20.0	12.0	125	5
8	ICT applications II	1	2	12.0	36.0	24.0	150	6
9	Projects II	2	2		12.0	24.0	100	4
10	Event and SME management	2	2	24.0	12.0		125	5
11	Keuzepakket te kiezen		2				150	6
	Code: OCOMGA - 00 - 02 version : 08						1500	60

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