



**Faculty of Applied Business and ICT (Aalst Campus)  
-- HOGESCHOOL GENT --**

2nd year Bachelor in office management - Main Subject: Management Assistant  
[Academic Year 2009 - 2010]

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	<b>150</b>	<b>6</b>
2	French II	1	1	24.0	36.0		<b>150</b>	<b>6</b>
3	French language training II	2	1	12.0	24.0	12.0	<b>125</b>	<b>5</b>
4	English II	1	1	24.0	36.0		<b>150</b>	<b>6</b>
5	English language training II	2	1	12.0	24.0	12.0	<b>125</b>	<b>5</b>
6	multilingual business communication	1	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 applications II	1	2	12.0	36.0	24.0	<b>150</b>	<b>6</b>
9	Projects II	2	2		12.0	24.0	<b>100</b>	<b>4</b>
10	Event and SME management	2	2	24.0	12.0		<b>125</b>	<b>5</b>
11	Keuzepakket te kiezen		2				<b>150</b>	<b>6</b>
	Code: OCOMGA - 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