

BACHELOR

# INTERNATIONAL OFFICE MANAGEMENT

*You will learn to communicate professionally in English and in two other foreign languages.*

BUSINESS & LANGUAGES

1

FIRST YEAR

| SEMESTER 1                         | ECTS* |
|------------------------------------|-------|
| Foreign Language 1A**              | 5     |
| Foreign Language 2A**              | 5     |
| Intercultural Communication Skills | 6     |
| Talent Lab 1 (year course)         | 3     |
| Business Basics                    | 5     |
| ICT Toolkit                        | 6     |
| SEMESTER 2                         | ECTS* |
| Foreign Language 1B**              | 5     |
| Foreign Language 2B**              | 5     |
| International Business English     | 5     |
| Business Economics                 | 5     |
| International Marketing            | 5     |
| International Law                  | 5     |

\*ECTS = European Credit Transfer System credits. More information about ECTS on page 18.

\*\* Choose between German, Spanish, French, Chinese or personal choice.

Curriculum may be subject to change. Consult our website for the latest version: [www.artevelde-uas.be](http://www.artevelde-uas.be).

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BUSINESS & LANGUAGES

# 2

SECOND YEAR

| SEMESTER 1                                    | ECTS* |
|---|-------|
| Foreign Language 1C**                         | 5     |
| Foreign Language 2C**                         | 5     |
| Copywriting                                   | 3     |
| Innovation & Change Management                | 4     |
| People Management                             | 6     |
| Excel Advanced                                | 4     |
| Graphic Media Management                      | 3     |
| SEMESTER 2                                    | ECTS* |
| Foreign Language 1D**                         | 5     |
| Foreign Language 2D**                         | 5     |
| Bachelor Project: Concept & Plan              | 4     |
| Talent Lab 2 (year course)                    | 3     |
| Process & Lean Management                     | 5     |
| Business Ethics                               | 3     |
| Elective: Strategic HRM or Global Citizenship | 5     |

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# 3

## THIRD YEAR

| SEMESTER 1                        | ECTS* |
|-----------------------------------|-------|
| Foreign Experience ✈️             | 30    |
| OR (choose 30 ECTS)               |       |
| Foreign Language 3A or 1E or 2E   | 5     |
| Foreign Language 3A or 1E or 2E   | 5     |
| European Business                 | 4     |
| Management Skills                 | 4     |
| Business Events                   | 5     |
| Current Global Issues             | 5     |
| International Development Studies | 4     |
| E-commerce                        | 5     |
| Sustainable HRM                   | 5     |
| Digital Masters Academy           | 5     |
| Global Citizenship                | 5     |
| SEMESTER 2                        | ECTS* |
| Internship Abroad                 | 19    |
| Bachelor Project: Act & Check     | 8     |
| Talent Lab 3                      | 3     |

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