

**TABLE 2: COURSE DISTRIBUTION PER SEMESTER**

A/A	Course type	Course title	Course code	Periods per week	Period duration	Number of weeks/ Semester	Total periods/ Semester	Number of ECTS
<b>A' Semester</b>								
1.	Major Requirement	Introduction to Computing and Internet	CSL105	3	50'	14	42	6
2.	Major Requirement	Upper Intermediate English	EGL100	3	50'	14	42	6
3.	Major Requirement	Greek Typing I	OAL100	3	50'	14	42	6
4.	Major Requirement	English Typing I	OAL105	3	50'	14	42	6
5.	Major Requirement	Modern Office Practice	OAL110	3	50'	14	42	6
							Total ECTS 30	
<b>B' Semester</b>								
6.	Major Requirement	Introduction to Financial Accounting	ACL100	3	50'	14	42	6
7.	Major Requirement	Word Processing and Spreadsheet Applications	CSL110	3	50'	14	42	6
8.	Major Requirement	Introduction to Business	BSL100	3	50'	14	42	6
9.	Major Requirement	Greek Typing II	OAL115	3	50'	14	42	6
10.	Major Requirement	English Typing II	OAL120	3	50'	14	42	6
							Total ECTS 30	
<b>C' Semester</b>								
11.	Major Requirement	Introduction to Marketing and Digital Strategies	MAR235	3	50'	14	42	6
12.	Major Requirement	Computerized Accounting	OAL200	3	50'	14	42	6

13.	Major Requirement	Technical Text Writing	EGL200	3	50'	14	42	6
14.	Major Requirement	Human Resources	MGT225	3	50'	14	42	6
15.	Major Requirement	Communication & Public Relations	COM115	3	50'	14	42	6
							Total ECTS 30	
<b>D' Semester</b>								
16.	Major Requirement	Database and Presentation Applications	CSL210	3	50'	14	42	6
17.	Major Requirement	Advance Office Management: Integrative & Ethical Approaches	OAL215	3	50'	14	42	6
18.	Major Requirement	Field Work	OAL220	3	50'	14	42	6
19.	Major Requirement	Introduction to Information Systems	CSL215	3	50'	14	42	6
20.	Major Requirement	Event Administration	OAL225	3	50'	14	42	6
							Total ECTS 30	