

## Office Management (1 years / 60 ECTS, Certificate)

**TABLE 2: COURSE DISTRIBUTION PER SEMESTER**

A/A	Course Type	Course Name	Course Code	Periods per week	Period duration	Number of weeks/ Academic semester	Total periods/ Academic semester	Number of ECTS
<b>A' Semester</b>								
1.	<b>C</b>	Introduction to Computing	CSC117	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
2.	<b>C</b>	English Communication	ENG101	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
3.	<b>C</b>	English Text Production I	SEC101	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
4.	<b>GE/FE</b>	Greek Text Production I	SEC102	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
5.	<b>C</b>	Office Administration I	SEC106	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
<b>B' Semester</b>								
6.	<b>C</b>	Word Processing	CSC106	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
7.	<b>C</b>	English Writing	ENG102	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
8.	<b>C</b>	Office Administration II	SEC107	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
9.	<b>C</b>	English Text Production II	SEC201	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>
10.	<b>GE/FE</b>	Greek Text Production II	SEC202	<b>3</b>	<b>55'</b>	<b>13</b>	<b>39</b>	<b>6</b>

\* Course Type: Compulsory Course (C), Elective Course (EL), General Education Elective Course / Free Elective Course (GE / FE), Undergraduate / Postgraduate Assignment (A), Practical training (P), N/A: Not applicable