



Τελικό πρόγραμμα σπουδών στα Αγγλικά (Πίνακας 2 Εντύπου 200.1)



A/A	Course type	Course title	Course code	Periods per week	Period duration	Number of weeks/ Semester	Total periods/ Semester	Number of ECTS
First Year								
A' Semester								
1.	Compulsory	Office Administration and Customer Relationship Management	OFMA100	5	55'	14	70	10
2.	Compulsory	Introduction to Written Communication Skills	OFMA101	7	55'	14	98	10
3.	Compulsory	Introduction to Financial Office Administration	ACCT110	5	55	14	70	10
Total				17	Total			30
B' Semester								
1.	Compulsory	Business Communication	OFMA102	6	55	14	84	10
2.	Compulsory	Technological Applications to Financial Office Administration	OFMA103	7	55	14	98	10
3.	Compulsory	Meetings and Event Planning	OFMA104	6	55'	14	84	10
Total				19	Total			30



A/A	Course type	Course title	Course code	Periods per week	Period duration	Number of weeks/ Semester	Total periods/ Semester	Number of ECTS	
Second Year									
A' Semester									
1.	Compulsory	e-Office	COMP209	6	55	14	84	10	
2.	Compulsory	Social Media Management	OFMA201	7	55'	14	98	10	
3.	Compulsory	Application of Accounting Practices in Business	ACCT209	6	55'	14	84	10	
Total				19	Total			30	
B' Semester									
1.	Compulsory	Administration and Office Operation Planning	OFMA203	6	55'	14	84	10	
2.	Compulsory	Practical Training	PRCT224	—	55'	14	—	10	
Elective courses (Selection of one of the following)									
3.	Elective	Sustainability and Logistics in Office Administration	OFMA202	5	55'	14	70	10	
3.	Elective	Office Administration for Health Professionals	OFMA204	5	55'	14	70	10	
Total				11	Total			30	