

Office Management (1 year / 60 ECTS, Certificate)

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
A' Semester								
1.	C	Introduction to Computing	CSC117	3	55'	13	39	6
2.	C	English Communication	ENG101	3	55'	13	39	6
3.	C	English Text Production I	SEC101	3	55'	13	39	6
4.	EL	Greek Text Production I	SEC102	3	55'	13	39	6
5.	C	Office Administration I	SEC106	3	55'	13	39	6
B' Semester								
6.	C	Word Processing	CSC106	3	55'	13	39	6
7.	C	English Writing	ENG102	3	55'	13	39	6
8.	C	Office Administration II	SEC107	3	55'	13	39	6
9.	C	English Text Production II	SEC201	3	55'	13	39	6
10.	EL	Greek Text Production II	SEC202	3	55'	13	39	6

* 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