



Office Management (2 years / 120 ECTS, Diploma)

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

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A' Semester								
11.	GE/FE	Spreadsheets	CSC125	3	55'	13	39	6
12.	C	Advanced English	ENG201	3	55'	13	39	6
13.	GE/FE	Company and Labor Law	LAW102	3	55'	13	39	6
14.	C	English Text Production III	SEC301	3	55'	13	39	6
15.	EL	Greek Text Production III	SEC302	3	55'	13	39	6
B' Semester								
16.	GE/FE	Presentations Application	CSC126	3	55'	13	39	6
17.	C	Advanced English Communication	ENG205	3	55'	13	39	6
18.	GE/FE	Internet and Electronic Communication	CSC109	3	55'	13	39	6
19.	C	English Text Production IV	SEC401	3	55'	13	39	6
20.	EL	Greek Text Production IV	SEC402	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