



**KHK**

KATHOLIEKE  
HOGESCHOOL  
KEMPEN

**CAMPUS**

**Geel**

**Turnhout**

ASSOCIATIE  
K.U.-LEUVEN



## Studying Office Management at K.H.Kempen University College, Geel, Belgium

**One term (30 ECTS) or  
a full academic year (60 ECTS)  
Programme in English for  
European exchange students**

### **Aim**

Training of management assistants, personal assistants, office secretaries who

- Are multilingual
- Are all-round and communicative
- Are able to fulfil the administrative needs of the business in which they will function
- Know exactly how to run an office
- Are business minded and have a professional attitude

### **Contents**

The programme comprises:

- Thorough study of business communication, English and French or German
- Introduction to business economics through courses on international business, virtual enterprises, business projects and a work placement
- Training of technical skills such as word processing and computer applications
- Corporate social responsibility issues
- Assistance on personal development of office management competences

### **Placement**

- Three month work placement in term 2
- In a real business (multinational, SME or public organisation)
- English or French spoken
- Not remunerated

### **Course prerequisites**

- A sound business background
- Applicants have to be in their second or preferably third year of a comparable degree programme
- Upper-intermediate level of spoken and written English and French/German (minimally CEFR B2). Proven record is required. A diagnostic test upon arrival is compulsory.

### **Assessment**

Individual assessment and project based group work  
ECTS grading scale

## General structure

- Professional bachelor degree programme
- Along with Belgian students in their final year
- Three options:
  - Term 1: 15 September 2010 – 31 January 2011
  - Term 2: 1 February 2011 – 30 June 2011
  - A full academic year

## Application

- Decide if you come for one term (30 ECTS) or a full academic year (60 ECTS)
- Apply before 1 June 2010. Definite answer within two weeks.
- No tuition fee for students of partner university colleges of K.H.Kempen
- A small fee will be charged for course materials and visits.
- A full brochure with course descriptions is available on request.
- Please send registration to Mr Jurgen Basstanie (jurgen.basstanie@khk.be):
  - An Erasmus application form,
  - Full CV and covering letter, including two passport photos,
  - A copy of your passport,
  - Transcript of records and learning agreement.
- Number of participants is restricted to 5 international students to ensure optimal integration in the Belgian group.

## Studying in Geel

Katholieke Hogeschool Kempen is a university college situated in the Kempen, a dynamic region in the province of Antwerp in Flanders, the Dutch-speaking part of Belgium. It comprises eleven departments and has more than 6,400 students. The Business Studies Department has always been an impulse for regional development in the Kempen. It maintains excellent connections with business and industry of the Kempen region and beyond. More information on [www.khk.be](http://www.khk.be).

## Overview full programme

### Term 1: taught programme

OFFICE MANAGEMENT, term 1		
SUBJECT	COURSE	ECTS credits 30
Self Management	Developing OM Competences (portfolio)	3
English	Business English	5
French / German	Business French or Business German	5
Managing the Office	Virtual Enterprises Business Projects	5
International Trade	International Trade and Entrepreneurship	6
Corporate Social Responsibility	Sustainability in Business	3
Information Technology	ICT/Business Intelligence	3

### Term 2: supervised

OFFICE MANAGEMENT, term 2		
SUBJECT	COURSE	ECTS credits 30
Portfolio	Final Paper Portfolio Presentation	4
Work Placement	Work Placement	20
Corporate Social Responsibility	Business Ethics	3
Option Course	Option Course	3