Campus
Geel
Turnhout

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 (minimal-ly 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.

Overview full programme
Term 1: taught programme

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<th>SUBJECT</th>
<th>OFFICE MANAGEMENT, term 1</th>
<th>ECTS credits</th>
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<tr>
<td>Self Management</td>
<td>Developing OM Competences (portfolio)</td>
<td>3</td>
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<tr>
<td>English</td>
<td>Business English</td>
<td>5</td>
</tr>
<tr>
<td>French / German</td>
<td>Business French or Business German</td>
<td>5</td>
</tr>
<tr>
<td>Managing the Office</td>
<td>Virtual Enterprises</td>
<td>5</td>
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<tr>
<td>International Trade</td>
<td>International Trade and Entrepreneurship</td>
<td>6</td>
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<tr>
<td>Corporate Social Responsibility</td>
<td>Sustainability in Business</td>
<td>3</td>
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<td>Information Technology</td>
<td>ICT/Business Intelligence</td>
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Term 2: supervised

<table>
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<th>ECTS credits</th>
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<tr>
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<td>Final Paper Portfolio Presentation</td>
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<tr>
<td>Work Placement</td>
<td>Work Placement</td>
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</tr>
<tr>
<td>Corporate Social Responsibility</td>
<td>Business Ethics</td>
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</tr>
<tr>
<td>Option Course</td>
<td>Option Course</td>
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