



arteveldehogeschool

LID VAN DE ASSOCIATIE UNIVERSITEIT GENT

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FACTSHEET

International Office Management 2017 - 2018

International Office Management

Bachelor degree (3 years)

Why IOM?

Do you have a passion for languages and people? For everything that has to do with the digital world? Do you wish to broaden your horizons and step outside your comfort zone? The world is your playground! Welcome to the English bachelor programme International Office Management!

- Our lecturers are experts in their domain and are easily approachable for students
- All lecturers have acquired the Certificate of Advanced English (CAE)
- Most classes are open for international students, coming to study at our University College for 1 or 2 semesters. So you take classes with an international group of students: guaranteed an enriching experience!
- Employability skills eagerly sought after by employers
- Strong emphasis on guidance and tutoring

For whom?

- Foreign students who wish to enrol for courses taught in English or who wish to study at Artevelde University College to gain a bachelor's degree
- Flemish students who want to immerse themselves in an international environment: you follow courses taught in English, with international students. You learn to pay attention to intercultural communication in no less than three languages (English and two other foreign languages)
- Residents in Belgium who possess a foreign diploma (secondary school, bachelor or master) and who wish to obtain a bachelor's degree in International Office Management

In order to enrol, you need to prove you master English at a high professional level (at least CEFR level B2). For more information, consult our website ('Admission and enrolment procedure').



Who is the IOM student?

- You aim to combine your language skills with a strong emphasis on daily communication and computational thinking. Meeting other cultures is what you strive for!
- You are an efficient and effective organizer: deadlines are challenging targets and you aim high when it comes to the quality of your daily work. You like the action and like to work with a team towards a clearly defined goal.
- Later, you want to go and work in a multicultural and/or multilingual environment because you feel this enriches you as a person. You believe everyone is no more than six steps away from each other (idea of 'six degrees of separation'). Therefore, you want the world to enter your classroom and you want to enter the world!
- You are looking for a broad and practice-oriented programme where you learn how to use the latest ICT tools and where many exciting challenges of the 21st century world are presented to you. Which challenge will you take on?



"Get acquainted with other cultures, combine this international focus with three internships in international companies and a full final year abroad and you know you will graduate being a different person: more mature, more 'skilled', more self-conscious!"

Your programme



The first year

The first year of the programme consists of a variety of general business courses, such as Law, Management, Marketing and Business Economics, combined with intensive language courses in English (Business English, Intercultural Communication) and two (other) foreign languages (options are French, German, Spanish, Chinese, Italian and Swedish).

Your ICT skills are perfected and by following News of the World you get a clearer view on global economic, political, social and/or cultural issues.

The second year

In the second year you will continue to specialise your ICT skills.

With subjects such as Research into practice and process and lean management, you get acquainted with research methods, data collection and process inventory and modelling. You learn more about the exciting world of Human Resources, by discovering more on recruitment and selection of employees, appraisal meetings and so on. Languages remain a strong focal point (26 out of 60 ECTS)!

The third year

The final year takes you abroad for at least one term of study at one of our worldwide partner institutions. We strongly recommend complementing this with an internship in an international company abroad!

Curriculum

First Year

Subject		ECTS
International Business English		4
International Marketing		4
Management & Professional Development 1		5
Management	3	
Professional Development 1	2	
Foreign Language 1a*		5
Foreign Language 2a*		5
e-Officemanagement 1		3
News of the World		4
		30

Subject		ECTS
Law		4
Introduction to HRM		3
Business Economics 1		4
e-Officemanagement 2		3
Foreign Language 1b*		5
Foreign Language 2b*		5
Intercultural Communication Skills		6
		30

*Foreign Language 1 and 2: French, German, Spanish, Chinese, Swedish, Italian etc.

Second Year

Subject		ECTS
Business Economics 2		4
Administrative Organisation		3
e-Officemanagement 3		4
Foreign Language 1c*		5
Foreign Language 2c*		5
International Business Communication A		4
Marketing Communication		3
		28

Subject		ECTS
Recruitment & Selection		3
Business Ethics		3
Foreign Language 1d*		4
Foreign Language 2d*		4
Total Quality Management		7
Project management	2	
Research into practice	3	
Process and lean management	2	
<i>Professional Development 2 and Participation Internship (year subject)</i>		4
International Business Communication B		4
People Management		3
		32

Third Year

Subject		ECTS
Foreign Experience		33
<i>OR</i>		
ERP		3
Online Media Management		3
Graphic Media Management		4
Foreign Language 1e*		3
Foreign Language 2e*		3
Change Management		3
e-Officemanagement 4		3
Logistics & supply chain management		3
Management Skills		4
International Development Studies		4
		33

Subject		ECTS
Bachelor Project		6
Professional Development 3 and Final Internship		21
Final Internship	18	
Professional Development 3	3	
		27

Admission and enrolment

In order to enrol in International Office Management, you need to present the adequate degree in addition to a certificate that proves a thorough knowledge of the English language (level B2).

For more information visit our website: <https://www.arteveldehogeschool.be/en/en/international-office-management> and go to 'Admission and Enrolment'.

Contact

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MEMBER OF GENT UNIVERSITY ASSOCIATION

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