

Institution	<b>Alytaus kolegija</b>
Faculty, department	Faculty of Information and Communication Technologies <b>Department of Management and Administration</b>
Study programme, code of study programme	Company administration, 6531LX120
Study credits and study form	180, full-time studies (3 years)
Chairperson of the Study Programme Committee	Lecturer of Department of Management and Administration Neringa Draugeliene,
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### FULL-TIME STUDY PLAN

SUBJECT	CREDITS
<b>FIRST-YEAR</b>	
<b>SEMESTER 1</b>	
<b>General Subjects of College Studies</b>	
Standards of Language	3
Business Philosophy	3
Foreign Language	6
<b>Compulsory Subjects</b>	
Information Technologies	6
Applied Mathematics	6
Theory of Economics	6
<b>SEMESTER 2</b>	
<b>General Subjects of College Studies</b>	
Foreign Language	3
<b>Compulsory Subjects</b>	
Management	6
Corporation Economics	3
Principles of Administration	3
Organization of Office Work*	6
Data Management	3
<b>Practical Training</b>	
Office Work	6
<b>SECOND-YEAR</b>	
<b>SEMESTER 3</b>	
<b>Compulsory Subjects</b>	
International Protocol and Business Etiquette	6
Document Management	6
Methodology and Statistics of Applied Research*	6
Basics of Accounting	3
<b>Optional Subjects</b>	
Foreign Language II	6
Social Responsibility of Organizations / Management of Electronic Documents	3
<b>SEMESTER 4</b>	
<b>Compulsory Subjects</b>	
Quality Management	6
Communication and Public Relations	6
Personnel Management*	6
<b>Practical Training</b>	
Administration	9
<b>Alternative Subjects**</b>	
	3
<b>THIRD-YEAR</b>	
<b>SEMESTER 5</b>	
<b>Compulsory Subjects</b>	
Environment and Health Safety	3
Marketing	3
Project Management*	3
Social Psychology	6
Labour Law	3
<b>Final Thesis</b>	3
<b>Optional Subjects</b>	
Computerized Accounting of Personnel / Business Information Systems	6

**SEMESTER 6****30**

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<b>Practical Training</b>	
Professional Final	15
<b>Final Thesis</b>	9
<b>Optional Subjects</b>	
Career management / Social Marketing	3
<b>Alternative Subjects**</b>	3

\* – Course Project

\*\* – List of Alternative Subjects [www.akolegija.lt](http://www.akolegija.lt)