

Institution	Alytaus kolegija
Faculty, department	Faculty of Information and Communication Technologies Department of Management and Administration
Study programme, code of study programme	Company administration, 6531LX120
Study credits and study form	180, part-time studies (4 years)
Chairperson of the Study Programme Committee	Lecturer of Department of Management and Administration Neringa Draugeliene,
e-mail addresses	e-mail neringa.draugeliene@akolegija.lt

PART-TIME STUDY PLAN

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

FOURTH-YEARS		48
SEMESTER 7		24
Project Management*		6
Social Psychology		6
Final Thesis		3
Optional Subjects		
Computerized Accounting of Personnel / Business Information Systems		6
Alternative Subjects**		3
SEMESTER 8		24
Practical Training		
Professional Final		15
Final Thesis		9

* – Course Project

** – List of Alternative Subjects www.akolegija.lt