

Institution	Alytaus kolegija
Faculty, department	Faculty of Information and Communication Technologies Department of Management and Administration
Study programme, code of study programme	Company and Enterprise Administration, 6531LX002
Study credits and study form	180, full-time studies (3 years)
Chairperson of the Study Programme Committee	Lecturer of Department of Management and Administration
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FULL-TIME STUDY PLAN

SUBJECT	CREDITS
FIRST-YEAR	60
SEMESTER 1	30
General Subjects of College Studies	
Standards of Language	3
Business Philosophy	3
Foreign Language	6
Compulsory Subjects	
Fundamentals of Law	3
Environment and Health Safety	3
Information Technologies	6
Mathematics	6
SEMESTER 2	30
General Subjects of College Studies	
Foreign Language	3
Compulsory Subjects	
Data Management*	6
Micro-, Macroeconomics	6
Management	6
Intercultural Communication	6
Practical Training	
Practical Training in Application Software	3
SECOND-YEAR	60
SEMESTER 3	30
Compulsory Subjects	
Economic Statistics	3
Quality Management	6
Fundamentals of Business	6
Marketinga	3
Methodology of Applied Research*	3
Document Management	6
Practical Training	
Practical Training in Entrepreneurship	3
SEMESTER 4	30
Compulsory Subjects	
Fundamentals of Accounting	3
Principles of Administration	3
Organization of Office Work *	6
Practical Training	
Practical Training on Organization of Office Work	6
Optional Subjects	
Foreign Language II (English, Russian, French)	6
Sociology / Political Science	3
Alternative Subjects**	3
THIRD-YEAR	60
SEMESTER 5	30
Compulsory Subjects	
International Protocol and Business Etiquette	3
Social Psychology	6
Practical Training	
Specialization Practice (Project Management/Organization of Personnel Work)	9
Optional Subjects	
Specializations	
Project management / Organization of Personnel Work	
Project Initiation and Planning* / Personnel Management*	6

Project implementation / Computerized Personnel Records 6

SEMESTER 6 **30**

Practical Training

Final Practical Training 9

Final Project 12

Optional Subjects

Specializations

Project management / Organization of Personnel Work

Project Assessment / Labour Law 3

Optional Subjects

Career Management / Electronic Document Management 3

Alternative Subjects** 3

* – Course Project

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