

Institution  
Faculty, department

Study programme, code of study programme  
Study credits and study form  
Chairperson of the Study Programme Committee  
e-mail addresses

**Alytaus kolegija**  
Faculty of Information and Communication Technologies  
**Department of Management and Administration**  
Company and Enterprise Administration, 6531LX002  
180, part-time studies (4 years)  
Lecturer of Department of Management and Administration  
Palmira Rodžienė, e-mail palmira.rodziene@akolegija.lt

## PART-TIME STUDY PLAN

SUBJECT	CREDITS
<b>FIRST-YEAR</b>	<b>45</b>
<b>SEMESTER 1</b>	<b>24</b>
<b>General Subjects of College Studies</b>	
Standards of Language	3
Business Philosophy	3
Foreign Language	6
<b>Compulsory Subjects</b>	
Fundamentals of Law	3
Mathematics	6
Information Technologies	3
<b>SEMESTER 2</b>	<b>21</b>
<b>General Subjects of College Studies</b>	
Foreign Language	3
<b>Compulsory Subjects</b>	
Information Technologies	3
Micro-, Macroeconomics	6
Management	6
<b>Practical Training</b>	
Practical Training in Application Software	3
<b>SECOND-YEAR</b>	<b>45</b>
<b>SEMESTER 3</b>	<b>24</b>
<b>Compulsory Subjects</b>	
Data Management*	6
Methodology of Applied Research*	3
Economic Statistics	3
Fundamentals of Business	6
Fundamentals of Accounting	3
<b>Practical Training</b>	
Practical Training in Entrepreneurship	3
<b>SEMESTER 4</b>	<b>21</b>
<b>Compulsory Subjects</b>	
Intercultural Communication	6
Quality Management	6
Principles of Administration	3
<b>Optional Subjects</b>	
Foreign Language II (English, Russian, French)	6
<b>THIRD-YEAR</b>	<b>42</b>
<b>SEMESTER 5</b>	<b>21</b>
<b>Compulsory Subjects</b>	
Marketinga	3
Document Management	6
Environment and Health Safety	3
International Protocol and Business Etiquette	3
<b>Optional Subjects</b>	
Sociology / Political Science	3
<b>Alternative Subjects**</b>	<b>3</b>
<b>SEMESTER 6</b>	<b>21</b>
<b>Compulsory Subjects</b>	
Organization of Office Work *	6
Social Psychology	6
<b>Practical Training</b>	
Practical Training on Organization of Office Work	6

<b>Optional Subjects</b>	
Career Management / Electronic Document Management	3

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<b>FOURTH-YEARS</b>	<b>48</b>
<b>SEMESTER 7</b>	<b>24</b>

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<b>Practical Training</b>	
Specialization Practice (Project Management/Organization of Personnel Work)	9
<b>Optional Subjects</b>	
<b>Specializations</b>	
<b>Project management / Organization of Personnel Work</b>	
Project Initiation and Planning* / Personnel Management*	6
Project implementation / Computerized Personnel Records	6
<b>Alternative Subjects**</b>	3

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<b>SEMESTER 8</b>	<b>24</b>
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<b>Practical Training</b>	
Final Practical Training	9
<b>Final Project</b>	12
<b>Specializations</b>	
<b>Project management / Organization of Personnel Work</b>	
Project Assessment / Labour Law	3

\* – Course Project

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