

Course	Units number	Number of weekly hours			year & level	semester
		theoretical	practical	exercise		
Introduction to computers	6	4	2	-	first year	first
Introduction to operating systems	6	4	2	-	first year	first
Principles of Economics	6	4	2	-	first year	first
Principles of organization and management	4	4	-	-	first year	first
Public Administration	4	4	-	-	first year	first
Correspondence and terminology in English	2	2	-	-	first year	first
Basics of structured programming	6	4	2	-	first year	second
Office application packages	4	2	2	-	first year	second
Accounting principles	6	4	2	-	first year	second
Mathematics and insurance	6	4	2	-	first year	second
Principles of organizational behavior	4	4	-	-	first year	second
Correspondence and terminology in English	2	2	-	-	first year	second
<b>Total units for year 1</b>	<b>56</b>	<b>42</b>	<b>14</b>			