Event Management & Design Program

Program Duration: 9 months

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| **Course Sequence** | **Modules/Lessons** | **Suggested Study Schedule** |
| Event Management & Design | 1. Special Event Management | Week 1 -9 |
|  | 1. Special Event Design and Decoration | Week 10 – 18 |
| Intro to Leadership |  | Week 19 |
| Leaders and Work-life Balance |  | Week 19 |
| Leading and Managing change |  | Week 20 |
| Leading Teams |  | Week 21 |
| Business Essentials |  | Week 22 –23 |
| Management Fundamentals |  | Week 24 - 25 |
| Marketing and Sales |  | Week 26 – 27 |
| Business Financial Management |  | Week 28 – 30 |
| Business in the Electronic Age |  | Week 31 – 32 |
| Business Presentation Skills |  | Week 33 |
| Business Correspondence Level 1 |  | Week 34 -35 |
| Human Resource Management |  | Week 36 – 37 |
| Office Procedures level 1 |  | Week 38 |
| Office Procedures level 2 |  |  |
|  |  | Week 39 |

* The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
* Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
* We recommend students to follow the course sequence in the order listed above.