

Administrative Professional with MS MOS 2016 Program

Program Duration: 9 months

Course Sequence	Modules/Lessons	Suggested Study Schedule
Excel	<ul style="list-style-type: none"> • Introduction to Microsoft Excel 	Week 1
	<ul style="list-style-type: none"> • Intermediate Microsoft Excel 2016 	Week 2
	<ul style="list-style-type: none"> • Advanced Microsoft Excel 2016 	Week 3
Word	<ul style="list-style-type: none"> • Introduction to Microsoft Word 2016 	Week 4 - 7
	<ul style="list-style-type: none"> • Intermediate Microsoft Word 2016 	
	<ul style="list-style-type: none"> • Advanced Microsoft Word 2016 	
	<ul style="list-style-type: none"> • Microsoft Word 2016 Final Exam 	
PowerPoint	<ul style="list-style-type: none"> • Introduction to Microsoft PowerPoint 2016 	Week 8 - 10
	<ul style="list-style-type: none"> • Advanced Microsoft PowerPoint 2016 	
	<ul style="list-style-type: none"> • Microsoft PowerPoint 2016 Final Exam 	
Outlook	<ul style="list-style-type: none"> • Introduction to Microsoft Outlook 2016 	Week 11
	<ul style="list-style-type: none"> • Advanced Microsoft Outlook 2016 	Week 12 - 13
	<ul style="list-style-type: none"> • Microsoft Outlook Final Exam 	
Access	<ul style="list-style-type: none"> • Introduction to Microsoft Access 2016 	Week 14
	<ul style="list-style-type: none"> • Advanced Microsoft Access 2016 	Week 15 - 16
	<ul style="list-style-type: none"> • Microsoft Access Final Exam 	
Administrative Professional	<ul style="list-style-type: none"> • Administrative Professional 	Week 17
	<ul style="list-style-type: none"> • Customer Service 	Week 18
	<ul style="list-style-type: none"> • Goal Setting and Time Management 	Week 19
	<ul style="list-style-type: none"> • Working with Difficult People 	Week 20
	<ul style="list-style-type: none"> • Business Writing 	Week 21-22
Intro to Leadership		Week 23
Leaders and Work-life Balance		Week 23
Leading and Managing change		Week 24
Leading Teams		Week 24
Business Essentials		Week 25 – 26
Management Fundamentals		Week 27
Marketing and Sales		Week 28 – 29
Business Financial Management		Week 30 – 31
Business in the Electronic Age		Week 32 – 33
Business Presentation Skills		Week 34
Business Correspondence Level 1		Week 35

Human Resource Management		Week 36
Office Procedures level 1		Week 37
Office Procedures level 2		Week 38 - 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.