

## Business Administration Program

Program Duration: 12 months

<b>Course Sequence</b>	<b>Suggested Study Schedule</b>
Introduction to Leadership	Week 1
Leaders and work-life balance	Week 2
Leading and managing change	Week 3
Leading teams	Week 4
Business essentials	Week 5 – 6
Management fundamentals	Week 7 – 8
Marketing and sales	Week 9 – 10
Business financial management	Week 11 – 13
Business in the Electronic Age	Week 14 – 15
Business Presentations	Week 16 – 17
Business correspondence level 1	Week 18 – 19
Human resource management	Week 20 – 21
Office procedures level 1	Week 22 – 23
Office procedures level 2	Week 24 -- 26

- 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.