Event Management & Design Program

Program Duration: 9 months

Course Sequence	Modules/Lessons	Suggested Study Schedule
Event Management & Design	I. Special Event Management	Week 1 -9
	II. 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.