Business Administration Program

Program Duration: 12 months

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| **Course Sequence** | **Suggested Study Schedule** |
| 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.