



Course Schedule

TERM 3, 2019 (September 14 – December 7)

BASIC LEVEL			
COURSE TITLE	DAYS	TIME	STARTING DATE
FUNDAMENTALS OF MANAGEMENT	Tuesdays & Thursdays	7:00 pm – 9:00 pm	SEPT. 17
PRINCIPLES OF ECONOMICS	Mondays & Wednesdays	7:00 pm – 9:00 pm	SEPT. 16
PRINCIPLES OF MICROSOFT OFFICE •Word •Excel •PowerPoint •Outlook	Tuesdays & Thursdays	5:30 pm – 7:30 pm	SEPT. 17
FUND. OF SPREADSHEET ANALYSIS	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
FUNDAMENTALS OF MARKETING	Tuesdays & Thursdays	3:00 pm – 5:00 pm	SEPT. 17
ACCOUNTS (BASIC)	Saturdays	9:00 am – 1:00 pm	SEPT. 14
ACCOUNTING & FINANCE FOR MGT.	Tuesdays & Thursdays	5:00 pm – 7:00 pm	SEPT. 17
INTERMEDIATE LEVEL			
SUPERVISORY MANAGEMENT	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
SUPERVISORY MANAGEMENT	Tuesdays & Thursdays	5:30 pm – 7:30 pm	SEPT. 17
MANAGEMENT OF HUMAN RESOURCES	Tuesdays & Thursdays	5:30 pm – 7:30 pm	SEPT. 17
ADMINISTRATIVE MANAGEMENT	Mondays & Wednesdays	5:00 pm – 7:00 pm	SEPT. 16
ENTREPRENEURSHIP MANAGEMENT	Tuesdays & Thursdays	10:00 am – 12:00 pm	SEPT. 17
BUSINESS LAW	Saturdays	9:00 am – 1:00 pm	SEPT. 14
MAINTENANCE MANAGEMENT	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
OCCUPATIONAL SAFETY & HEALTH MANAGEMENT	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
BRAND MANAGEMENT 	Tuesdays & Thursdays	7:00 pm – 9:00 pm	SEPT. 17
CORPORATE & CLINICAL GOVERNANCE 	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
PRACTICAL ADVERTISING & PROMOTION	Saturdays	9:00 am – 1:00 pm	SEPT. 14
FINANCIAL MANAGEMENT	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
ADVANCED LEVEL			
ACCOUNTS (ADVANCED)	Mondays & Wednesdays	5:30 pm – 7:30 pm	SEPT. 16
BACHELOR IN BUSINESS ADMINISTRATION – LEVEL 2 COURSES			
ORAL CHINESE (MANDARIN)	Tuesdays & Thursdays	5:00 pm – 7:00 pm	SEPT. 17
BUSINESS, GOVERNMENT & SOCIETY	Saturdays	9:00 am – 1:00 pm	SEPT. 14
BACHELOR IN BUSINESS ADMINISTRATION – LEVEL 3 COURSES			
BUSINESS POLICY & STRATEGIC MGT.	Mondays & Wednesdays	5:00 pm – 7:00 pm	SEPT. 16
INTERNATIONAL HUMAN RESOURCE MGMT	Tuesdays & Thursdays	7:00 pm – 9:00 pm	SEPT. 17
CORPORATE FINANCE	Saturdays	9:00 am – 1:00 pm	SEPT. 14
SERVICES MARKETING	Mondays & Wednesdays	7:00 pm – 9:00 pm	SEPT. 16

Courses Subject to Change