



# TERM 2, 2019

(April 27<sup>th</sup> - July 20<sup>th</sup>)

COURSE TITLE	DAYS	TIME	STARTING DATE
<b>BASIC-LEVEL</b>			
FUNDAMENTALS OF MANAGEMENT	Tuesdays & Thursdays	7:00 – 9:00 pm	APRIL 30
PRINCIPLES OF ECONOMICS	Mondays & Wednesdays	3:00 – 5:00 pm	MAY 06
BUSINESS COMMUNICATIONS	Mondays & Wednesdays	5:00 – 7:00 pm	MAY 06
PRINCIPLES OF MICROSOFT OFFICE <i>•Word •Excel •PowerPoint •Outlook</i>	Tuesdays & Thursdays	5:30 – 7:30 pm	APRIL 30
FUNDAMENTALS OF SPREADSHEET ANALYSIS	Mondays & Wednesdays	5:30 – 7:30 pm	MAY 06
QUICKBOOKS BASIC – Harbour Road	Saturdays	9:00 am – 1:00 pm	APRIL 27
QUANTITATIVE MANAGERIAL DECISION MAKING	Mondays & Wednesdays	7:00 – 9:00 pm	MAY 06
FUNDAMENTALS OF MARKETING	Tuesdays & Thursdays	3:00 – 5:00 pm	APRIL 30
ACCOUNTS (BASIC)	Saturdays	9:00 am – 1:00 pm	APRIL 27
<b>INTERMEDIATE-LEVEL</b>			
SUPERVISORY MANAGEMENT	Mondays & Wednesdays	5:30 – 7:30 pm	MAY 06
SUPERVISORY MANAGEMENT	Tuesdays & Thursdays	5:30 – 7:30 om	APRIL 30
MANAGEMENT OF HUMAN RESOURCES	Tuesdays & Thursdays	5:30 – 7:30 pm	APRIL 30
ADMINISTRATIVE MANAGEMENT	Mondays & Wednesdays	5:00 – 7:00 pm	MAY 06
ENTREPRENEURSHIP MANAGEMENT	Tuesdays & Thursdays	10:00 am – 12:00 pm	APRIL 30
GENERAL MANAGEMENT	Tuesdays & Thursdays	5:00 – 7:00 pm	APRIL 30
PROJECT MANAGEMENT	Mondays & Wednesdays	5:30 – 7:30 pm	MAY 06
PUBLIC RELATIONS	Saturdays	9:00 am – 1:00 pm	APRIL 27
INDUSTRIAL RELATIONS	Tuesdays & Thursdays	5:30 – 7:30 pm	APRIL 30
<b>EXCEL (INTERMEDIATE)</b> 	Saturdays	9:00 am – 1:00 pm	APRIL 27
ANIMATION (INTERMEDIATE) – Harbour Road	Saturdays	9:00 am – 1:00 pm	APRIL 27
MGT. OF INFORMATION TECHNOLOGY – Harbour Road	Tuesdays & Thursdays	5:00 – 7:00 pm	APRIL 30
<b>HEALTH CARE MANAGEMENT</b> 	Tuesdays & Thursdays	7:00 – 9:00 pm	APRIL 30
MARKETING MANAGEMENT	Tuesdays & Thursdays	5:00 – 7:00 pm	APRIL 30
<b>CONSTRUCTION MANAGEMENT</b>  – Harbour Road	Tuesdays & Thursdays	5:00 – 7:00 pm	APRIL 30
ACCOUNTS (INTERMEDIATE) – Harbour Road	Mondays & Wednesdays	5:30 – 7:30 pm	MAY 06
MANAGEMENT ACCOUNTING	Mondays & Wednesdays	5:30 – 7:30 pm	MAY 06
<b>BACHELOR IN BUSINESS ADMINISTRATION-LEVEL (YEAR 2 &amp; 3)</b>			
GENERAL MANAGEMENT	Tuesdays & Thursdays	5:00 – 7:00 pm	APRIL 30
MANAGERIAL COMMUNICATIONS	Mondays & Wednesdays	5:00 – 7:00 pm	MAY 06
FINANCIAL RISK MANAGEMENT	Saturdays	9:00 am – 1:00 pm	APRIL 27
EMPLOYMENT LAW	Saturdays	9:00 am – 1:00 pm	APRIL 27
CROSS CULTURAL MANAGEMENT	Tuesdays & Thursdays	7:00 – 9:00 pm	APRIL 30

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**Courses Subject to Change**