



PRAIRIE WESTERN COLLEGE

Committed To Excellence In Teaching & Learning

Business Administration 1-year Diploma

56 Weeks (Monday to Friday Evening Sessions, 4 hours per class
or Saturday-Sunday, 10 hours per class)

Module #	Module
1.	Information Technology and Introduction to MS Office
2.	Effective Business Communication
3.	Introduction to Financial Management
4.	Introduction to Economics
5.	Organizational Behavior
6.	Human Resources Management
7.	Introduction to Management
8.	Marketing Management
9.	Introduction to Financial Accounting
10.	Management Accounting
11.	Introduction to Taxation
12.	Resume Writing and Business Professional Skills
13.	Career and Employment Strategies
14.	Customer Care in Business