



PRAIRIE WESTERN COLLEGE

Committed To Excellence In Teaching & Learning

Business Administration 2-year Diploma

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

Module #	Module Name
1.	Information Technology and Introduction to MS Office
2.	Effective Business Communication
3.	Introduction to Financial Management
4.	Principles of Microeconomics
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 Auditing
12.	Introduction to Taxation
13.	Principles of Macroeconomics
14.	Advance Accounting
15.	Entrepreneurship & Business Project
16.	Corporate Finance
17.	Business Mathematics
18.	International Business
19.	Statistics
20.	Canadian Business Law and Ethics
21.	Customer Care in Business
22.	Resume Writing and Business Professional Skills
23.	Career and Employment Strategies