

# LEVEL 4 DIPLOMA IN BUSINESS

# **COURSE ID**

L4DB

## **DEPARTMENT**

**BUSINESS INFORMATION TECHNOLOGY** 

## **CAMPUS**

1 CORNHILL

#### **LEVEL**

**LEVEL 4 DIPLOMA** 

# **METHOD**

LECTURE + PROJECT

# **DURATION**

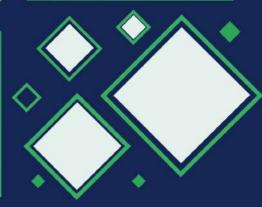
**FULL TIME (06 MONTHS)** PART TIME (12 MONTHS)

# **CREDIT**

120

# **AWARDED BY**

**NCC EDUCATION** 



The Level 4 Diploma in Business Management qualification aims to provide learners with an excellent foundation to pursue careers in a wide range of industries. It is designed to prepare learners to be confident, independent thinkers who understand business and management and can adapt quickly to changing circumstances.

# APPLY NOW!

#### Apply now to make a career in Business Management











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+44 (0) 20 3369 9909

| Options  | Торіс                       | Add-On  | Full-time | Part-time |
|----------|-----------------------------|---|-----------|-----------|
| Option 1 | Level 4 Diploma in Business |   | 6 Months  | 12 Months |
| Option 2 | Level 4 Diploma in Business | Project   | 8 Months  | 14 Months |
| Option 3 | Level 4 Diploma in Business | Project &                                       | 12 Months | 18 Months |
|          |                             | Industrial Training and Paid Internship Program |           |           |

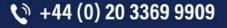
Note: Our Industrial Training and Internship program includes a guaranteed 6 months paid internship (from 10 hours to 40 hours per week) with a technology company. Due to visa restrictions, some international students may not be able to participate in this program.

This qualification is designed to provide learners with the knowledge, understanding, and skills they need to work effectively in a business environment. It is a combination of theoretical and practical knowledge in the areas of academic and research skills, business and global operations, finance and accounting, business communication, leadership, and teamwork.

Completing this qualification will provide learners with the necessary skills and knowledge to enter the world of work in their chosen field.

#### This qualification focuses on the following topics:

- Communication management in the workplace
- the globalisation of the business environment and organisations
- Management of business functions, including human resources
- **b** Business quantitative methods
- A guide to finance for managers
- The conduct of research and academic writing.





Students will gain a thorough understanding of the many facets of international business in today's world. Through the completion of the qualification, students will be exposed to both academic and vocational aspects of a wide range of subjects, enabling them to gain the necessary knowledge and skills to succeed in business or further education.

The qualification is ideally suited to those who have begun or plan to enter a career in the private or public sector. Upon successful completion of the Level 4 Diploma in Business qualification, learners will be able to continue their studies or find employment.



# **COMPLEMENTARY WORKSHOPS**











# **COURSE INFORMATION**

# **COURSE INTAKES**











# **ENTRY CRITERIA**

One 'A' Level or equivalent, or an appropriate School Leavers' certificate deemed to be of a similar level

If a potential student's first language is not English, they must also reach the English Language requirements of either:

International English Language Testing System (IELTS) minimum score of 5.5. Alternatively, take the free NCC Education Higher English Placement Test, which is administered by our Accredited Partner Centres.

OR

GCE '0' Level English C6.

# **COURSE HIGHLIGHTS**

- Hands-on Sessions
- Project-based Learning
- Paid Internship Program
- Industry Mentors
- Group activities
- Presentations
- ✔ Project-based Learning
- Industry Mentors
- Presentations
- ✓ Real world development experience



# **LEARNING OBJECTIVES**

- Understanding and applying the principles of leadership in a business environment
- Review and apply the principles of business management to the industry
- Understanding and applying the principles of management in a specific environment
- Learning management theories and their application in the business world will enhance learners' employability.
- Analyse the problem-solving techniques specific to business and industry
- Collect, review, and analyse information from a variety of sources
- Utilise verbal and written communication skills effectively
- Efforts can be both independent and collaborative
- Managing one's own personal development and growth

# **FULL-TIME BATCHES**



WEEKDAYS BATCH 12:00 pm - 05:00 pm (Mon to Fri)

# **PART-TIME BATCHES**

















Join the Software Automation Testing Certificate course to learn the current state-of-the-art techniques of web and mobile application test automation. LSET teaches this course in a project-based environment that lets you explore real-world applications.







# **COURSE CONTENT**

Browse the LSET interactive and practical curriculum

#### INTRODUCTION

- Course Introduction
- How to make the best of this course
- Course Induction

#### **ESSENTIALS OF MANAGEMENT**

Covers the principles and functions of management. Students will be taught the key elements in planning and decision-making, and the significance of different controls required in an organisation.

#### **FUNDAMENTALS OF ECONOMICS**

Covers fundamental economic theories and concepts which are applied in decision-making in a business environment. Students will gain an understanding of the economic environment and its effect upon business organisations and their markets.

#### **COMMUNICATIONS FOR BUSINESS**

Gives an introduction to a wide range of skills for business professionals. Students will cover the production of various types of documents and presentations as well as the skills needed to communicate effectively in a business environment.

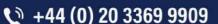
#### **UNDERSTANDING BUSINESS ORGANISATIONS**

introduces the objectives, roles, functions and various forms of business organisations as they adapt to a dynamic and changing environment.

#### **BUSINESS MATHEMATICS**

Covers a range of mathematical techniques and formulae to support business studies and develop the ability to make informed business decisions. Students will also be taught to present and analyse business data.





#### **INTRODUCTION TO FINANCE**

Introduces the basic concepts and techniques of financial and managerial accounting. It considers the role of accounting in recording and reporting financial performance and in providing information to decision makers.

#### **EBUSINESS**

Explores a wide range of applications for eCommerce and the use of these in solving business problems. Students will learn about state-of-the-art technologies and their major impact on the business world.

#### PRINCIPLES OF MARKETING

Examines the role and value of marketing in today's increasingly competitive and dynamic environment. Students will practise marketing principles in order to analyse, plan and implement policies to achieve marketing and corporate objectives.



# **Best Career Paths**



#### **OFFICE MANAGER**

To ensure the smooth operation of their offices, businesses hire highly organised Office Managers. These individuals are usually responsible for managing daily operations, supplies, and communication channels. In addition, they may be responsible for the business's social media pages.



#### PROJECT MANAGER

Every business has projects to complete. This could be the role for you if you have an industry you're passionate about. A Project Manager keeps company projects on schedule and within budget. Coordinate with different departments and communicate directly with clients.



#### **HUMAN RESOURCES MANAGER**

A company is made up of people. As they grow, issues and communication barriers arise. A human resource manager must ensure that communication within an organization is up to standard. They also hire new staff (advertising, interviewing, and arranging paperwork).



# FRONTLINE MANAGER

With a Diploma of Business, you can become a Frontline Manager rather than a team member. A manager in this role coordinates tasks, motivates team members, and ensures the company's standards are met. Training is also provided by frontline managers.



#### **PERSONAL ASSISTANT**

Personal Assistants support executive staff. Communication, appointments, and travel planning are all part of this exciting career. Personal Assistant jobs are also available at entry-level, allowing you to fast-track your career.



## **RETAIL MANAGER**

Retailers who complete a business course are ideal candidates for manager positions. As a Retail Manager, you manage all aspects of the store, strategize to meet objectives, build client relationships, and train and support your team members.

# **TOP COMPANIES HIRING**

















# **ACADEMIC PROGRESSION**

# **LEVEL 5 DIPLOMA IN BUSINESS**

The Level 5 Diploma in Business Management is designed to improve learners' understanding of management within the context of general business operations. This qualification will provide learners with a theoretical understanding of management concepts as well as an overview of general business. Students will be prepared for employment with junior management prospects in general business or for continued professional or academic studies in a related field.





# **OR**

# DIRECT ENTRY TO YEAR 2 OF THE FOLLOWING UK UNIVERSITIES

Universities recognise NCC Education qualifications for entry on to various degree programmes in many subject disciplines or with advanced standing/credit exemption towards years 2 or 3.

#### **ABERTAY UNIVERSITY**



BA (Hons) Business Management

#### **BANGOR UNIVERSITY**



- BSc (Hons) Business Economics
- BSc (Hons) Business Management
- BSc (Hons) Business Management and Finance
- BSc (Hons) Business Management and Marketing
- BSc (Hons) Accounting and Finance
- BSc (Hons) Accounting and Banking
- BSc (Hons) Accounting and Economics
- BSc (Hons) Business Management with Accounting
- BSc (Hons) BSc (Hons) Marketing
- BSc (Hons) Banking and Finance
- BA (Hons) Business Management and Law
- BSc (Hons) Financial Economics

#### **ANGLIA RUSKIN UNIVERSITY**



- BSc (Hons) Business Management
- BSc (Hons) Business Management and Finance
- BSc (Hons) Business Management and Leadership
- BSc (Hons) Business with Economics





- BSc (Hons) Business with Entrepreneurship
- BSc (Hons) Business with Events
- BSc (Hons) Business with Finance
- BSc (Hons) Business with Human Resource Management
- BSc (Hons) Business with Marketing
- BSc (Hons) Business with Tourism
- BSc (Hons) International Business Management

#### **UNIVERSITY OF BEDFORDSHIRE**



- BSc (Hons) Business Studies (General)
- BSc (Hons) Business Studies (International)
- BSc (Hons) Business Studies (Project Management)
- BSc (Hons) Business Studies with Finance
- BSc (Hons) Business Studies with Marketing
- BSc (Hons) Business Management
- BA (Hons) Business Administration (Marketing) Subject to course approval
- BA (Hons) Business Administration (Entrepreneurship and Enterprise) Subject to course approval
- BA (Hons) Business Administration (Finance and Audit) Subject to course approval
- ▶ BA (Hons) Business Administration (Human Resource Management) Subject to course approval

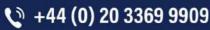
#### **BIRMINGHAM CITY UNIVERSITY**



- BA (Hons) Business
- ▶ BA (Hons) Business Economics
- BA (Hons) Human Resource Management
- ▶ BA (Hons) Business Management
- BA (Hons) Business (Marketing)
- BA (Hons) Financial Economics
- BA (Hons) International Business







#### DE MONTFORT UNIVERSITY LEICESTER



- BA (Hons) Business and Management
- BA (Hons) Business and Marketing
- BA (Hons) Business Management and HRM
- BA (Hons) International Business
- BA (Hons) Human Resource Management

#### KINGSTON UNIVERSITY LONDON

Kingston University London



- BSc (Hons) International Business with business experience (Year Two Entry)
- BSc (Hons) Marketing & Advertising with business experience (Year Two Entry)

#### **GLASGOW CALEDONIAN UNIVERSITY**



- LLB Bachelor of Laws
- BA (Hons) Business Management
- BA (Hons) Finance, Investment and Risk
- BA (Hons) International Business
- BA (Hons) International Business and Human Resource Management
- BA (Hons) International Business and Tourism Management
- BA (Hons) International Business with Languages
- BA (Hons) International Events Management
- BA (Hons) International Fashion Branding
- BA (Hons) International Fashion Business
- BA (Hons) International Marketing
- BA (Hons) International Supply Chain Management
- BA (Hons) Media and Communication
- ▶ BA (Hons) Multimedia Journalism
- BA (Hons) Risk Management
- BA (Hons) Social Sciences











#### **LONDON METROPOLITAN UNIVERSITY**



- BA (Hons) Business Management
- BA (Hons) Digital Business Management
- BA (Hons) International Business Management
- BA (Hons) Marketing

#### **NOTTINGHAM TRENT UNIVERSITY**

NOTTINGHAM TRENT UNIVERSITY

BA (Hons) Business

#### **OXFORD BROOKES UNIVERSITY**



- BA (Hons) Business and Management
- BA (Hons) International Business Management
- BA (Hons) Business, Enterprise and EntrepreneurshipM
- BA (Hons) Business and Management
- BA (Hons) International Business Management

#### STAFFORDSHIRE UNIVERSITY



BA (Hons) Business Management

#### SWANSEA UNIVERSITY



- BSc Business Management
- BSc Business Management (Business Analytics)
- BSc Business Management (e-business)
- BSc Business Management (Enterprise and Innovation)
- BSc Business Management (Finance)
- BSc Business Management (Management Consulting)
- BSc Business Management (Marketing)
- BSc Business Management (Operations and Supply Management)
- BSc Business Management (Tourism)













#### SOUTHERN CROSS UNIVERSITY



- Bachelor of Business Bachelor of Business Administration
- Bachelor of Information Technology
- **Bachelor of Business in Convention and Event Management**
- Bachelor of Business in Tourism and International Hospitality Management
- Bachelor of Business in Hotel Management

#### **UNIVERSITY OF GREENWICH**



- BA (Hons) Business Management
- BA (Hons) Business with Marketing

#### UNIVERSITY OF CENTRAL LANCASHIRE



- BA (Hons) International Business
- BA (Hons) International Business and Management
- BA (Hons) Business and Management
- BA (Hons) Business and Marketing
- BA (Hons) Marketing
- BA (Hons) Digital Marketing
- BA (Hons) International Tourism Management
- BA (Hons) International Hospitality Management
- BSc (Hons) Sport Business Management
- BA (Hons) Event Management

#### UNIVERSITY OF WORCESTER



- BA (Hons) Marketing, Advertising and Public Relations
- BA (Hons) Business and Finance
- BA (Hons) Business and Marketing
- BA (Hons) Accounting and Finance
- BA (Hons) Business, Economics & Finance









- FdA / BA (Hons) Leadership and Management
- **BA (Hons) Business Studies**
- BA (Hons) Business and Human Resource Management



#### **UNIVERSITY OF THE WEST OF ENGLAND (UWE BRISTOL)**

BA (Hons) Business Management









# THE COURSE PROVIDES SHARED EXPERTISE BY



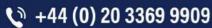


#### Skills You will Gain

- Management Essentials
- **Economics Fundamentals**
- **Business communications**
- Analysing business organisations
- Mathematics for business
- **Finance Introduction**
- Online business
- Marketing principles





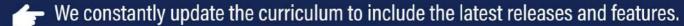


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# **COMPLETE LEARNING EXPERIENCE**



This course provides a hands-on, guided learning experience to help you learn the fundamentals practically.





We let you explore the topics through guided hands-on sessions.

We provide industry professional mentor support to every student.

We give you an opportunity to work on real world examples.

Work with hands-on projects and assignments.

- We help you build a business portfolio that you can present to prospective employers.

# **REASONS TO CHOOSE LSET**

Interactive live sessions by industry experts.

Practical classes with project-based learning with hands-on activities.

International learning platform to promote collaboration and teamwork.

Most up-to-date course curriculum based on current industry demand.

Gain access to various e-learning resources.

One-to-one attention to ensure maximum participation in the classes.

Lifetime career guidance to get the students employed in good companies.

Free lifetime membership to the LSET Alumni Club

# WHAT WILL BE YOUR RESPONSIBILITIES?

Work creatively in a problem-solving environment.

Ask questions and participate in class discussions.

Work on assignments and quizzes promptly.

Read additional resources on the course topics and ask questions in class.

Actively participate in team projects and presentations.







- Work with the career development department to prepare for interviews
- Respond promptly to the instructors, student service officers, career development officers, etc.
- And most importantly, have fun while learning at LSET.

# **CAPSTONE PROJECT**

LSET gives you an opportunity to work on the real world project which will greatly help you to build your business portfolio

LSET emphasises project-based learning as it allows the students to master the course content by going through near real-world work experience. LSET projects are carefully designed to teach the industry-required skills and mindset. It motivates the students on various essential aspects like learning to work in teams, improving communication with peers, taking the initiative to look for innovative solutions, enhancing problem-solving skills, understanding the end user requirements to build user-specific products, etc.

Capstone Projects build students' confidence in handling projects and applying their newly learned skills to solve real-world problems. This allows the students to reflect upon their learning and find the opportunity to get the most out of the course. Learn more about Capstone Projects here.

# **GUIDANCE AND HELP**

A dedicated project coordinator who can mentor students on the process will be assigned to this project. Students can also avail of the instructor's hours as and when needed. LSET may get an industry expert with subject-specific experience to help students understand the industry and its challenges.

# **BENEFITS OF LSET COURSE**

Learning the LSET Course means you have demonstrated hard-working capabilities and learnt the latest technologies by completing hands-on exercises and real-world projects.

Following are some of the traits employers can trust you have built up through your course;

- Following are some of the traits employers can trust you have built up through your course;
- You know the tools which are necessary for your desired job.

- You know how to use the latest technologies to develop technologically advanced solutions.
- You have developed problem-solving skills to navigate complex problem scenarios and find the right solutions.
- Tou are now ready to take on the challenge and help your prospective employer to build the desired solutions.

# WHAT TO EXPECT AFTER COMPLETING THE COURSE?

After earning your certificate from LSET, you can join the LSET's Alumni club. There are countless benefits associated with the Alumni Club membership. As a member of LSET Alumni, you can expect the following;

- 👉 LSET to hold your hand to find a successful career
- Advice you on choosing the right job based on your passion and goals
- Connect you with industry experts for career progression
- Provide you opportunities to participate in events to keep yourself updated
- Provide you with a chance to contribute to the game-changing open-source projects
- Provide you with a platform to shine by allowing you to speak at our events

# REGISTER NOW!

#### Get started on the path to becoming a successful manager

LSET could provide the perfect headstart to start your career in business management









**+44 (0) 20 3369 9909** 

# **COURSE SCHEDULE**

We offer weekday and weekend batch choices so you can up-skill yourself while keeping your full-time job. Both batches follow the same curriculum and learning style. However, weekend batches take a little faster approach.

#### **FULL-TIME BATCH (06 MONTHS)**

| 1s     | t Month                          |                             |                             |                             |                             |
|--------|----------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| DAY    | MON                              | TUE                         | WED                         | THU                         | FRI                         |
| Week 1 | ■ Introduction                   | Essentials of Management    | Essentials of Management    | Essentials of Management    | ■ Essentials of Management  |
|        | Student Services<br>Welcome Call |                             |                             |                             |                             |
| Week 2 | Essentials of Management         | ■ Essentials of Management  | ■ Essentials of Management  | ■ Essentials of Management  | ■ Essentials of Management  |
|        |                                  |                             | Quiz                        |                             |                             |
| Week 3 | ■ Essentials of Management       | Essentials of Management    | ■ Essentials of Management  | ■ Essentials of Management  | ■ Essentials of Management  |
|        | Student Feedback                 |                             |                             |                             | Assignment                  |
| Week 4 | Fundamentals of Economics        | ■ Fundamentals of Economics | ■ Fundamentals of Economics | ■ Fundamentals of Economics | ■ Fundamentals of Economics |
|        |                                  |                             | Quiz                        |                             |                             |



# FULL-TIME BATCH (06 MONTHS)





| 2nd N  | lonth  |                               |                                   |                               |   |
|--------|--|-------------------------------|-----------------------------------|-------------------------------|---|
| DAY    | MON  | TUE                           | WED                               | THU                           | FRI                                       |
| Week 1 | ■ Fundamentals of Economics  | ■ Fundamentals of Economics   | Fundamentals of Economics         | ■ Fundamentals of Economics   | ■ Fundamentals of Economics               |
| Week 2 | <ul> <li>Fundamentals of Economics</li> <li>Interview Preparation</li> </ul> | ■ Fundamentals of Economics   | ■ Fundamentals of Economics  Ouiz | ■ Fundamentals of Economics   | Assignment  ■ Fundamentals of Economics   |
| Week 3 | Communications for Business  Project Introduction Self Study                 | Communications for Business   |                                   | ■ Communications for Business | ■ Communications for Business  Assignment |
| Week 4 | <ul><li>Communications for<br/>Business</li></ul>                            | ■ Communications for Business | ■ Communications for Business     | ■ Communications for Business | ■ Communications for Business             |
|        | Interview Preparation  | Hands-on<br>Workshops         | Quiz                              |                               |   |

| 3rd M  | onth   |  |   |   |   |
|--------|--|--|---|---|---|
| DAY    | MON  | TUE  | WED                                     | THU                                       | FRI                                       |
| Week 1 |  |  |   |   |   |
|        | Communications for Business                                | Communications for Business                                    | Communications for Business             | ■Communications for Business              | Communications for Business  Assignment   |
|        | Interview Preparation                                      |  |   |   | rissignment                               |
| Week 2 | Understanding Business<br>Organisations                    | Understanding Business Organisations                           | Understanding Business<br>Organisations | Understanding Business<br>Organisations   | Understanding Business<br>Organisations   |
|        | Student Feedback   |  | Quiz                                    |   |   |
| Week 3 | Understanding Business<br>Organisations                    | <ul><li>Understanding<br/>Business<br/>Organisations</li></ul> | Understanding Business<br>Organisations | ■ Understanding Business<br>Organisations | ■ Understanding Business<br>Organisations |
|        | Student Feedback   | Hands-on<br>Workshops  |   |   | Assignment                                |
| Week 4 | <ul><li>Understanding Business<br/>Organisations</li></ul> | ■ Understanding<br>Business<br>Organisations                   | Understanding Business<br>Organisations | Understanding Business<br>Organisations   | Understanding Business<br>Organisations   |

# FULL-TIME BATCH (06 MONTHS)





| 4th M  | onth                          |  |                           |                           |                           |
|--------|-------------------------------|--|---------------------------|---------------------------|---------------------------|
| DAY    | MON                           | TUE  | WED                       | THU                       | FRI                       |
| Week 1 |                               |  |                           |                           |                           |
|        | ■ Business Mathematics        | Business<br>Mathematics                        | ■ Business Mathematics    | ■ Business Mathematics    | ■ Business Mathematics    |
|        | Student Services Welcome Call |  |                           |                           |                           |
| Week 2 | Business Mathematics          | <ul><li>Business<br/>Mathematics</li></ul>     | Business Mathematics      | ■ Business Mathematics    | ■ Business Mathematics    |
|        |                               |  | Quiz                      |                           |                           |
| Week 3 | ■ Business Mathematics        | <ul><li>Business</li><li>Mathematics</li></ul> | ■ Business Mathematics    | Business Mathematics      | Business Mathematics      |
|        | Student Feedback              |  |                           |                           | Assignment                |
| Week 4 | ■ Introduction to Finance     | Introduction to Finance                        | ■ Introduction to Finance | ■ Introduction to Finance | ■ Introduction to Finance |
|        | Personality Development       |  | Quiz                      |                           |                           |

| 5th M  | onth                                    |                         |   |                           |                           |
|--------|---|-------------------------|---|---------------------------|---------------------------|
| DAY    | MON                                     | TUE                     | WED   | THU                       | FRI                       |
| Week 1 |   |                         |   |                           |                           |
|        | ■ Introduction to Finance               | Introduction to Finance | ■ Introduction to Finance   | Introduction to Finance   | ■ Introduction to Finance |
|        | Student Services Welcome Call           |                         |   |                           |                           |
| Week 2 | Understanding Business<br>Organisations | Introduction to Finance | ■ Introduction to Finance   | ■ Introduction to Finance | ■ Introduction to Finance |
|        | Student Feedback                        |                         | Quiz  |                           |                           |
| Week 3 | ■ eBusiness                             | ■ eBusiness             | ■ eBusiness   | ■ eBusiness               | ■ eBusiness               |
|        |   | Hands-on<br>Workshops   |   |                           | Assignment                |
| Week 4 | ■ eBusiness                             | eBusiness               | <ul> <li>Understand testing coverage<br/>like code, segment, etc</li> <li>Steps to Perform BBT and WBT</li> <li>Types and Techniques</li> </ul> | eBusiness                 | ■ eBusiness               |
|        | Personality Development                 |                         |   |                           |                           |

# FULL-TIME BATCH (06 MONTHS)





| 6th M  | onth                          |   |                           |                           |   |
|--------|-------------------------------|---|---------------------------|---------------------------|---|
| DAY    | MON                           | TUE   | WED                       | THU                       | FRI   |
| Week 1 |                               |   |                           |                           |   |
|        | eBusiness                     | eBusiness                                     | ■ eBusiness               | ■ eBusiness               | ■ eBusiness                                       |
|        | Student Services Welcome Call |   |                           |                           |   |
| Week 2 | ■ Principles of Marketing     | Principles of Marketing                       | ■ Principles of Marketing | ■ Principles of Marketing | Principles of Marketing                           |
|        |                               |   | Quiz                      |                           |   |
| Week 3 | Principles of Marketing       | <ul><li>Principles<br/>of Marketing</li></ul> | Principles of Marketing   | Principles of Marketing   | ■ Principles of Marketing                         |
|        | Student Feedback              |   |                           |                           | Assignment  |
| Week 4 | Principles of Marketing       | ■ Principles                                  | Principles of Marketing   | Principles of Marketing   |   |
|        |                               | of Marketing                                  |                           |                           | Course Completion Session  Alumni Welcome Session |
|        | Personality Development       |   | Quiz                      |                           | Awards Ceremony                                   |

# PART-TIME WEEKDAY BATCH (12 MONTHS)



| 1st Mo | onth                          |     |   |                          |  |
|--------|-------------------------------|-----|---|--------------------------|--|
| DAY    | MON                           | TUE | WED   | THU                      | FRI                                    |
| Week 1 | Student Services Welcome Call |     | Course Introduction How to make the best of this course Course Induction Student Introduction | Essentials of Management | Essentials of Management               |
| Week 2 |                               |     | ■ Essentials of Management  | Essentials of Management | ■ Essentials of Management             |
| Week 3 | Student Feedback              |     | ■ Essentials of Management  | Essentials of Management | ■ Essentials of Management  Assignment |
| Week 4 |                               |     | ■ Essentials of Management  | Essentials of Management | ■ Essentials of Management             |
|        | Personality Development       |     | Quiz  |                          |  |

| 2nd M  | lonth                   |     |                             |                             |                             |
|--------|-------------------------|-----|-----------------------------|-----------------------------|-----------------------------|
| DAY    | MON                     | TUE | WED                         | THU                         | FRI                         |
| Week 1 |                         |     | Essentials of Management    | Essentials of Management    | ■ Essentials of Management  |
| Week 2 |                         |     | Essentials of Management    | ■ Essentials of Management  | Essentials of Management    |
| Week 3 |                         |     | ■ Fundamentals of Economics | Fundamentals of Economics   | Fundamentals of Economics   |
|        | Student Feedback        |     |                             |                             | Assignment                  |
| Week 4 |                         |     | ■ Fundamentals of Economics | ■ Fundamentals of Economics | ■ Fundamentals of Economics |
|        | Personality Development |     | Quiz                        |                             |                             |

# PART-TIME WEEKDAY BATCH (12 MONTHS)



| 3rd M  | onth             |     |                             |                             |   |
|--------|------------------|-----|-----------------------------|-----------------------------|---|
| DAY    | MON              | TUE | WED                         | THU                         | FRI                                     |
| Week 1 |                  |     | ■ Fundamentals of Economics | ■ Fundamentals of Economics | Fundamentals of Economics               |
| Week 2 |                  |     | ■ Fundamentals of Economics | ■ Fundamentals of Economics | ■ Fundamentals of Economics             |
| Week 3 | Student Feedback |     | ■ Fundamentals of Economics | ■ Fundamentals of Economics | ■ Fundamentals of Economics  Assignment |
| Week 4 |                  |     | ■ Fundamentals of Economics | ■ Fundamentals of Economics | ■ Fundamentals of Economics             |
|        |                  |     | Quiz                        |                             |   |

| 4th M  | onth                    |     |                               |                               |                               |
|--------|-------------------------|-----|-------------------------------|-------------------------------|-------------------------------|
| DAY    | MON                     | TUE | WED                           | THU                           | FRI                           |
| Week 1 |                         |     | Communications for Business   | Communications for Business   | Communications for Business   |
| Week 2 |                         |     | ■ Communications for Business | ■ Communications for Business | ■ Communications for Business |
| Week 3 |                         |     | Communications for Business   | ■ Communications for Business | Communications for Business   |
|        | Student Feedback        |     |                               |                               | Assignment                    |
| Week 4 |                         |     | ■ Communications for Business | ■ Communications for Business | ■ Communications for Business |
|        | Personality Development |     | Quiz                          |                               |                               |



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