

Business and Management Training Programs

Introduction to Business and Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Introduction to Business and Management	Online	30	Interest in Business and Management
Introduction to Business and Management	In-person	30	Interest in Business and Management

Business Communication and Professional Skills

Course Title	Delivery	Duration (Hours)	Prerequisite
Business Communication and Professional Skills	Online	24	Introduction to Business and Management
Business Communication and Professional Skills	In-person	24	Introduction to Business and Management

Principles of Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Principles of Management	Online	40	Introduction to Business and Management
Principles of Management	In-person	40	Introduction to Business and Management

Leadership and Team Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Leadership and Team Management	Online	36	Principles of Management
Leadership and Team Management	In-person	36	Principles of Management

Human Resource Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Human Resource Management	Online	45	Principles of Management
Human Resource Management	In-person	45	Principles of Management

Business Administration and Office Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Business	Online	40	Business

Administration and Office Management			Communication and Professional Skills
Business Administration and Office Management	In-person	40	Business Communication and Professional Skills

Project Management Fundamentals

Course Title	Delivery	Duration (Hours)	Prerequisite
Project Management Fundamentals	Online	45	Principles of Management
Project Management Fundamentals	In-person	45	Principles of Management

Financial Management for Non-Financial Managers

Course Title	Delivery	Duration (Hours)	Prerequisite
Financial Management for Non-Financial Managers	Online	36	Introduction to Business and Management
Financial Management for Non-Financial Managers	In-person	36	Introduction to Business and Management

Marketing Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Marketing Management	Online	40	Introduction to Business and Management
Marketing Management	In-person	40	Introduction to Business and Management

Sales and Customer Relationship Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Sales and Customer Relationship Management	Online	30	Business Communication and Professional Skills
Sales and Customer Relationship Management	In-person	30	Business Communication and Professional Skills

Entrepreneurship and Small Business Management

Course Title	Delivery	Duration (Hours)	Prerequisite
Entrepreneurship and Small Business Management	Online	50	Introduction to Business and Management
Entrepreneurship	In-person	50	Introduction to

and Small Business Management			Business and Management
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Strategic Planning and Business Development

Course Title	Delivery	Duration (Hours)	Prerequisite
Strategic Planning and Business Development	Online	45	Leadership and Team Management
Strategic Planning and Business Development	In-person	45	Leadership and Team Management

Business Analytics and Decision-Making

Course Title	Delivery	Duration (Hours)	Prerequisite
Business Analytics and Decision-Making	Online	36	Business Administration and Office Management
Business Analytics and Decision-Making	In-person	36	Business Administration and Office Management

Negotiation and Conflict Resolution

Course Title	Delivery	Duration (Hours)	Prerequisite
Negotiation and Conflict Resolution	Online	24	Business Communication and Professional Skills
Negotiation and Conflict Resolution	In-person	24	Business Communication and Professional Skills

Comprehensive Program

Course Title	Delivery	Duration (Hours)	Prerequisite
Comprehensive Business and Management Professional Program	Online	220	Introduction to Business and Management + Interest in Business Leadership and Management
Comprehensive Business and Management Professional Program	In-person	220	Introduction to Business and Management + Interest in Business Leadership and Management