



Career Development Department

Business Administration and Management

The Foundation Certificate in Business Administration is solid preparation for any career. Learners are introduced to the concepts and theories of how business organizations are managed. Furthermore, learners choose to enhance their knowledge, develop their skills, advance decision making abilities, improve their capacity of analyzing and synthesizing, and build up strategic planning methods through completing the Career Certificate in Office Administration or the Career Certificate in Management.

Admission Requirements:

1. Applicants must obtain the score for course ENGGB1A on the SEPT.
2. Applicants must have basic computer literacy.

Foundation Certificate in Business Administration

Code	Title	CEUs*	Prerequisite (s)
SBOM101	Interpersonal Skills	3	None
SBHR101	Organizational Behavior	3	None
SBOM102	Human Resources Management	3	None
SBSM101	Principles of Marketing	3	None
SBOM104	Business Finance	3	None

Career Certificate in Management

Code	Title	CEUs*	Prerequisite (s)
SBOM205	Leadership Skills	3	Foundation Certificate
SBOM206	Decision Making and Problem Solving	3	Foundation Certificate
SBOM207	Project Management	3	Foundation Certificate
SBOM208	Strategic Management	3	Foundation Certificate

* Continuing Education Unit equals 10 contact hours.

** Learners who completed a foundation certificate or AUC continuing education certificate are required to sit for the SEPT if they dropped out for a period of one year or more from the date of completing the certificate

Trainees are assessed throughout the term by assignments (lesson plans, observation tasks, practical teaching practice and written reflections) and a written exit test. The final grade is therefore an accumulation of continual and achievement assessment for which the minimum accepted score is 70 percent. Final course grades are NOT based on attendance, since in accordance with SCE's attendance policy, learners must attend at least 75 percent of the class sessions in order to be allowed to take the final examination.

School of Continuing Education

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Business Administration and Management Course Description

SBOM101 Interpersonal Skills

This course helps learners increase their effectiveness when dealing with others. Topics covered include effective communication skills, types of presentations, planning and delivering presentations, establishing goals, time management, handling stress, resolving conflicts, cross cultural communication, self concepts and self-esteem.

SBHR101 Organizational Behavior

This social science course provides the learner with the tools to understand and evaluate individual, group and organizational processes. Topics covered include employees' behaviors, attitudes and job satisfaction, emotions and moods, personalities and values, perceptions and individual decision making, motivation concepts, motivation from concepts to applications, understanding work teams, communication, foundations of organization structure, organization change and stress management.

SBOM102 Human Resource Management

This survey course examines the purpose and domain of the human resource management function in organizations. It stresses skills and techniques used in the various activities within the human resources function and relates them to the overall management of the organization. The course includes brief introductions to development of human resources management, the manager's role in strategic human resources management, personnel planning and recruiting, training and development, performance management and appraisal, coaching, talent management, establishing pay plans, as well as ethics and fair treatment in organizations.

SBSM101 Principles of Marketing

This course is designed to cover the basic concepts relating to the formulation and use of marketing strategies for products, the channels of distribution, the promotion techniques and price. Topics covered will include marketing process, creating customer value, analyzing the marketing environment, marketing cycle and use of the marketing mix.

SBOM104 Business Finance

This course is designed for Non-Finance Managers to provide them with basic knowledge in finance and how it is used for performance management, business improvements and valuation. As well, this course provides the learners with a wide range of the most commonly used financial terms and tools in order to facilitate the decision making process and communication with finance professionals.

SBOM205 Leadership Skills

The course builds a foundation of the essential skills of leadership that enable team leaders to guide their team toward a shared goal through achieving the organization's strategic objectives. Topics covered include leadership, managerial traits and skills, perspectives on effective leadership behavior, participative leadership, delegation and empowerment, power and influence, charismatic and transformational leadership, leading change in organizations, leadership in teams and decision groups, as well as strategic leadership by top executives.

SBOM206 Decision Making and Problem Solving

This course focuses on the competencies for effective problem analysis that lead to sound decisions. This includes identifying the roots of problems, generating and evaluating alternatives and assuming responsibility for decisions taken. Topics cover problem analysis, the context of decision making, group decision making, planning for decisions, decision appraisal, financial assessment, dealing with uncertainty, implementation and evaluations of solutions.



SBOM207 Project Management

The course provides learners with an integrative view of project management. It focuses on how projects contribute to the strategic goals of the organization. It enables learners to comprehend and apply the components of a project plan such as managing risk, scheduling resources, managing progress and controlling projects. Topics covered include project selection and portfolio management, scope management, project team building, conflict and negotiation, cost estimation and budgeting, project scheduling, critical chain project scheduling, resource management, project evaluation and control.

SBOM208 Strategic Management

The course focuses on a broad representation of differing, and often conflicting, perspectives and theories related to strategic management. It provides a comprehensive approach to strategic management and develops learners' capabilities for strategic thinking in the organizational context. Topics covered will include fundamental strategies that organizations adopt to meet the challenges imposed, examining the internal and external environment, creating business strategies, developing corporate strategies, understanding alliances and cooperative strategies, managing strategic change and corporate governance in 21st century.