

## **DIPLOMA OF BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP**

Business administration deals with the activities that need to be completed in order to maintain a certain standard of operations in an organization. Students studying this field can learn about management, decision-making, finance, marketing and productivity. A diploma is awarded to a student for the successful completion of study.

Individuals looking to supplement their careers or education can enroll in a diploma program. Diplomas can enhance a student's skill set and qualifications by preparing them for a particular career. These programs usually take only a short time to complete.

Diploma in Business Administration is a one academic year diploma program consisting mostly of aspects of managing a business and related key points.

Diploma courses focus on topics related to administration, Coordination, Management, Consultation, future risk and profit conditions. It helps to maintain a business and helps to learn management aspects as well.

The focus of the Diploma in Business Administration is on the key areas of business management, leadership and strategy.

Within the curriculum, you will be introduced to business subject areas such as strategic risk management, financial management, and business strategy. Because of our unique teaching and learning approaches, you will also start developing essential skills for the world of work, such as effective problem solving, critical thinking, working in teams and communicating effectively. This course will provide you the opportunity to develop your strategic management skills and apply these procedures and practices to managing at a strategic level in the workplace.

The course will be taught using a combination of examples, discussion questions, cases and homework problems.



<b>Program</b>	<b>Diploma of Business Administration And Entrepreneurship</b>
<b>Credit Hours</b>	<b>72 Credits</b>
<b>Duration</b>	<b>Academic Year (9 Months)</b>

<b>Diploma of Business Administration And Entrepreneurship</b>		
<b>SUBJECT</b>	<b>CODE</b>	<b>CREDIT HOURS</b>
English Language	EN101	6
Principles of Business Administration	BA71	6
Organizational structure	BA72	6
Principles of Accounting	AF81	6
Principle of Marketing	DM131	6
Human Resources Management	HR221	3
Leadership	BA72	3
Customer Care	BA73	3
Negotiations Management	BA74	3
Positive Thinking & Emotional Intelligence	BA75	3
Public Relations	BA76	3
Time Management	BA77	3
Communications Skills	BA78	3
Graduation Project	BA79	18