

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 focuses 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.



Program	Diploma of Business Administration And Entrepreneurship
Training Hours	240 Hours
Duration	9 Months
Fees	2500 USD (\$)
Scholarship Fees	1200 USD (\$)

SYLLABUS

Diploma of Business Administration And Entrepreneurship		
SUBJECT	CODE	TRAINING HOURS
English Language	EN101	24
Principles of Business Administration	BA71	16
Organizational structure	BA72	16
Principles of Accounting	AF81	16
Principle of Marketing	DM131	16
Human Resources Management	HR221	12
Leadership	BA72	10
Customer Care	BA73	10
Negotiations Management	BA74	12
Positive Thinking & Emotional Intelligence	BA75	12
Public Relations	BA76	12
Time Management	BA77	12
Communications Skills	BA78	12
Practical Training	BA79	60