



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.

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.

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

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.

Program	Diploma of Business Administration and Entrepreneurship	
Credit Hours	72 Credits	
Duration	Academic Year (9 Months)	
SUBJECT	CREDIT HOURS	CODE
English Language 101	3	EN101
English Language 102	3	EN102
Principles of Business Administration	6	BA71
Organizational Behavior	6	BA72
Principles of Financial Accounting	3	AF81
Principle of Marketing	6	DM131
Human Resources Management	6	HR221
Leadership	3	BA72
Customer Care	3	BA73
Negotiations Management	3	BA74
Positive Thinking & Emotional Intelligence	3	BA75
Public Relations	3	BA76
Time and Self-Management	3	BA77
Communications Skills	3	BA78
Graduation Project	18	BA79