



PROFESSIONAL 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.



Cambridge

Technical College

Program	Professional Diploma of Business Administration and Entrepreneurship	
Credit Hours	240 Training Hours	
Duration	Academic Year (9 Months)	
SUBJECT	TRAINING HOURS	CODE
English Language 101	20	EN101
English Language 102	20	EN102
Principles of Business Administration	24	BA71
Organizational Behavior	20	BA72
Principles of Financial Accounting	20	AF81
Principle of Marketing	20	DM131
Human Resources Management	16	HR221
Leadership	12	BA72
Customer Care	12	BA73
Negotiations Management	8	BA74
Positive Thinking & Emotional Intelligence	12	BA75
Public Relations	12	BA76
Time and Self-Management	12	BA77
Communications Skills	12	BA78
Graduation Project	20	BA79