

## **BUSINESS STUDIES & BUSINESS MANAGEMENT**

Covering all the major business studies areas and topics, the diploma in Business studies program has, over a fifteen year period, achieved international recognition and is now undertaken by students in over 100 countries.

In addition to providing a comprehensive knowledge of each of the major business functions, the structure of the course ensures that students have the widest possible range of career, employment and higher education options open to them on completion of their studies.

### **Objectives**

To provide prospective business and management students with a body of knowledge which will?

- a) Increase their employment opportunities
- b) Prepare them for eventual supervisory and management careers in industry and commerce and
  
- c) Provide them with a qualification which will enable specialized business programs at a later stage in their business or academic careers.

The program is also suitable for working supervisors and managers who required recognized business qualifications for career advancement or promotion purposes

## **BUSINESS STUDIES & BUSINESS MANAGEMENT**

### **Part 1 – Diploma**

#### **Subjects**

1. International Business Communications
2. Business Management & Administration
3. Numeracy & statistics
4. Marketing

**Duration: 6 months**

### **Diploma Part 2**

#### **Subjects**

5. Accounting
6. Economics for Business
7. Business Law
8. Organizational Behavior

**Duration: 9 months**

### **The Advanced Diploma in Business studies & Management**

#### **Subjects**

1. Strategic Management
2. Marketing Management
3. Human Resource Management
4. Customer Service (new)

**Duration: 9 months**

### **The Advanced Diploma in Business Studies & Business Management is awarded on completion of the above subjects.**

Graduate Diploma in Management Studies

This advanced level management program is regularly selected by employers seeking a suitable program of study for their middle and line managers.

The structure of the program ensures that students are able to develop both academic knowledge and practical management skills.

The qualification also gives entry to a range of other post graduate programs.

## **Graduate Diploma in Management studies**

1. Corporate Policy
  2. Financial Management
  3. Leadership Studies
  4. The international Business Environment
- ❖ Corporate Policy is examined by means of research project and a Report.  
Duration: 9 months
  - ❖ A graduate Diploma in management studies is awarded on completion of the subjects above. The Graduate Diploma is designed to provide senior supervisors, managers and advanced level business students with a Post – Graduate/ post experience level management qualification for career development purposes.
  - ❖ It is also suitable for holders of degree in non –business and management disciplines that require a high-level management qualification.