



## **Business Administration Diploma Curricular Requirements**

### **Study Period -Two Years**

#### **COURSES IN THE MAJOR:**

In addition to the general education students pursuing a Diploma in Business Administration must complete the following 16 courses in the major to fulfil the Diploma qualification requirements

BUS110 Principles of Business Management

BUS111 Principles of Economics

BUS 112 E- Commerce

BUS113 Entrepreneurship

BUS106 Business Law and Ethics

BUS 114 Business Policy and Strategy

BUS115 Leadership Skills

BUS116 Quality Management

BUS117 Information Technology

BUS118 Human Resources Management

BUS119 Assets and Transport Management

BUS120 Stores Management

BUS121 Marketing

BUS104 Financial Accounting

BUS105 Managerial Accounting

BUS106 Money markets & Investment

### **GENERAL EDUCATION**

Students pursuing a Diploma in Business Administration must complete the following 8 courses in the general class to fulfil the Diploma curricular requirements.

#### **Foundational Requirements -1 Course required**

BUS101 Online Learning & Research Fundamentals

#### **Mathematics & Statistics-2 Courses required**

BUS103 Introduction to Statistic with R function

BUS102 Business Mathematics

#### **Formal Communication Requirement – 1 course required**

BUS105 Business Communication

#### **Values and Ethical Reasoning – 2 course required**

BUS107 Environmental Sciences

BUS122 Occupational Health & Safety

#### **Disciplinary Areas of Knowledge Requirement – 2 courses required**

BUS108 Sociology

BUS109 Emotional Intelligence

**A total of 24 courses must be successfully completed for a Diploma in Business Administration**