

## **DIPLOMA IN BUSINESS MANAGEMENT.**

### **PURPOSE OF THE COURSE**

Any individuals who are or wish to be involved in Business Management will access this qualification.

This qualification allows students to develop the skills required to enter the arena of Business Management and Entrepreneurship. The qualification provide general business skills and practical approaches to all aspects of Business Management.

This qualification in Business Management is designed to meet the needs of those learners who enter the field of Business Management. The whole Business Management field per se is a key business function necessary for the

success of any organisation, both strategically and operationally.

The Business Management course will provide a broad knowledge and skills needed in the industry and to progress along a career path for learners.

Many different roles and careers are linked to and affected by this course. They include, but are not limited to:

- Business Managers
- Business Directors
- Business Manager Assistants
- Business Planners
- Managers

The course in Business Management should produce knowledgeable, skilled Business Managers who are able to contribute to improved productivity and efficiency

within the industry. It should provide the means for current individuals in the Business Management field to receive recognition of prior learning and to upgrade their skills and knowledge base.

**COURSE DURATION :**  
**(N4 – N6 )18 months**

### **AWARD :**

A student will qualify for a National N Diploma in **Business Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

### **Certification Body :**

All N Certificate and Diplomas are issued by the National Department of Education and are recognised by Commerce and Industry

### **SYLLABUS :**

#### **Subjects in N4 (6Months)**

Computer practice  
Entrepreneur and Business Management  
Financial Accounting  
Management communication

#### **Subjects in N5 (6Months)**

Computer practice  
Entrepreneur and Business Management  
Financial Accounting  
Sales Management

#### **Subjects in N6 (6Months)**

Computer practice  
Entrepreneur and Business Management  
Financial Accounting  
Sales Management

Information on registration and fees please click on Registration see previous page

