

**COURSE NAME:** Diploma in Business and Office Administration

**INTRODUCTION:**

**CODE:** DEI

**MNQF:** Level 5

**DURATION:** 1 year

**COURSE FEE:** 31,700/- MRF

Registration Fee: 500 MRF

SEM I: 15,600/- MRF

SEM II: 15,600/- MRF

**MODE:** Face to Face

**ENTRY CRITERIA:** Successful Completion of Higher Secondary Education OR

MNQF level 3 qualification in the Civil field

**INTAKE:** January / July

**MODULES:**

*SEMESTER I*

- English
- Business Fundamentals
- Finance and Accounting
- Office Management
- Computing Skills

*SEMESTER II*

- ICT for Office and business admin
- Marketing Management
- Human Resource Management
- Business Law and Administrative Practice
- Leadership Skills