

Diploma in Business Administration Modules

YEAR 1	SEMESTER	MODULE NAME
	Sem-1	<ul style="list-style-type: none"> • Introduction to Computer Applications • English Language-1 • Principles of Business Administration • Professional Ethics & Communication Skills • Management of Information Systems • Principles of Accounting
YEAR 2	Sem-2	<ul style="list-style-type: none"> • English Language-2 • Islamic Studies • Technical Writing • Training and Development of Human Resources • Human Resources Management • Marketing Foundations • Total Quality Management
	Sem-3	<ul style="list-style-type: none"> • English Language-3 • Vocational Guidance and Excellence • Strategic Management • Organizational Change and Development • Time Management • Principles of Economics • Administrative Communications and Business Writing
	Sem-4	<ul style="list-style-type: none"> • Learning Skills • Organizational Behaviour • Recruitment and Selection • Managerial Leadership • Business Law • Logistic Management
YEAR 3	Sem-5	<ul style="list-style-type: none"> • Co-Operative Training (Internship Project)