



Diploma in Business Administration & Computer Systems

The Business Administration course provide candidates with a wide range of educational opportunities and prepares them to pursue a range of careers in the fields of accounting, banking, insurance, purchasing, entrepreneurship, marketing, tourism, government, not-for-profit and international business. The Business Administration course provides access to theoretical training and practical experience in all functional areas of business organisations and help candidates develop the knowledge and skills necessary to deal with the continually changing needs of organisations. Candidates develop essential skills and knowledge in business by covering the theory and practices of administration.

Why does the course exists – To explore vital topics in accounting, administration and social issues, important for candidates to be competitive. The introductory knowledge imparted in the certificate level is expanded further and make candidates fully understand how organisations operate.

How does it fits into the larger programme – Every organisation needs a manager, and most importantly, today's world include computer systems. Understanding the role and concepts of technology implementation is crucial for every manager.

For who it was designed – The course is designed for those who complete the Certificate in Business Studies & Internet Technology level and interested in pursuing the generic business administration as opposed to a specific fields for example, Accounting, Human Resource, Marketing or Hospitality.

How it will benefit candidates – Candidates will be knowledgeable in a number of fields – economics, accounting, administration and computing. Candidates also achieve academic knowledge required when pursuing employment.

Subjects:

- Accounting
- Business Administration
- Economics
- Business Computer System
- Business Ethics

Accounting – Accounting is the backbone of business. Ethical and professional accounting forms a clear financial image of a business, and allow managers to make informed decisions, keeps investors abreast of developments in the business, and keeps the business profitable. Accountancy (profession) or accounting (methodology) is the measurement, disclosure or provision of assurance about financial information that helps managers, investors, tax authorities and other decision makers make resource allocation decisions.

Business Administration – A rapidly changing economy means more opportunities for those who have specific business administration knowledge and skills. The concept of business administration

encompasses all aspects of owning and operating a business. This includes everything from business management to marketing of the goods and services being offered.

Economics – Economics is the study of how people choose to use resources. Resources include the time and talent people have available, the land, buildings, equipment, and other tools on hand, and the knowledge of how to combine them to create useful products and services. We need economics because we as individuals and as a society, experience scarcity (of raw materials, of goods and services, of time, and so on) in relationship to our ever-growing needs and wants. Economics examine how we make choices: a new car or college tuition; more hospitals or more highways; more free time or more income from work? It gives us a way of understanding how to make best use of natural resources, machinery, and people's work efforts. The beauty of studying Economics is that one is given an insight into so many different subject areas. Economic issues are interrelated with the study of Business, Law, Accounting, Politics, Sociology, History, Land and Property Management, Engineering....the list is endless! Almost every subject area has to consider certain issues that are classed as 'Economics' to help candidates understand how and why decisions are made. For example in the study of Construction Management candidates need to understand why certain resources are used, how scarcity affects production decisions, and the costs and benefits to the consumer and producer of choosing one product over another. This is Economics!

Business Computer Systems - In the modern workplace, it is imperative that technology works both effectively and reliably. Computer and information system managers play a vital role in the implementation of technology within the organisations. Computer and information systems managers plan, coordinate, and direct research and facilitate the computer-related activities of firms. They help determine both technical and business goals in consultation with top management and make detailed plans for the accomplishment of these goals. This requires a strong understanding of both technology and business practices.

Business Ethics – plays a major role in business administration/management. When business people speak about “business ethics” they usually mean one of three things: (1) avoid breaking the criminal law in one’s work-related activity; (2) avoid action that may result in civil law suits against the company; and (3) avoid actions that are bad for the company image. Businesses are especially concerned with these three things since they involve loss of money and company reputation.