DBA (Diploma in Business Administration)

**Overview**

- 12 courses;
- Each with 36 credit hours exclusive of Exam Timings.
- 3 Courses per Trimesters
- 4 Trimesters
- Saturday, Sunday Classes (or upon mutual agreement)

**Who is this Program for?**

The Diploma of Business Administration provides managerial-level training for personnel of an organization.

The learning acquired through this program would make staff performance, thinking out-of-box, develop interpersonal skills, develop managerial skills, develop business expertise, competitive advantage, and career advancement. Students can outshine exposing their broad range of duties in every sector of the operations of the company.

The skills participants will gain from this business program will prepare them for a range of administrative careers, including office manager, senior executive assistant, personal assistant and administrator.

Successful candidates exhibit the characteristics that typify successful business leaders: intellectual curiosity, positive competitive spirit, the desire to succeed, creative and resourceful problem-solving skills, effective communication, solid ethics, and the ability to thrive in dynamic team environments.
Benefits

1. HEC accredited Diploma
2. Diploma Program leading to EMBA for those meeting the requirements.
3. Helps in creating Managers & work on the succession planning.
4. Tailor-made to the needs of organization without compromising the rigor and standards of IBA, Karachi.
5. Final Projects specific to organization.

Eligibility Criteria

Must have a bachelor’s degree (with a minimum of 60%) from recognized university in any area of study and:

✓ 14 Years Education with 6 years’ post-quantification work experience.
✓ 16 Years Education with 3 years’ post-quantification work experience.
✓ The IBA also accepts holders of professional degrees (B.E., M.B.B.S., etc).

Standard Subjects

1. Accounting for Decision Making  ACC 505.
4. Production & Operational Management  MGT 311.
6. Organizational Behavior  MGT 221.
7. Communication & Negotiation Skills  MGT 503.
10. Leadership Development in Organization  MGT 518.

Basis of Evaluation

A standard program is generally evaluated on the following basis:

1. 30% Class Participation/Presentations/Group Work etc.
2. 30% Mid Term Examination.
3. 40% Final Examination.

Note: the evaluation criteria may change according to particular program requirements.

A standard project will consist of:

1. Live Case Study.
2. Research on given topic (either Qualitative or Quantitative).
3. Group Presentation.

Note: Mentors for Final Project will be decided during the 2nd trimester which includes IBA Faculty and the company representatives.
Disclaimer: All the Matter stated in this document is Tentative and can be tailored as per Client’s needs (maintaining the rigor and standards of IBA).