



# BACHELOR PROGRAM IN BUSINESS ADMINISTRATION



## ELIGIBILITY

12TH PASS/ANY DIPLOMA



## DURATION

(REGULAR) 3 YEARS  
(FAST TRACK) 1 YEAR



## WORK EXPERIENCE

3 YEARS

## COURSE DESCRIPTION

Business administration is a broad field that encompasses a wide range of management positions. To succeed, every operation, from large corporations to small businesses, requires skilled administrators. People who are motivated and organised thrive in business, where the stakes are frequently high. Understanding how to deal with stress will help you keep your cool—and your business profitable. For starters, a job in business administration will necessitate more than a high school diploma. At the very least, an associate's degree in business will prepare you for entry-level positions in the field. A bachelor's degree will help you gain a better understanding of organisational leadership, people management, and strategic planning. Straight out of high school, you'll be qualified for a variety of business positions with a bachelor's degree.

## **ABOUT US**

In order to integrate the personnel strategy with the employer's business, we are devoted to providing qualified, talented, and professional manpower solutions to all sectors. We also provide a variety of training options to our applicants since we think it is important to support their professional development and excellence. With a large pool of applicants ranging from recent graduates to senior jobs, Job Scan can locate, screen, assess, and select prospects who meet the requirements of the hiring manager. Using our high standards for behaviors, and we respect the contributions of each customer and applicant we work with.

## **SUBJECTS**

### **YEAR 1**

- **COMMUNICATION**
- **THEORY OF MANAGEMENT**
- **FINANCIAL MANAGEMENT**
- **FINANCIAL ANALYSIS**
- **QUALITY MANAGEMENT**

### **YEAR 2**

- **HUMAN RESOURCE MANAGEMENT**
- **IT**
- **STRATEGIES OF MANAGEMENT**
- **MARKETING PRINCIPLES**
- **E-COMMERCE**

### **YEAR 3**

- **COST ACCOUNTING**
- **ORGANIZATIONAL BEHAVIOUR**
- **ETHICS**
- **CONSUMER BEHAVIOUR**
- **MERGERS AND ACQUISITIONS**

## **EXAM & DURATION**

**ONLINE EXAM: 2HRS/PAPER**

**TOTAL FEES: RS. 37,000**

**INTERNATIONAL FEES: \$ 500**