

APPROVED

**Diploma in Business (Office Management)****Faculty of Business and Logistics**

Programme Title (Arabic)	(ٲٲبٲكٲمٲا ٲرادٲال) لام ٲال ٲرادٲا ٲف ٲولٲبٲل					
Acronym / Abbreviation *	Dip Bus OM					
Nature	Specialisation					
Programme Code	BBS6013	Programme Duration	2 Year/Cycle	Programme Level	Level 6	
Programme Credits	240	Award Category	Diploma			
Effective From	2022/2023 Sem 1					
Owner	School of Business					
Professional Body						
Professional Body	Recognition Status	Effective From	Interim Date	Professional Bodies	Contact Person	Evidence
Employability Skills	Yes	04/01/2021				
Target Groups *						
High School Graduates						
Unemployed						
Other						
Qualification Completion Requirements Criteria	<div>Awarded where candidates have met all of the requirements below (240 Credits):</div> <ul style="list-style-type: none"><li>Successful completion of all courses listed in schedule A, including 45 credits of English courses</li><li>Completion of the National Requirements courses</li></ul>					
Programme Overview *	<div>The Business programme is based on a curriculum that provides a solid foundation in a broad range of business disciplines, which widen students' ability to think strategically, and which enhance their employability. The programme has been designed to provide opportunities for students to gain a sound understanding of the business environment with options to major in a specialised field as determined in consultation with Bahraini industry. Students may choose to exit with a Diploma in Business which covers the first two years of the programme. Each major has a range of courses to allow students to study in areas which are of relevance and interest to their individual career plan. The design of this programme also offers flexibility by allowing selection of courses from not only other business disciplines but also from other Bahrain Polytechnic programmes.</div>					

<b>Entry and Selection *</b>	<p>General entry requirements such as secondary school achievement, English and Mathematics are described in the Student Admission Policy A/AB/006. Specific entry requirements for this qualification, beyond those described in the Student Admission Policy are as follows:</p> <ul style="list-style-type: none"> <li>• Academic <ul style="list-style-type: none"> <li>• Applicants must demonstrate competence in English and in Mathematics. These requirements may be met by: <ul style="list-style-type: none"> <li>• The successful completion of: <p>AP4203 English 2</p> <p>AP4101 Mathematics 2 or similar</p> </li> </ul> </li> </ul> </li> <li>• or passing English and Mathematics Selection Tests at the required level.</li> <li>• Applicants who do not meet all of the entry criteria above may be considered for special or provisional entry.</li> </ul>
<b>Selection and Criteria and Process *</b>	<p>Where there are more applicants who meet the programme entry criteria than can be accepted, the following shall be used:</p> <ul style="list-style-type: none"> <li>• Selection Criteria <p>Preference will be given to students who have successfully completed the Certificate of Academic Preparation programmes at Bahrain Polytechnic and have clearly demonstrated an aptitude for Business and a commitment to their study.</p> <p>Results from programme entry tests will be used to select students with the highest likelihood of successfully completing the degree programme.</p> </li> <li>• Selection Process <p>Applicants may be required to attend an interview.</p> <p>Consideration of work experience and prior educational achievement may be used.</p> </li> </ul>
<b>Major Selection Criteria *</b>	<p>N/A</p>

Accreditation / External Approval Requirements *	None specific to this qualification
Attendance Requirements *	Attendance requirements are described in the policy Student Attendance A/AB/006.
Qualification Overview *	<p>The Diploma in Business (Office Management) is designed to equip students with detailed knowledge of various business-related aspects with more focus on Office Management knowledge and skills.</p> <p>The diploma programme is delivered in student-centered learning environment, in which students will be given group projects, problem-solving activities, case studies and independent work-integrated learning which will include Management Information Systems, planning, decision making and Project Management. This program will focus on traditional business and specifically Office Management Coursework, such as gaining knowledge and skills related to various business aspects such as Finance, Economics, Management, Marketing and English, but also provides in-depth knowledge and understanding of Office Management concepts and Supervisory and Operations Management.</p>
Qualification Aim *	The overall aim of the Diploma in Business (Human Resources) is to provide students with detailed knowledge and advanced skills in the area of Office Management.
	<p>Pathways Diagram</p> <pre>graph TD; A["DIPLOMA IN BUSINESS (OFFICE MANAGEMENT) (Years 1 and 2)"] --&gt; B["Bachelor of Business (Years 3 and 4)"]; B --&gt; C["Postgraduate Study"]; B --&gt; D["Employment"];</pre> <p>The diagram illustrates the progression of the qualification. It starts with the <b>DIPLOMA IN BUSINESS (OFFICE MANAGEMENT)</b> (Years 1 and 2) at the bottom. From this diploma, students can progress to the <b>Bachelor of Business</b> (Years 3 and 4). After completing the Bachelor of Business, students have two options: <b>Postgraduate Study</b> or <b>Employment</b>.</p>

<b>Graduate Pathways and Destination *</b>	<div data-bbox="465 196 1404 314"><div>Secondary school graduates</div><div>Certificate of Academic Preparation</div><div>Workforce</div></div> <p><b>Employment Opportunities:</b> This programme prepares students for the following careers and/or employment opportunities (but not limited to):</p> <ul style="list-style-type: none"><li>• Accounts assistant</li><li>• Sales assistant</li><li>• Merchandising and marketing assistant</li><li>• Business research assistant</li><li>• Customer relationship representatives</li><li>• Business owner</li></ul>						
	<p><b>Employability Skills Generic Definition:</b></p> <table><tr><td><b>Communication</b></td><td>Communicate in ways that contribute to productive and harmonious relationships across employees and customers.</td></tr><tr><td><b>Team work</b></td><td>Work effectively independently and in collaboration with others.</td></tr><tr><td><b>Problem solving</b></td><td>Think critically and respond appropriately to changing needs within a growing and diversifying economy.</td></tr></table>	<b>Communication</b>	Communicate in ways that contribute to productive and harmonious relationships across employees and customers.	<b>Team work</b>	Work effectively independently and in collaboration with others.	<b>Problem solving</b>	Think critically and respond appropriately to changing needs within a growing and diversifying economy.
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<b>Other Information *</b>	<b>Initiative and enterprise</b>	Apply resourcefulness, innovation and strategic thinking to a range of workplace situations.
	<b>Planning and organisation</b>	Plan and manage their working lives.
	<b>Self-management</b>	Demonstrate self-discipline and adaptability and be able to plan and achieve personal and professional goals.
	<b>Learning</b>	Understand the need for and engage with continuous learning throughout the lifespan.
	<b>Technology</b>	Utilize information technology effectively and ethically in their personal and professional lives.

## Programme Learning Outcomes

On successful completion of this programme the learner will be able to :

Description
Demonstrate a detailed knowledge of core Office Management business concepts and a broad understanding of the changing business environment
Evaluate business perspectives and adapt strategies of Management to deal with varied Office Management contexts.
Practice as a professional Office Management professional using 21st century skills.

## Semester Schedules

### Year 1 / Semester 1

Core	
Course Code	Title
BU6005	<a href="#">Introduction to Accounting</a>
EL5001	<a href="#">Introduction to English Communication</a>
BU6004	<a href="#">Introduction to Management</a>
BU6001	<a href="#">Introduction to Marketing</a>

### Year 1 / Semester 2

Core	
Course Code	Title
EL5007	<a href="#">English 2 for Business</a>
BU6007	<a href="#">Introduction to Economics</a>
NR	<a href="#">National Requirements</a>
BU6006	<a href="#">Quantitative Business Methods</a>
Optional	
Course Code	Title
NR-Arabic	<a href="#">National Requirements- Arabic</a>

### Year 2 / Semester 1

Core	
Course Code	Title
EL6404	<a href="#">English 3</a>
BU7002	<a href="#">Human Resource Management</a>

BU6009	<a href="#">Introduction to Finance</a>
BU6012	<a href="#">Project Management</a>

## Year 2 / Semester 2

Core	
Course Code	Title
BU7200	<a href="#">Advanced Supervisory Management</a>
BU7099	<a href="#">Internship</a>
BU6010	<a href="#">Management Information Systems</a>
BU7201	<a href="#">Operations Management</a>