



**DIPLOMA IN
BUSINESS ADMINISTRATION**
COURSE BROCHURE

Diploma in Business Administration

The one-year Diploma in Business Administration offered by Cyryx College is the ideal course for those finish their higher secondary school. It will provide students with a solid, basic foundation in the key areas of Business Administration. Every module on this specially designed programme lays down fundamental principles designed to teach participants the essentials of effective office management and administration knowledge and skills.

After the completion of this course, students will be able to determine policy, set targets and budgets, employ and control staff and ensure that the highest level of service is provided to customers and other departments within the organization. The practical aspect of the programme provides training on the most important duties of a modern office manager and administrator.

ENTRY CRITERIA

Successful completion of Higher Secondary Education OR

Attainment of a Level 4 qualification in a related field OR

Attainment of a Level 4 Foundation Study Program approved for the specific Diploma program.

Completion of a Level 4 qualification (unrelated), and successful completion of an Cyryx University Preparation Program OR

20 years old, completion of secondary school, 2 years of relevant work experience, and successful completion of an Cyryx University Preparation Program

DURATION: 1 YEAR

CAREER OPPORTUNITIES

Following are some of the expected career outcomes from our Diploma in Business Administration program.

- Product Manager - Purchaser Manager - Senior Sales Representative
- Retail Manager - Account Manager - Assistant Human Resource Manager
- Logistics Manager - Assistant Operations Manager

MODULES

- Principles of Management & Administration
- Organizational Behavior
- Corporate Communication
- Macro Economics
- Accounting
- Research Methods
- Business Law
- Entrepreneurship & Small Business Management
- Strategic Management
- Tourism & Hospitality Management
- International Business Management
- Project - Specialization Study



POSTGRADUATE COURSE FEES 2019/20

TOTAL COURSE FEE: MVR 24,000.00

REGISTRATION FEE: MVR 1500.00

PAYMENT OPTIONS

INSTALLMENT BASIS

Diploma students studying at Cyryx College are entitled to settle the tuition fees on monthly basis. Following the schedule of payment for Diploma fees on monthly installment basis.

MONTHS	MONTH 01	MONTH 02	MONTH 03	MONTH 04	MONTH 05	MONTH 06	MONTH 07	MONTH 08	MONTH 09	MONTH 10	MONTH 11	MONTH 12	TOTAL
Tuition Fee Schedule	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 2000.00	MVR 24,000.00
TOTAL TUITION FEE MVR 24,000.00 (1 YEAR)													
* ADDITIONAL FEES: STUDENT ASSOCIATION MEMBERSHIP FEE: MVR 100.00, STUDENT ID CARD FEE: MVR 100.00													

CONTACT US

HOTLINE: 9995870

Cyryx College (Machangolhi Campus)

Ma. Rasmathige, Kenery Magu

Tel: 3328396 / 3320004

Email: info@cyryxcollege.edu.mv

Website: www.cyryxcollege.edu.mv

FOR REGISTRATION

Ms. Aishath Sharoona Shougee

Registrar

Tel: 3328396 / 3320004

Email: registrar@cyryxcollege.edu.mv

FOR QUERIES

Mr. Anil Adam

Dean of Students

Tel: 3328396 / 3320004

Email: anil@cyryxcollege.edu.mv

Cyryx College (Galolhu Campus)

G. Light Sky, Bodurasgefaanu Magu

Tel: 3314620 / 3005872

FOR ADMISSION

Mr. Jothi Stalin

Vice Rector - Operations

Tel: 3328396 / 3320004

stalin@cyryxcollege.edu.mv



[cyryxcollege](#)



[collegecyryx](#)



[collegecyryx](#)



info@cyryxcollege.edu.mv





CYRYX COLLEGE, KENEREE MAGU, 20193, TEL : + 960 3328396

CYRYX COLLEGE, BODURASGEFAANU MAGU, 20141, TEL : + 960 3314620

WWW.CYRYXCOLLEGE.EDU.MV



cyruxcollege



collegecyrux



collegecyrux



info@cyruxcollege.edu.mv