

# DIPLOMA IN BUSINESS MANAGEMENT:

Diploma in Business Management is a 1 year long Diploma certificate course. This course can be pursued by students who have passed 10th standard, 12th standard or those who have completed graduation. In this article, you will be reading details about DBM course. The article covers topics like Diploma in Business Management course details, eligibility criteria, admission process, syllabus, career prospects and salary details.

If you are interested in acquiring business management and administration skills right after 10th standard, this is the best course that you may pursue. Diploma in Business Management course is also known by the name of Diploma in Business Administration (DBA). Let us check out the basic course details now.

## DIPLOMA IN BUSINESS MANAGEMENT: BASIC COURSE DETAILS

DBM is a Diploma certificate program related to the field of management education. The course imparts basic and essential management skills to students. If you want to take the first step towards management education, this course will be of help to you.

**Duration:** DBM course is 1 year long. The course is available in formats like- distance education mode, regular classroom mode and online mode. Fast track DBM programs are 3-6 months long. Professional managers, who have management skills, are needed by business houses, offices, organizations as well as industries, to function smoothly and efficiently. DBM course has course content that trains students and help them acquire key management and administration skills. In short, this course trains students and make them capable and qualified managers, who may take on managerial or administrative roles in business houses, organizations, companies or industries.

**Eligibility criteria:** Minimum educational qualification varies from one institute to another. Let us check them out-

- 10th passed (or equivalent) from a recognized board
- 12th passed or 10th+ 3 years Diploma passed (or equivalent) from a recognized board

As you can see, some institutes do give admission to 10th passed students. Some other institutes accept only 12th passed or Diploma (3 years course) holders. Readers are supposed to check the criteria followed by an institute while taking admission. Note: Some institutes also demand work experience.

**Minimum marks** criteria may exist in cases of many institutes. If yes, minimum aggregate marks required is around 45-55% marks (in relevant board examination/Diploma course).

**Admission process:** Depending upon the institute, it could be merit based admission process or direct admission process. In case of merit based admission process, marks

scored by a student in relevant board examination or Diploma course is taken into consideration. Seats are allotted to deserving candidates on the basis of marks secured by them.

## SYLLABUS

To get a better idea about the structure of the course and course content, I've assembled a list of important subjects present in Diploma in Business Management course. Check out the list of core subjects below-

- Communication Skills
- Organizational Behavior
- Finance Management
- Economics
- HR Management
- Business Communication
- Computer Application
- Basics of IT
- Marketing Management
- Business Law and Ethics
- Taxation
- Specialization Subject

## **PG COURSES AND FURTHER STUDIES**

Valid Diploma in Business Management qualification holders may secure admission in relevant 3 or 4 years long Bachelor's Degree courses. On completing Bachelor's Degree course, one may pursue relevant Master's level course. This can be followed up with further advanced courses like M.Phil. and PhD.

## CAREER PROSPECTS AND JOB OPPORTUNITIES

Both Government and private organizations require skilled management professionals. Managers ensure smooth functioning of any company, organization or industry. Managers take care of human resource management, day to day operations, finance and accounting activities taking place in companies and organizations. DBM Diploma holders may secure entry level managerial or administrative jobs at wide variety of companies, business houses, organizations and industries. Note: MBA and PGDM graduates are preferred to take up high profile management jobs and roles. DBM course after 10th or 12th will help one obtain entry level jobs only.