



MT Education Centre

Professional Diploma in Business Management



in collaboration with

**LaXenia International Institute of
Switzerland**

Professional Diploma in Business Management



MT Education Academy

09 896924622

mteeducationcentre2023@gmail.com

No.331 (1/B), Kyee Myindaing Kanner Road, Ahlone, Myanmar



Overview

The Professional Diploma in Business Management program will excel your business administration skills to the next level, this program has been designed for students who wish to develop the skills and knowledge. Students will gain an understanding of organizational structure, administration, business communication, planning, customer relationship building and managing people skills. Upon completion students will be ready to join the workforce in entry level and embark on an excellent career.

Who should learn PDBM

- 1. Aspiring Business Professionals
- 2. Career Changers
- 3. Entrepreneurs and Small Business Owners
- 4. Current Employees Seeking Advancement
- 5. Individuals Interested in Specialized Knowledge
- 6. Recent Graduates from Other Fields

Duration

Minimum – 14 weeks
Maximum – 18 weeks

Entry Requirements

A minimum age of 16 at enrollment
Must have high school level education and above

Requirement Documents

NRC Card
Passport Size Photo



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Program Structure

1. Leadership and Management , Lecture – Sayar U Myo Min Thu, MBA Thesis (Lincoln),BTech (TUM)
2. Business Context and Environment, Lecture – Tr Nwet Muiyar Win, MBA (AeU), MSc Thesis (UCSY), BSc (UCSY)
3. Human Resource Management, Lecture – Tr Dr Reena, DBA (VUSM), MBA (YUE), BSc (UCSY)
4. Sales & Marketing Management, Lecture – Tr Nwet Muiyar Wi, MBA (AeU), MSc Thesis (UCSY)
5. Financial Management, Lecture – Tr Dr Daw Ohnmar Tin Myint, PhD Commerce (YUE), MCom (YUE), BCom (YUE)
6. Operation Management, Lecture – Sayar U Myo Min Thu, MBA Thesis (Lincoln),BTech (TUM)

Career Opportunities

The Professional Diploma in Business Management will enable students to apply for business administration jobs in business organizations locally and around the world. Here is a sample of career opportunities in today's business world for graduates who are specialized in business administration at a junior level:

- marketing associate
- sales associate
- purchasing associate
- human resource associate
- operations associate and many more opportunities



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Accreditation of LaXenia



CTH core mission is to provide the highest standard of hospitality, tourism and culinary qualifications. CTH is a member of the Federation of Awarding Bodies.



As the first Swiss quality label geared towards adult continuing education, it was founded in 2000. EduQua is an accreditation body recognized and supported by the Swiss Confederate Government; it's the first quality certification for public and private educational institutions in Switzerland.



ISO 29993:2017 – Learning Services Outside Formal Education – Service Requirements specifies requirements for learning services outside formal education, including all types of life-long learning.



(QAHE) is registered in Delaware USA, is an independent, private and international organization which is an expert in recognizing higher education institutions for research performances, student services and quality of teaching to value the confidence of the public along with supporting the development of quality assurance systems worldwide.



International Swiss Accreditation Services for Adult & Higher Education (ISASAHE) is an international accreditation service dedicated to advancing the quality and integrity of adult and higher education in business-related vocational and academic study programs and courses.

Thank You



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