

CAPITAL  
EDUCATION

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GROOMING  
FUTURE DESIGN  
& BUSINESS  
LEADERS

# Level 3 Diploma in Business Management



# Course Overview

The Level 3 Diploma in Business Management supports progression to further studies or the workplace. With a core of mandatory business units, it's ideal for O-level graduates seeking entry into the first year of university business programs.

## Learning Outcomes

- Ability to critically read, understand, and apply literature
- Independent thinking and problem-solving for familiar/unfamiliar issues
- Awareness of moral, ethical, and professional standards in business
- Appreciation of business as an interdisciplinary field
- Clear communication and ability to engage in debate with specialists and non-specialists
- Development of transferable skills for adapting to change
- Motivation for further study or career advancement



# Entry Requirements:

Must satisfy one or more of the following:

- Level 2 and/or High School
- Age 16 years and above
- Have relevant work experience.

## Modules

### Mandatory

- An Introduction to the Business Environment
- Business Resources
- An Introduction to Marketing
- Human Resource Management

### Optional

- Business Communication
- Understanding Health and Safety in the Business Workplace
- Recruitment and Selection in Business

## Progression

On completion of the program, the students can progress into first year of the Bachelor degree program.

*Credits accepted for entry depends on University entry criteria.*



WES  
Approved



Credits:  
60 Credits



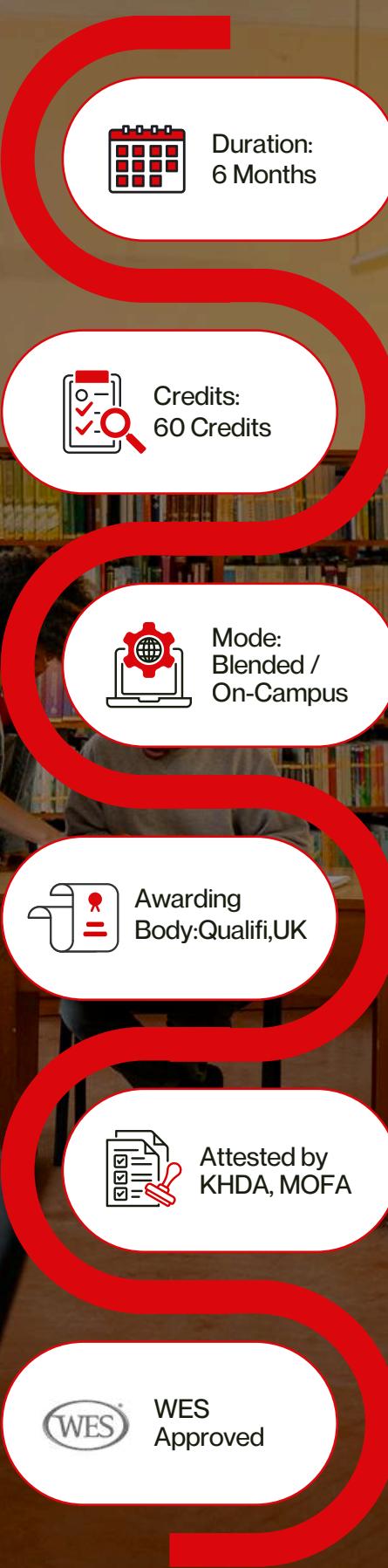
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Attested by  
KHDA, MOFA





# Module Description

## An Introduction to the Business Environment (A/615/5045)

Explore types of businesses and ownership, stakeholder roles, organisational structures, target setting, and the impact of legal, political, and social factors on businesses.

## Business Resources (F/615/5046)

Understand how human, physical, technological, and financial resources are managed. Learn employee selection, employability skills, resource management, finance access, and interpreting financial statements.

## An Introduction to Marketing (J/615/5047)

Gain foundational knowledge of marketing, including the marketing mix, research, planning, targeting customer groups, and developing coherent marketing strategies.

## Human Resource Management (L/615/5048)

Explore human resources planning, employee motivation, performance management, and building cooperation in the workplace.

## **Business Communication (R/615/5049)**

Understand different types of business information, corporate communication methods, limitations and ethical issues, and effective communication to internal and external audiences.

## **Recruitment and Selection in Business (R/615/5051)**

Study recruitment planning, regulatory requirements, selection documentation, and participate in selection interviews. Understand HR department roles and best practice in recruitment and selection.





For Enquiry

 +971 50 1055618

 [hello@capital.ac.ae](mailto:hello@capital.ac.ae)