

# DOMINICAN INTERNATIONAL INSTITUTE

## SCHOOL OF BUSINESS

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### BUSINESS ADMINISTRATION

#### CERTIFICATE & DIPLOMA PROGRAMS

Whether you are managing or operating a small business, a medium-size enterprise or a multinational conglomerate, the fundamental of management, finance, marketing, human resources & public relations basically remains the same. This Certificate & Diploma program in Business Administration has been designed by successful businessmen, who have studied business administration at prestigious local and foreign universities. The program encompasses the traditional and non-traditional modern teaching methodologies, which are challenging.

From the basics of setting up a new small business, to the complexities of corporate laws, tax laws, human relations to public relations and marketing to the concept of Six Sigma, Kaizen and case studies – you will become an important part of the group which will learn business administration at a small, little known institute but at the same time acquire the knowledge comparable to those graduating from Ivy League institutions.

We require that our students exhibit excellent interpersonal & inter-cultural communication skills and high levels of technical competence to be admitted to this program.

**All programs, including Continuing Education programs are available on-line.** Credits earned can be transferred for training in many other professions e.g. Business, Health Care, Arts, Humanities & Social Sciences or Language & Cultures. New classes start in January, April, July and October. Accelerated programs, credits for previous studies, scholarships, student loans and easy monthly payment facilities are available. Additional, non-credit courses, can be had for \$5.00 per hour, based on availability. Please refer to DII school catalog or contact the Registrar for more information.

<b>CERTIFICATE</b> <b>Trimester 1-4 (1 year)</b> 14 Courses = 630 clock hours <b>Tuition: \$1,970.00</b>	The 8-hours CPR & First Aid course is <b>mandatory</b> cost is included in the tuition	<b>DIPLOMA</b> <b>Trimester 1-8 (2-years)</b> 28 Courses = 1,260 clock hours <b>Tuition: \$3,860.00</b>
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Trimester-1 Courses		Hrs	Trimester-5 Courses		Hrs
ENG-101	English Composition -1	45	BUS-108	Effective Salesmanship	45
BUS-101	Introduction to Business	45	BUS-201	Marketing Management	45
PSY-101	Introduction to Psychology	45	BUS-211	Introduction to International Business	45

Trimester-2 Courses		Hrs	Trimester-6 Courses		Hrs
ENG-102	English Composition-2	45	PSY-210	Psychology in Business	45
BUS-102	Introduction to Accounting	45	BUS-217	Human Resource Management	45
SOC-101	Introduction to Sociology	45	BUS-218	Public Relations	45
HIS-101	American History & Cultures	45	BUS-219	Crisis & Conflict Management	30

Trimester-3 Courses		Hrs	Trimester-7 Courses		Hrs
BUS-103	Introduction to Marketing	45	BUS-104	Writing a Successful Business Plan	45
BUS-105	Fundamentals of Management	45	CUL-201	Intercultural Communications	45
CUL-101	Multicultural Studies	45	BUS-208	Managing Teams	45
ECO-101	Introduction to Economics	45	BUS-209	Organizational Theory	15

Trimester-4 Courses		Hrs	Trimester-8 Courses		Hrs
BUS-107	Operating a Small Business	45	BUS-237	Budgeting & Financial Management	45
SPA-101	Spanish As Second Language	45	BUS-207	The Art of Public Speaking	45
MAT101	Math & Algebra	45	ETH-101	Professional Ethics	45