

Academic Calendar - Level 5-Diploma in Business Administration
التقويم الأكاديمي - المستوى الخامس - دبلوم إدارة الأعمال

Group	Course / Units	NQ Code	قائمة المواد باللغة العربية وعدد المواد لكل مجموعة	Group Date	Assessor Availability for Discussion with Learners	
1	Apply Business Ethics in the Workplace	BNS05009NU17	مجموعة الأخلاقيات المهنية في بيئة العمل - مادتين	13.Dec 2021 to 12.Jan.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Use Business Ethics in the Workplace	BNS05001NU17				
	Assessment Review and Final Desions by Assessor					During the course
Internal Varcication Sampling Process by IV				During the course		
2	Evaluate Corporate Social Responsibility and Sustainability Initiati	BNS05005NU17	مجموعة الاستدامة والمسؤولية الاجتماعية-مادتين	17.Jan.2022 to 16.02.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Supervise Workplace Sustainability	HLT05001NU17				
	Assessment Review and Final Desions by Assessor					During the course
Internal Varcication Sampling Process by IV				During the course		
3	Apply Business Communication in the Workplace	LOG05002NU17	مجموعة التواصل في بيئة العمل - 3 مواد	21.Feb.2022 to 23.Mar.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Use Effective Business Communications	LOG05001NU17				
	Facilltate Effective Workplace Communication	ADM04003NU17				
Assessment Review and Final Desions by Assessor		During the course				
Internal Varcication Sampling Process by IV				During the course		
4	Use Budgets and Forecasts in Business Environment	FIN05003NU17	مجموعة الموازنات والتنبؤات - 3 مواد	28.Mar.2022 to 08.Jun.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Prepare Budgets	FIN05004NU17				
	Develop Budgets and Forecasts	FIN05001NU17				
Assessment Review and Final Desions by Assessor		During the course				
Internal Varcication Sampling Process by IV				During the course		
5	Supervise for an Effective Team	BNS05011NU17	مجموعة إدارة فريق العمل - 3 مواد	20.Jun.2022 to 18.Jul.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Ensure Team Effectiveness	ADM05005NU17				
	Lead and Develop an Effective Team	BNS05002NU17				
Assessment Review and Final Desions by Assessor		During the course				
Internal Varcication Sampling Process by IV				During the course		
6	Conduct and Facillitate Meetings	ADM05002NU17	مجموعة إدارة الاجتماعات - 3 مواد	25.Jul.2022 to 17.Aug.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Supervise Meetings	ADM05006NU17				
	Organise Meetings	ADM04012NU17				
Assessment Review and Final Desions by Assessor		During the course				
Internal Varcication Sampling Process by IV				During the course		
7	Implement the Information System	ADM05003NU17	مجموعة إدارة تكنولوجيا المعلومات والوقائق - 4 مواد	22.Aug.2022 to 12.Oct.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Supervise Business Document Design and Development	BNS05014NU17				
	Implement and Monitor Information Systems	ADM05007NU17				
Use ICT Applications for Business	ENG04001NU17					
Assessment Review and Final Desions by Assessor		During the course				
Internal Varcication Sampling Process by IV				During the course		
8	Use Problem Solving and Decision Making Techniques	BNS05012NU17	مجموعة حل المشكلات واتخاذ القرارات - مادتين	31.Oct.2022 to 30.Nov.2022	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Use Decision Making Tools in the Workplace	BNS05008NU17				
	Assessment Review and Final Desions by Assessor					During the course
Internal Varcication Sampling Process by IV				During the course		
9	Develop Business-to-Business Relationships	RET05011NU17	تطوير علاقات الشركات B2B - مادة واحدة	12.Dec. 2022 to 4.Jan.2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Assessment Review and Final Desions by Assessor					During the course
	Internal Varcication Sampling Process by IV					During the course
10	Develop Knowledge of the Business Environment	BNS05003NU17	تنمية المعرفة ببيئة الأعمال - مادة واحدة	16. Jan. 2023 to 8 Feb 2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Assessment Review and Final Desions by Assessor					During the course
	Internal Varcication Sampling Process by IV					During the course
11	Represent own Organisation	ADM05008NU17	تمثيل شركتك - مادة واحدة	20.Feb.2023 to 15.Mar.2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Assessment Review and Final Desions by Assessor					During the course
	Internal Varcication Sampling Process by IV					During the course
12	Organise Events	ADM05009NU17	مجموعة تنظيم الفعاليات وإدارة المشروعات - مادتين	27.Mar.2023 to 03.May.2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Prepare to manage a Project in the Workplace					
	Assessment Review and Final Desions by Assessor					During the course
Internal Varcication Sampling Process by IV				During the course		
13	Use Research Methods	ADM05004NU17	استخدام طرق البحث - مادة واحدة	15.May.2023 to 07.Jun.2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Assessment Review and Final Desions by Assessor					During the course
	Internal Varcication Sampling Process by IV					During the course
14	Manage Personal Work priorities and Professional Development	ADM05001NU17	إدارة أولويات العمل الشخصية والتطوير المهني - مادة واحدة	19.Jun.2023 to 12.Jul.2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Assessment Review and Final Desions by Assessor					During the course
	Internal Varcication Sampling Process by IV					During the course
15	Promote Effective Workplace Processes	BNS05013NU17	تنمية العمليات الفعالة في بيئة العمل - مادة واحدة	24.Jul.2023 to 18 .Aug.2023	Moring (10 am to 11 am Daily Mon to Fri) Evening (8 pm to 9 pm Daily Mon to Fri)	
	Assessment Review and Final Desions by Assessor					During the course
	Internal Varcication Sampling Process by IV					During the course