

# DIPLOMA | School Management

By London City University

## Course Overview

Managing a school is no longer an easy job that can be done by anyone. Professional schools depend on professional and qualified managers to run their school. This course is designed to train and guide the students about every aspect of school management. The participants can develop crucial skills required to manage a school.

## Why should one take this certification?

This course is designed for professionals wanting to get promotion in their chosen areas and career in school.

## Course Outline

- ❖ Introduction of the School Management
- ❖ School Operations administration
- ❖ Selection of School Staff
- ❖ Accounting
- ❖ Parents and teachers relationship
- ❖ Advertising and Branding
- ❖ Front Office Administration
- ❖ Cleaning and hygiene
- ❖ Building Maintenance
- ❖ Franchising and promotion

<b>Course duration</b>	<b>3 Months OR as per your requirement   Flexible and dependent on your time frame and need</b>
<b>Entry Requirements</b>	<b>A Success Oriented Personality</b>
<b>Certification</b>	<b>London City University</b> , will award an approved diploma at the end of course training. You will get 100% guaranteed certificate.
<b>Mode of application</b>	Fill an application form, send copies of your national ID card or passport as well as educational documents and forward to <a href="mailto:info@cvwarehouse.ae">info@cvwarehouse.ae</a> and get 50% discount on all courses offered by <b>London City University</b>
<b>Course Assessment</b>	London City University will give you an assessment on a monthly basis. This makes a total of three assignments, all scenario case study based activities. Students are expected to solve them and turn them in online via email. Each assignment carries a 20 percent score. The final online exam carries a 40 percent score, to make a total of One Hundred Percent.