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BBA (Bachelor of Business Administration) is a course generally pursued by those candidates who want to go for the administration jobs in the reputed companies. Those who have done BBA can be called as HR department in the offices. It is a four years degree course. The employees who are handling such posts need to maintain various financial and recruitment records of the company. Personally the candidates should be well dedicated for their jobs in maintaining good computerized records for every thing.

They should be good in communication skills to make good and progressive relationships with the in house and other associated people with company. They should be good in decision making capabilities. Thus, the BBA course offers specialization in Marketing, Finance, Tourism and International Business. At the last year of the course or internships timings the students have to manage many practical assignments such as case projects, presentations, industrial visits, interaction with the experts from the companies. Basically BBA is covering the in-depth knowledge about the International Business, Marketing, Information Systems, Finance, Tourism, Human Resources Management and Insurance etc.

All the employees who are handling the Business Administration tasks in the offices should handle all the work based on humanity grounds. Handling the administration jobs, or taking the vital decision on company's behalf is a very responsible task. A person can gain such decision making ability only after accumulating good experience from their seniors. Students can join this course at regular and correspondence both levels. We can enlist various recognized institutes in India metro cities who are offering BBA course are as follows:-

• Ansal Institute of Technology , Gurgaon -Affiliated To : GGSIP University Delhi

• Apar India College of Management and Technology, Delhi Affiliated To : Sikkim Manipal University

• St. Xavier's College - Mumbai affiliated to: University of Bombay

• Audyogik Shikshan Mandal's (Institute of Management & Computer Studies) Affiliated to: University of Mumbai

• Institute of Engineering & Management (IEM) work under WBUT and approved by AICTE...Kolkata

• Binary Institute of Management and Technology, Kolkata, Affiliated to: Punjab Technical University

• Alpha Arts and Science College, Chennai, Tamil Nadu Affiliated To : University of Madras

• IIKM Business School, Chennai, Andhra Pradesh Affiliated To : AICTE

(All these colleges are taking the BBA entrance exams for selecting candidates) here we are noting a few important points for the better preparation of these tests. Students need to solve the previous years question papers. They have to give more stress in studying the aptitude and numerical rich questions. The candidate should be well aware about the current situations of corporate strategies, English language, GK etc. Job options after completion of BBA Course can be available in the organizations of banks, FMCG companies, tours and travels, fashion, internet based business, SMEs and in manufacturing companies.

Preparing for MAT (Management Aptitude Test) -It is conducted by AIMA (All India Management Association) across the India for common entrance test meant for MBA aspirants. It is an online entrance test, thus students can apply for it from anywhere across the globe. There is no age limit for studying this course. Preparing for medical entrance exams- The announcements of the common medical entrance exam in India are publishing in the newspapers and in internet in the month of January mostly. Generally students have to prepare deeply their books of 10 and 12 grades for all science subjects based on any boards to clearing those exams.

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Article is written by a professional guide of OnlineSchoolAdmissions.Com- a portal that provides free of cost consultancy to parents and schools. In this article the writer is telling about various a [National Aptitude Test in Architecture](#) after 12th, writer is also emphasis on the a [BBA As A Prosperous Career Option](#) and a [Preparing For Medical Entrance Exam](#) for all Indian cities students.

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