Since 1985

DIPLOMA IN

BUSINESS ADMINISTRATION

R/340/4/0496 | MQA/FA 4881

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No. Kelulusan Penubuhan : KP(JPS)5195/IPTS/1077, No. Perakuan Pendaftaran : DK217(S)

PROGRAMME OVERVIEW

Diploma in Business Administration aims to increase and enrich student's knowledge across a broad range of business disciplines. This is a dynamic field of study for students who wish to develop skills relating to business operation in areas such as management, accounting, finance, marketing and human resource management.

CORE AREAS

- Financial Accounting
- Human Resource Management
- International Business
- Investment Management
- Management
- Operation Management

CAREER OPPORTUNITIES

- Administrator
- General Office Manager
- Human Resource Assistant
- Public Relation Officer
- Sales & Marketing

Graduates may also consider articulating into bachelor degree in selected Universities both locally and overseas in the similar field.

ENTRY REQUIREMENTS

- SPM with 3 credits in any subjects or
- Any other equivalent qualification

INTAKES

January, April & August

DURATION

2 years

PROGRAMME MODULES

Core Subjects:

- Fundamental of Accounting
- Mainstream English I
- Mainstream English II
- Principles of Management
- Statistics
- Microeconomics
- Macroeconomics
- Principles of Marketing
- Business Mathematics

Major Subjects:

- Fundamental of Finance
- Business Communication
- Financial Accounting
- Entrepreneurship
- Cost Accounting
- Banking in Malaysia
- Information Technology In Business
- Commercial Law
- Organizational Behavior
- Marketing Management
- Human Resource Management
- Business Finance
- Business Ethics
- Customer Service
- International Business
- Investment Management
- Operation Management
- Business Research
- Industrial Attachment

MPU Subjects:

- Malaysian Studies 2 (Local Students) & Communication in Bahasa Malaysia 1 (International Students)
- Interpersonal Communication Skills / Bahasa Kebangsaan 2*
- Study of Morals and Ethics
- Community Services

** For Malaysian students who do not have a credit in SPM BM.*

Student will be placed in selected companies for Work-Based Internship Programme

Grandis Hotels & Resorts
Graceworth Sdn Bhd
Dunco Sdn Bhd
Arus Sawit Sdn Bhd
Kinetic Motion Sdn Bhd
Globinaco Sdn Bhd
Ming Kiang Sdn Bhd
CP Forms Sdn Bhd
Eaton's

Work-Based Internship experiences in key areas:

- ✔ Administration & Human Resource Department
- ✔ IT Department
- ✔ Account Department
- ✔ Sales & Marketing Department

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