



Since 1985



# DIPLOMA IN BUSINESS ADMINISTRATION

R/340/4/0496 | MQA/FA4881

016 806 6580  
016 806 6170  
016 806 6581  
010 468 3278

Contact  
088 235 218

Website  
[www.amc.edu.my](http://www.amc.edu.my)

Scan QR code for  
enquiries





# DIPLOMA IN BUSINESS ADMINISTRATION



## 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.

- ✓ Accredited by MQA & approved by Ministry of Higher Education
- ✓ Education Loans & Scholarships Available!
- ✓ Pathway to Degree, Master and Doctoral

## PROGRAMME MODULES

- Fundamental of Accounting
- Mainstream English I & II
- Principles of Management
- Statistics
- Microeconomics
- Macroeconomics
- Principles of Marketing
- Business Mathematics
- Fundamental of Finance
- Business Communication
- Financial Accounting
- Entrepreneurship
- Cost Accounting
- Banking in Malaysia
- Information Technology In Business
- Commercial Law
- Organizational Behavior
- Business Research

- Marketing Management
- Human Resource Management
- Business Finance
- Business Ethics
- Customer Service
- International Business
- Investment Management
- Operation Management
- Industrial Attachment

### MPU SUBJECTS

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

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

## ENTRY REQUIREMENTS

- Sijil Pelajaran Malaysia with a minimum of three (3) credits in any subject, or its equivalent; or
- Pass in Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum of Grade C (GP 2.00) in any subject, or its equivalent; or
- Pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul in any subject, or its equivalent; or
- Pass in SKM Level 3 / Sijil Vokasional Malaysia (SVM) (Note: The HEPs are to conduct screening and provide necessary guidance specific to the discipline of the programme); or
- Certificate (Level 3, MQF) with minimum CGPA of 2.00 or its equivalent; or
- Other relevant equivalent qualifications recognised by the Malaysian Government

## DURATION

- 2 Years

## INTAKES

- January, April & August

## CAREER PATHWAYS

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

