



PROGRAMME DESCRIPTION

Management is about resolving problems competently as well as successfully and also includes the challenges of transforming a situation into an opportunity in a competitive, unpredictable atmosphere in this period of development and growth. Diploma in Business administration helps the students to acquire skills required to combat the difficulties and seize the opportunities in this era of globalization. The course adds value to existing degrees and hence makes the competition for jobs easy for the students.



PROGRAMME AIM

Diploma in Business Administration is aimed to meet the challenges of rapidly changing business environment with accuracy and taking a good judgment. It offers a unique opportunity for students to enhance their understanding of the "whole enterprise" in its competitive situation. Course instructors will include practitioners from the industry and experts of this field.



PROGRAMME DURATION

Minimum Duration: 30 Months.



CAREER OPPORTUNITIES

Employment opportunities exist in many sectors such as government organizations, non-profit organizations, small business, investment, real estate, banking, retailing and the hospitality industry. Students can also work as junior managers, or management trainees or supervisors and there are other options as well.



INTAKE AND ENTRY REQUIREMENTS

March, July, November

Entry Requirements:

- Pass SPM / SPMV with at least 3 credit credits; or
- Pass the UEC with at least a Grade B in 3 subjects; or
- Pass an O-Level with at least a Grade C in 3 subjects; or
- Pass a STPM or equivalent to a minimum C-grade (NGMP 2.0) in any subject; or
- Passed STAM rank maqbul; or
- Pass a Certificate (Level 3, MQF) in a related field with a minimum CGPA of 2.0; or
- Obtain a Community College Certificate equivalent to a Level 3 MQF in related fields; and
- Pass SPM with at least one credit in one subject; and
- Through reinforcement program (if necessary); or
- Pass the Level 3 Malaysian Skills Certificate (SKM) in related fields; and
- Pass SPM with at least one credit in one subject; and
- Through reinforcement program (if necessary); or
- Other qualifications recognized by the Government of Malaysia

English Requirements :

International students must have proof of good proficiency in verbal and written English. For example, International English Language Testing System (IELTS) score of 5.0 or its equivalent. If a student does not meet this requirement, HEPs must offer English proficiency courses to ensure that the student's proficiency is sufficient to meet the needs of the programme.



LIST OF COURSE/MODULE OFFERED IN THE PROGRAMME

NO.	COURSE NAME
1.	English 1
2.	Fundamental of Computer Principles & Programming
3.	English for Professional Purposes
4.	Business Organization
Elective (Choose any one module from the following):	
5.	Malaysian Studies 2
6.	Malay Language Communication 2
7.	Principles of Marketing
8.	Introduction to Accounting
9.	Human Resources management

NO.	COURSE NAME
10.	Maintenance & Development of Website
11.	Business Law
12.	Internet Fundamental & Applications
13.	English II
14.	Creative Problem Solving
15.	Entrepreneurship
16.	Company Law
17.	E- Commerce
18.	Microeconomics
19.	Fundamentals of Finance
20.	Money & Banking

NO.	COURSE NAME
21.	Introduction to Financial Accounting
22.	Consumer Behavior
23.	Introduction to Insurance
24.	Quantitative Methods
25.	Management Information System
26.	International Business Management
27.	Constitution and Community
28.	Marketing Research
29.	Macroeconomics
30.	Organizational Behavior
31.	Product & Operation Management
32.	Co-Curriculum

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