

PREPARING YOU FOR THE WORLD!

YOUR
ROUTE TO AN
HONOURS DEGREE

DISCOVER YOUR POTENTIAL
&
ACHIEVE SUCCESS



(R2/340/4/0104)(FA2504) / JPT/BPP(K)1000-600/P713Jld.6)

DIPLOMA in BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

Business plays an integral role in our daily life, be it a simple business transaction, accomplishing deals that affect the future of organization and stimulate the economics of any nation.

Increasingly, individuals who can manage operations and lead teams within dynamic and challenging business environment are in high demand by the employers.

This is an excellent program for individuals who wish to develop general commercial, business and management skills.

The course is carefully structured to suit students' capabilities, enhance their self-development and allow them to perform effectively in the expanding and ever changing business world.

The Program focuses on quality teaching and learning experiences, which will empower students to excel in the challenging job market.

The course is designed to meet the needs of industries with holistic disciplines like management, marketing, accounting and soft skills.

Overall, you also learn about how business elements integrate with each other and enable you to communicate and succeed in a business environment.

The Program does not only offer immediate career opportunities upon completion but also provides the strong foundation for pursuing an undergraduate business degree, either in specialized disciplines or in general paths, leading to broader career options in all areas of business.

This Diploma program is recognized by the Ministry of Higher Education (MoHE) and is approved by Malaysian Qualification Agency (MQA).

Course Modules

- English Language
- English for Academic Purpose
- Bahasa Kebangsaan A / * Thinking Skills
- Bahasa Melayu Communication I
- Malaysian Studies 2 (Malaysian Students Only)
- Business Law
- Business Ethics
- Business Statistics
- Business Mathematics
- Business Communication
- Creative Thinking
- Consumer Behaviour
- Comparative Ethics II
- Community Service & Co-Curriculum
- E-Commerce
- Fundamental of Business
- Fundamentals of Marketing
- Fundamentals of Accounting
- Fundamental of Management
- Fundamentals of Information Technology
- Fundamentals of Multimedia Technology
- Financial Accounting I
- Financial Accounting 2
- Financial Management
- General Psychology
- Human Resources Management
- International Business
- Introduction to Entrepreneurship
- Microeconomics
- Macroeconomics
- Marketing Management
- Principles of Operation Management

M'sian students : Bahasa Kebangsaan A is compulsory only for SPM holders with no credit in BM
Note : Malaysian Students are required to take MQA compulsory subjects
Malaysian studies, Moral Studies / Islamic Studies and Bahasa Kebangsaan
(Exempted for credit holders of Bahasa Malaysia in SPM exam)

Duration / Entry Qualification

2½ years

SPM with min 3 Credits in any subjects

Further Education

College assists in processing and obtaining admissions to the Bachelor Degree in Business Administration at various universities locally or abroad. Option to transfer to other partner universities.

Career Prospects

Graduates of Diploma in Business Administration are highly in demand in a wide variety of commercial as well as industries sector. They could work in various positions like Administrator Officer, Operations Executive, Credit Analyst, Sales & Marketing Executive, Business Development Executive, Business Consultant & Entrepreneur.



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