

DIPLOMA IN BUSINESS ADMINISTRATION

(R/345/4/0217) | (MQA/FA1895)

This 2.5-year intensive programme seeks to provide students with the practical skills and knowledge to perform important administrative functions within a business or an organization. The programme instills leadership qualities to enable our graduates to not just be a competent employee but to showcase self-initiative and leadership traits that would give them the edge.

DURATION OF STUDY

2.5 years

MODE OF STUDY

Full Time

INTAKE

January, April & August

CAREER PROSPECT

- Sales executive
- Marketing executive
- Finance executive
- Administrative executive
- Customer Service executive
- Programme Leader
- Human Resource Executive

ENTRY REQUIREMENTS

- A pass in SPM with at least credit in any 3 subjects, or any equivalent qualification;
OR
- A pass in Sijil Tinggi Persekolahan Malaysia (STPM), with a minimum of Grade C (GP 2.0) in any subject, or any equivalent qualification;
OR
- A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul;
OR
- A pass in SKM Level 3 in a related field, and a pass in SPM with a minimum of 1 credit in any subject;
OR
- Any qualifications equivalent to Certificate (Level 3, Malaysian Qualifications Framework, MQF).

English proficiency for foreign students should obtain IELTS (5.0) paper-based or equivalent



PROGRAMME STRUCTURE

YEAR 1 - SEMESTER 1

- Introduction to Business
- Fundamentals of Marketing
- Fundamentals of Accounting
- Communicative English
- Fundamentals of Management
- Bahasa Kebangsaan A

YEAR 1 - SEMESTER 2

- Fundamentals of Human Resource Management
- Business Communication
- Business Mathematics
- Fundamentals of financial Management
- Malaysian Studies / Communication in Malay 1

YEAR 1 - SEMESTER 3

- Communication & Presentation Skills
- Business Ethics
- Critical & Creative Thinking Skills
- Youth Development

YEAR 2 - SEMESTER 1

- Organizational Behaviour
- AMUnited
- Business Statistics
- Entrepreneurship
- Innovation Management
- Introduction to Microeconomics

YEAR 2 - SEMESTER 2

- Business Law
- Financial Accounting
- Introduction to Macroeconomics
- Principles & Practice of Selling
- Psychology at workplace

YEAR 2 - SEMESTER 3

- Fundamentals of Operations Management
- Risk Management
- International Business

YEAR 3 - SEMESTER 1

- Practical (Internship)