



# DIPLOMA IN BUSINESS ADMINISTRATION

(R2/345/4/0217P) | (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 over successful accomplishments.

## PROGRAMME STRUCTURE

### YEAR 1

- Introduction to Business
- Fundamentals of Marketing
- Fundamentals of Accounting
- Communicative English
- Fundamentals of Management
- Business Communication
- Bahasa Kebangsaan A
- Fundamentals of Human Resource Management
- Introduction to Microeconomics
- Business Mathematics
- Fundamentals of Financial Management
- Communication in Malay 1
- Penghayatan Etika dan Peradaban/ Bahasa Melayu Komunikasi 1
- Communication & Presentation Skills
- Critical and Creative Thinking Skills
- Youth Development

### YEAR 2

- Organizational Behaviour
- Business Statistics
- Entrepreneurship
- Business Law
- Business Ethics
- AMUnited 1
- Psychology at Workplace
- Financial Accounting
- Introduction to Macroeconomics
- Innovation Management
- Principles & Practice of Selling
- Introduction to Information Technology
- Fundamentals of Operations Management
- Risk Management
- International Business

### YEAR 3

- Internship

## DURATION OF STUDY

2.5 years

## MODE OF STUDY

Full Time

## CAREER PROSPECT

- Administrative Assistant
- Sales Assistant
- Marketing Assistant
- Customer Service Assistant
- Human Resource Assistant

## 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 (GPA 2.00) 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) or equivalent.