

DIPLOMA IN BUSINESS ADMINISTRATION

(R2/345/4/0217) | (MQA/FA1895)

About this programme

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.

DURATION OF STUDY

2.5 years

MODE OF STUDY

Full Time

CAREER PROSPECTS

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

ENTRY REQUIREMENTS

- Possesses SPM or equivalent qualification with at least credits in THREE subjects; OR
- Possesses SKM (Level 3 MQF) in the related field (PPT is required to conduct screening and enhancement programmes relevant to the field of programme); OR
- A Certificate (Level 3 MQF) or its equivalent in the related field with a minimum CGPA of 2.00; OR
- A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.00) in any subject; OR
- A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul;

ENGLISH COMPETENCY REQUIREMENT (INTERNATIONAL STUDENT)

- Achieve a minimum of Band 3 in MUET OR equivalent to CEFR (High B1).

Admission criteria through APEL.A :-

- At least 20 years of age in the year of application.
- Possess relevant work experience.
- Pass the APEL.A assessment for Diploma level.

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