

Diploma in Business Administration

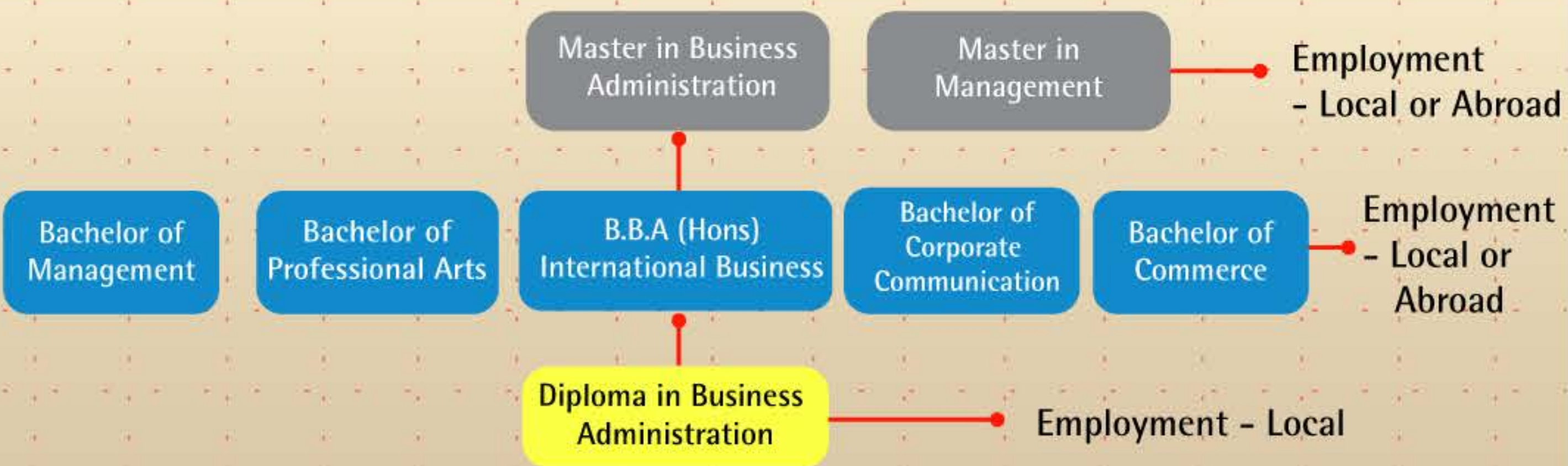
FA8384



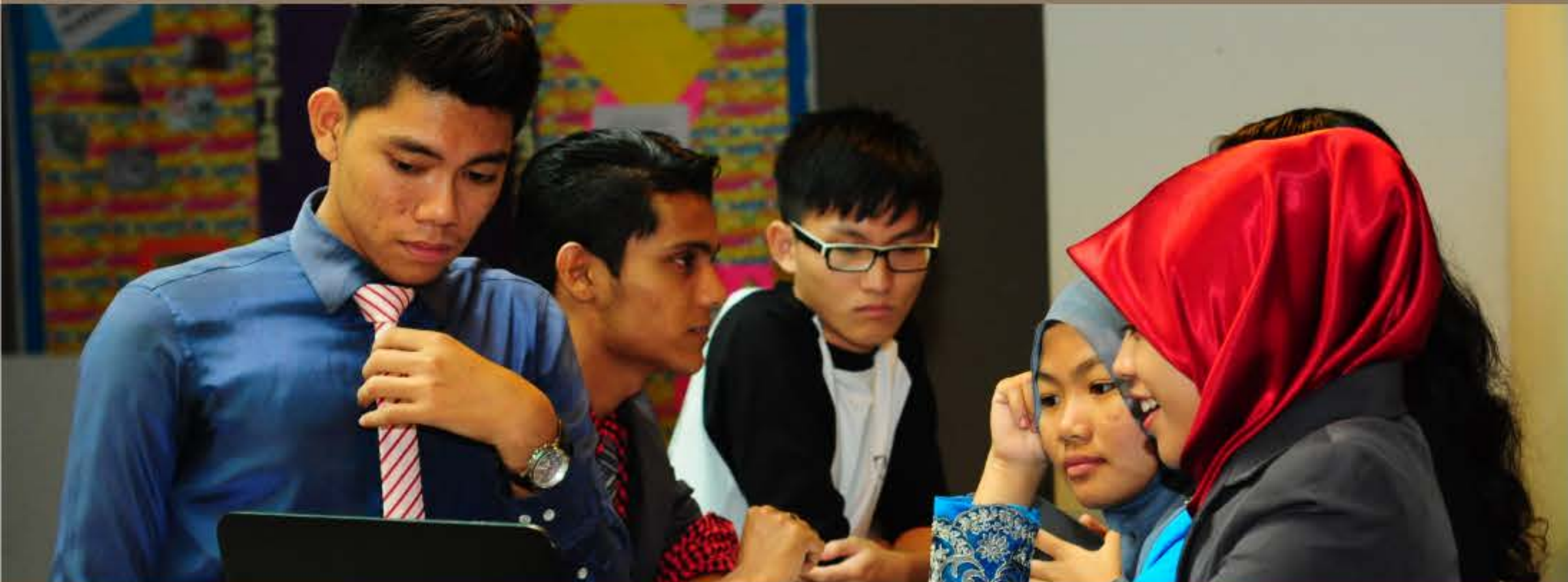
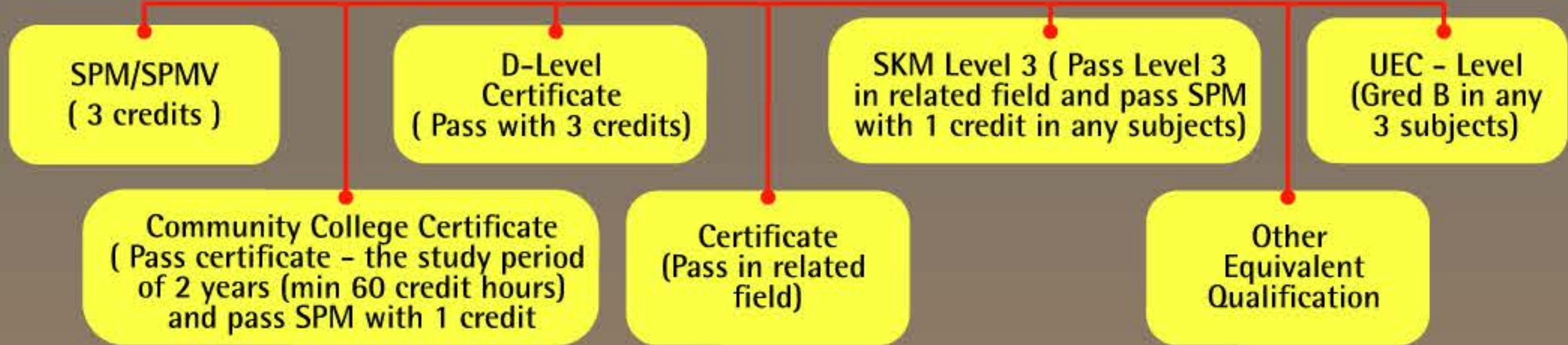
OVERVIEW

The curriculum gives students the organisational and administrative abilities they need to be efficient and effective administrators. Additionally, the curriculum seeks to give students the necessary knowledge and fundamental business abilities to function well in a workplace that is undergoing fast change. The curriculum generally covers the depth and the inter-disciplinary aspects of business. It strikes a balance between theoretical knowledge and a practical curriculum that is also appropriate for different roles in different sectors. Additionally, it is a rare chance to improve students' comprehension of the industry in a competitive setting. After completing this programme, students will have greater confidence and a competitive advantage, which will increase their career prospects.

PATHWAY



ENTRY REQUIREMENTS



DETAILS

Duration of Studies

- 2 1/2 Years + Industrial Training

Total Number of Credit Hours

- 92 Hours

Mode of Studies

- Full Time

Assessment

- Coursework : 60%
- Final Exam : 40%

Program Delivery

- Face to Face Learning - Self Learning Time
- Online Distance Learning

Career Opportunities

- Personal Assistant
- Financial Administrator
- Administrative Executive/ Assistant
- HR Executive / Assistant
- Training Executive / Assistant
- Operations Officer
- Office Administrator
- Sales Representative

Subject

Semester 1

Introduction to Business
Principles of Marketing
Business Communication
English 1
Pengajian Malaysia 2
Principles of Finance

Semester 2

Business Mathematics
Microeconomics
Computer Application
English 2
Cost Accounting
Bahasa Kebangsaan A / Entrepreneurship & Development 1

Semester 3

Business Statistics
Macroeconomics

Semester 4

Islamic Studies / Moral Studies
Computer Principles
English 3
Organizational Behavior
Academic Writing
Consumer Behavior

Semester 5

Financial Management
Personality Development
Public Relations
Internet and E-Business
Business Ethics
Financial Accounting

Semester 6

Business Law
International Business
Human Resources Management

Semester 7

Industrial Training