

# DIPLOMA IN BUSINESS ADMINISTRATION

KPT: R2/345/4/0866

MQA: A 5791

Diploma in Business Administration (DBA) programme is to educate, create and develop innovative business players, partners and professionals like executives, managers, entrepreneurs, consultants, industry leaders, researchers, business providers, etc.

The curriculum is designed and structured with the right aids and knowledge to meet the contemporary business needs and the competitive business challenges.

<b>INTAKE</b>	Monthly intake throughout the year
<b>DURATION</b>	2 Years 6 Months
<b>ENTRY REQUIREMENT</b>	Pass in SPM or equivalent with 3 credits including a credit in Bahasa Melayu and pass in History
<b>JOB OPPURTUNITY</b>	Administration Officer, Payroll Officer, Customer Service Officer, Manager Trainees, Human Resource Manager, Marketing Manager, International Business & Trade Manager, Entrepreneurs, Business Leaders

## COURSE STRUCTURE

### YEAR 1

- English Proficiency
- English for Communication
- Introduction to Business
- Introduction to Information Technology
- Computer Applications
- Business Mathematics
- Principles of Management
- Microeconomics
- Legal Framework
- Principles of Marketing
- Financial Accounting 1
- Bahasa Kebangsaan A/B
- Malaysian Studies
- Moral Studies/Islamic Studies

### YEAR 2

- Organizational Behavior
- Business Statistics
- Macroeconomics
- Human Resource Management
- Principles of Operation Management
- Business Law
- Financial Accounting 2
- E-Commerce
- Management Information System
- Fundamental of Financial Management
- Management Accounting
- Business Marketing
- Business Communication

### YEAR 3

- Consumer Behavior
- International Business
- Business Strategy
- Entrepreneurship
- Project Paper



# FEE STRUCTURE

## CERTIFICATE & DIPLOMA PROGRAM

- ▶ Diploma in Law Enforcement
- ▶ Diploma in Hajj & Umrah Management

REGISTRATION FEE	STUDY FEE
RM500	RM23,000

- ▶ Diploma in Retail Management
- ▶ Diploma in Hotel Management (WBL)

REGISTRATION FEE	STUDY FEE
RM2,500	RM23,000

- ▶ Diploma in Tourism Management (Japan)

REGISTRATION FEE	STUDY FEE
RM2,500	RM29,000

- ▶ Certificate in Law Enforcement
- ▶ Certificate in Hotel Operation
- ▶ Certificate in Business Studies

REGISTRATION FEE	STUDY FEE
RM500	RM2,350

\*\*Fee is free if directly further to Diploma programme.

- ▶ Diploma in Aviation Management
- ▶ Diploma in Ground Handling

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
RM2,500	<del>RM23,000</del>	RM17,000

- ▶ Diploma in Information & Communication Technology
- ▶ Diploma in Tourism Management
- ▶ Diploma in Hotel Management
- ▶ Diploma of Accountancy

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
RM500	<del>RM23,000</del>	RM17,000

- ▶ Diploma in Business Administration

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
FREE	<del>RM18,500</del>	RM12,500

- ▶ Diploma in Culinary Arts

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
RM2,500	<del>RM23,000</del>	RM20,000



# ACCOMMODATION & SHUTTLE SERVICES

*\*\*This services are provided seperately.*

## ► MENTARI COURT

Jln PJS 8/9, Bandar Sunway, 46150 Petaling Jaya, Selangor.



## ► PINNACLE KELANA JAYA

Jalan SS 7/26, SS 7, 47301 Petaling Jaya, Selangor.



## ► SHUTTLE VAN/BAS IS ALSO PROVIDED

