

# 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

