



DIPLOMA IN BUSINESS ADMINISTRATION

PROGRAMME BACKGROUND
Diploma in Business Administration includes several aspects of knowledge, especially in business management and administration. The diploma programme provides students with necessary exposure to customise and clarify knowledge based on the current global business administration. The curriculum developed in this programme is in accordance with the standards set by the Malaysian Qualifications Agency. Students will be exposed to the theory and practical aspects within and outside the classroom environment during learning to produce high-skilled graduates who are more competitive and holistic. Also, students will be exposed to many teaching methods, so that they can apply the learnt knowledge in business administration in dealing with the reality of today's business world.
MQA ACCREDITATION REF. NUMBER
A10728
JPT REF. NUMBER
JPT/BPP(U)1000-801/117JLD.5(43)(R2/340/4/0547)
LEVEL OF STUDY
Diploma / MQF – Level 4
MODE OF STUDY
Conventional
TEACHING MODE
Lecture and Tutorial
STUDY SCHEME
Full-Time
STUDY DURATION
2 Years 6 Months
TOTAL CREDIT HOURS TO GRADUATE
90 Credit Hours
MEDIUM OF INSTRUCTION
Malay
ENTRY REQUIREMENTS
<ol style="list-style-type: none">Passed Sijil Pelajaran Malaysia (SPM) with at least credit in three (3) subjects or equivalent qualification; orPassed Sijil Tinggi Persekolahan Malaysia (STPM) with minimum grade C (NGMP 2.00) in any subjects or equivalent qualification; orPassed Sijil Tinggi Agama Malaysia (STAM) with minimum grade Maqbul; orPassed SKM level 3 in related field and passed SPM with minimum 1 credit in any subjects; orAn equivalent qualification with certificate (Level 3 – MQF).



CAREER PROSPECTS
Graduates have the opportunity to join into bigger career market and contribute to the local multinational business organisations and non-profit organisations. Among the career prospects suitable for the graduates are as Administrator, Assistant Manager, Operations Executive, Sales Executive, or being involved in entrepreneurship.
CONTACT
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PROGRAMME STRUCTURE

SEMESTER 1

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	MPU2162 / MPU2132	Malaysian Studies 2* / Malay Language for Communication 1**	MPU	2
2	MPU2312	Islamic Studies	MPU	2
3	AQJ4013 / BBA4043	Basic Recitation Skills*** / Arabic Language For Beginners****	University Compulsory	3
4	BBA1052 / BBA1062	English Proficiency I / English Proficiency II	University Compulsory	2
5	BBA1012	Arabic Language I	Common Core	2
6	FPI4013M	Islamic Beliefs	Common Core	3
7	MTK4053	Business Mathematics	Common Core	3
TOTAL				17

Note:

*For Local Student

**For International Student

***For Muslim Student

****For Non-Muslim Student

SEMESTER 2

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	MPU2222	Professional Ethics	MPU	2
2	BBA1072 / BBA1142 / BBA1152	English Proficiency III / Advanced English I / Advanced English II	University Compulsory	2
3	ECO4043	Microeconomics	Discipline Core	3
4	ENT4013	Entrepreneurship	Common Core	3
5	KOM4173	Management Information System	Common Core	3
6	MGT4203	Business Communication	Common Core	3
7	MIF4053	Islamic Commercial Jurisprudence	Common Core	3
TOTAL				19



SEMESTER 3

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	LAW4013	Business Law	Discipline Core	3
2	MGT4033	Principles of Management	Discipline Core	3
TOTAL				6

SEMESTER 4

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	MPU2402 / MPU2412 / MPU2422 / MPU2432 / MPU2442 / MPU2452 / MPU2462 / MPU2472 / MPU2482	Character and Competence / First Aid Class / Gamelan / Golf / Theatre Class / Silat Cekak Malaysia / Nasyid / Basics of Capoeira / Recreational Travel (Camping Basics)	MPU <i>Note: Choose 1 course only</i>	2
2	ECO4053	Macroeconomics	Discipline Core	3
3	FIN4013	Financial Management	Discipline Core	3
4	MGT4013	Business Ethics	Discipline Core	3
5	MGT4063	Operations Management	Discipline Core	3
6	MKT4013	Principles of Marketing	Discipline Core	3
TOTAL				17

SEMESTER 5

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	ACC4173	Principles of Accounting	Discipline Core	3
2	BBA1022	Arabic Language II	Discipline Core	2
3	HRM4023	Human Resource Management	Discipline Core	3
4	KOM4163	E-Commerce	Discipline Core	3
5	MGT4093	International Business	Discipline Core	3
6	MGT4103	Project Management	Discipline Core	3
TOTAL				17



SEMESTER 6

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	MGT4053	Organizational Behavior	Discipline Core	3
2	MGT4073	Strategic Management	Discipline Core	3
TOTAL				6

SEMESTER 7

NO	COURSE CODE	COURSE NAME	CLASSIFICATION	CREDIT HOURS
1	ITR4998 / RSH4988	Industrial Training / Project Paper	Discipline Core	8
TOTAL				8

SUMMARY

SEMESTER	CREDIT HOURS
SEMESTER 1	17
SEMESTER 2	19
SEMESTER 3	6
SEMESTER 4	17
SEMESTER 5	17
SEMESTER 6	6
SEMESTER 7	8
TOTAL CREDIT HOURS	90