



Diploma in Business Administration

Duration

2 years 6 months

Programme Code

(R2/345/4/0217) 07/27 (MQA/FA1895)

Intake

January, June & September

Faculty/Centre

Faculty of Business, Management and Accounting

Academic Pathways

- Bachelor of Business Administration (Hons)
- Bachelor of Accountancy (Honours)
- Any relevant Bachelor's programme

Career Prospects

- Administrative and Office Roles
- Marketing and Sales
- Human Resources
- Finance and Accounting Support
- Business Support and Operations



Scan the QR code for more information about this programme.

This programme provides students with fundamental knowledge of how businesses operate, including areas such as management, marketing, finance, human resources, and entrepreneurship. It also develops practical workplace skills such as communication, teamwork, problem-solving, and decision-making. Students learn how organisations function, managers make decisions and businesses compete in the marketplace.

Key Learning Areas Include

- Business Management
- Marketing Principles
- Basic Accounting and Financial Concepts
- Business Communication
- Entrepreneurship
- Digital Business Practices
- Business Law and Ethics

Entry Requirements

• Sijil Pelajaran Malaysia (SPM)

Pass with a minimum of three (3) credits in any subject AND a pass in English.

• United Examination Certificate (UEC)

Pass with at least Grade B in any three (3) subjects.

• Progression to the field of Accounting & Information Technology

Pass SPM/O-Level/IGCSE with a minimum of three (3) credits including Mathematics OR Additional Mathematics AND a pass in English or its equivalent.

English Competency Requirements (International Student)

- Achieve a minimum of Band 3 in MUET; OR equivalent to CEFR (High B1); OR
- IELTS: 5.0; OR
- TOEFL iBT: 40; OR
- Pearson English Test (PTE): 47; OR
- Cambridge English Qualifications and Tests: 154

Students who do not meet these requirements will be offered an English proficiency course by the University to ensure that their proficiency is sufficient to meet the needs of the programme.

Course Structure

Year 1

- Introduction to Business
- Fundamentals of Marketing
- Fundamentals of Accounting
- Fundamentals of Management
- Business Communication
- Communicative English
- Fundamentals of Human Resource Management
- Introduction to Microeconomics
- Business Mathematics
- Fundamentals of Financial Management
- Communication in Malay 1
- Penghayatan Etika dan Peradaban
- Communication & Presentation Skills
- Critical and Creative Thinking Skills
- Youth Development

Year 2

- Organisational Behavior
- Business Statistics
- Entrepreneurship
- Business Law
- Business Ethics
- AMUnited 1
- Psychology at workplace
- Financial Accounting
- Introduction to Macroeconomics
- Innovation Management
- Principles & Practices of Selling
- Introduction to Information Technology
- Fundamentals of Operations Management
- Risk Management
- International Business

Year 3

- Industrial attachment

