

Diploma in Business Administration

(R2/345/4/0154) 02/27 (MQA/FA 1709)
(R2-DL/345/4/0159) 04/27 (MQA/FA 1864)



Agensi Kelayakan Malaysia
Malaysian Qualifications Agency

Delivery Mode:
Conventional, Open and Distance Learning (ODL)

Duration of Study:
2 Years 6 Months (Full-Time)
4 Years (Part-Time)

Intakes

- January, May and September

Academic Schedule

- January : 14 weeks*
- May : 14 weeks*
- September : 14 weeks*

*Inclusive of exam period.

Prepare for the Real World of Business

The Diploma in Business Administration Programme is a versatile course that gives the student a good understanding of the business environment and organisational context. It allows the student to develop professional skills and an outlook in managing a business with an emphasis on operations and practicality.

In this programme, the student will be exposed to the core components of Business and Management; for example Marketing, Entrepreneurship, Economics, Finance, Information System, and Business Analytics, that will enhance their business strategy and capability. Apart from developing managerial and entrepreneurial skills, this programme also helps the student to build the skills to become effective knowledge workers.

Career Prospects

- Business Development Assistant
- Assistant Administrator
- Accounts Assistant
- Human Resource Assistant
- Finance and Investment Assistant
- Credit Control Assistant
- Sales and Marketing Assistant
- Line Supervisor

Areas of Knowledge

Business and Management

The analysis of how managers formulate effective strategies.

Digital Marketing

Explore techniques and technologies that is involved in online media.

Production and Operations Management


Experience analysis and learn on how to improve the business process.

Business Communications

Development of leadership, teamwork and communication skills.

Logistics Management

Understanding the commercial activities involved in transporting goods to customers.

 **Interested in this course?**
We are more than happy to share.
Email us or give us a call.

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Did You Know?

INDUSTRY COLLABORATION

Educational trips and visits. Get industry exposure in classrooms as well as forum, seminars and talks.

CREDIT TRANSFER

Up to 50% credit transfer for Diploma progressing into Degree.

Why UNITAR?

5-STAR QUALITY

5-STAR rating in QS for Teaching, Employability, Inclusiveness, Online Education and Accounting and Finance.

AFFORDABILITY

PTPTN, EPF and various financial aid available.

UNITAR C.A.R.E

We ensure that students are well-equipped with applicable skills: Collaborative, Adaptive, Reflective and Entrepreneurial.

Entry Requirements

Pass SPM / SPMV / O-Levels credit in at least three (3) subjects;
Pass SPM / SPMV / O-Level with credit in at least 3 subjects;
OR
Pass Sijil Kemahiran Malaysia (SKM) (Level 3 MQF) in relevant field subject to Senate approval and MUST attend bridging courses;
OR
A pass in Sijil Tinggi Persekolahan Malaysia (STPM), with a minimum of Grade C (GP 2.0) in any subject ;
OR
Any qualifications equivalent to Certificate (Level 3, MQF);
OR
A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul;
OR
Any other qualifications that recognised by the Malaysian government;
OR
Entry requirements for admission into the Diploma's program (level 5, MQF) through APEL A as approved by the Ministry of Education (MOHE).
Applicants must be/have:

1. A Malaysian citizen; and
2. The candidate should be more than 20 years of age in the year of application
3. Relevant work experience / prior experiential learning; and
4. Pass the APEL Assessment

ENGLISH REQUIREMENT

International Students

1. Minimum score of 5.0 for IELTS OR its equivalent

Programme Core Modules

- Introduction to Management
- Economics and Society
- Introduction to Accounting
- Fundamentals of Information Technology
- Introduction to Marketing
- Introduction to Organisational Behaviour
- Introduction to Human Resource Management
- Introduction to Finance
- Entrepreneurship
- Introduction to Digital Business
- Supply Chain Management
- Business Statistics
- Fundamentals of Quality Management
- Introduction to Logistics Management
- Introduction to Business Information Systems
- Cost and Management Accounting
- Introduction to Production and Operations Management
- Introduction to Talent Acquisition Management
- Introduction to E-Commerce
- Introduction to Business Ethics and Values
- Introduction to International Business
- Introduction to Occupational Safety and Health
- Introduction to Digital Marketing
- Intermediate Microeconomics

University Core Modules

- Community Service
- Interpersonal and Communication Skills
- Culture and Society
- Penghayatan Etika dan Peradaban / Bahasa Melayu Komunikasi 1 (Int)
- Skill Enhancement / Bahasa Kebangsaan A

English Core Modules

- English 3



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UNITAR International University (DU004-B)
Tierra Crest, Jalan SS6/3, Kelana Jaya,
47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Get ahead in Business.

Online Mode available - you may study at your own pace or seek advice anywhere without having to travel to campus.

Industry Collaboration - educational trips and visits.

Get industry exposure in classrooms from industry-based projects, forum, seminars and talks.