

DIPLOMA IN BUSINESS ADMINISTRATION



OVERVIEW :

The 'Diploma in Business Administration', from DSH Institute of Technology, equips students with a comprehensive understanding of accounting, marketing, finances, human resources, and information technology, enabling learners to choose their specialization later on.

At the end of our 'Diploma in Business Administration', at DSH Institute of Technology, students will be able to :



Gain comprehensive knowledge on the main domains involved in running a successful business such as accounting, marketing, finances, human resources and information technology



Be equipped with hands – on experiences, through industrial placements and learn the basics of business through observing other professionals such as marketing executives, human resource managers, accountants, graphic designers etc



ENTRY REQUIREMENTS :

LOCAL STUDENTS

Sijil Pelajaran Malaysia (SPM)

SPM or its equivalent with a minimum of THREE (3) credits in any three subjects

OR

Sijil Tinggi Persekolahan Malaysia (STPM)

STPM or its equivalent with a minimum of Grade C in any subject

OR

Sijil Tinggi Agama Malaysia (STAM)

STAM with a minimum grade of Maqbul

OR

SKM with SPM

Pass in SKM Level 3, in a related field, and pass in SPM with minimum one credit in any subject

INTERNATIONAL STUDENTS

GCE O' Levels or Equivalent

GCE O' Levels or its equivalent with minimum Grade C in any THREE (3) subjects

AND **

International English Language Testing System (IELTS)

Pass in IELTS with an overall band score of minimum 5.0

OR

Test of English as Foreign Language (TOEFL)

Minimum score of 550 (PBT) or 213 (CBT) or 79 - 80 (iBT)

**for countries in which English is not used as a medium of instruction



Course Code

DiBA



Duration

2.5 years (full time)



MQA Approval

PA13841



MOHE Approval

KPT (N/340/4/0794)

Intake

January, June and September

About DIT

DSH Institute of Technology (DIT) has been running for 21 years and all courses at DIT are approved by the Malaysian Qualifications Agency (MQA) and Ministry of Higher Education (MOHE). All our lecturers are also registered with MOHE as well. DIT has a well - furnished campus located at the heart of KL (Setapak) and is easily accessible by public transportation.

Advantages of Studying at DIT

- Affiliated with the Established Damai Service Hospital
- Loan from PTPTN Provided **
- Established Hostels at Condominiums
- Ministry of Higher Education (MOHE) and Malaysian Qualification Agency (MQA) Approved Programmes
- Registered and Qualified Lecturers
- Practical Placements and Industrial Attachments Provided
- Job Opportunities for Eligible Candidates

**only for local students

FUTURE EDUCATION PATHWAYS

Students may choose to continue their studies in the following courses :

- Bachelor of Business Administration
- Bachelor of Business Management
- Advanced Certificates / Specialized Diplomas in :
Human Resource Management / Marketing etc

STUDY MODE

Full-time study delivered through the following methods :

- Lectures
- Tutorials
- Practical Sessions
- Industrial Attachments

COURSES

SEMESTER 1

1. Principles of Marketing
2. Principles of Management
3. Introduction to IT Management
4. Business Mathematics
5. Organizational Behaviour
6. Appreciation of Ethics and Civilizations / Philosophy and Current Issues

SEMESTER 2

1. Principles of Accounting
2. Sales Management Strategy
3. Advanced Communicative English

SEMESTER 3

1. Business Ethics
2. Accounting Management
3. Human Resource Management
4. Business Financial Management
5. Community Service
6. Islamic Studies (Muslims) / Moral Studies (Non - Muslims)

SEMESTER 4

1. Microeconomics
2. Project Management
3. Digital Marketing Management
4. Business Law
5. Auditing

SEMESTER 5 AND 6

1. Business Communication
2. Business Statistics
3. Macroeconomics
4. International Business Management
5. Business Research Methodology
6. e - Commerce Development
7. Consumer Behaviour
8. Entrepreneurship Development

SEMESTER 7

1. Industrial Placement

CAREER PROSPECTS

Employment Opportunities Include :

1. Marketing Associate
2. Accounts Manager
3. Administrative Manager
4. Human Resource Coordinator
5. Entrepreneur

Please Contact Us For Further Information :

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