

# DIPLOMA IN BUSINESS ADMINISTRATION

MQA/PA 8325 (N/340/4/0696)

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Educate . Empower . Innovate



A diploma in business administration is the critical first step you need to take to learn about business from a variety of standpoints. During your two and a half years as a student, you'll take courses in subjects like professional ethics, accounting, marketing, and communication. Having a broad perspective of business from the beginning of your career positions you to have a strong foundation from which to enter any specialization you want later.

In the diploma program, you will also get real-world experience in the business world through projects and advice from guest lecturers who have built successful business careers.

## ENTRY REQUIREMENT

- A pass in Sijil Pelajaran Malaysia (SPM), with at least credit in any 3 subjects or any equivalent qualification ; OR
- A pass in Sijil Tinggi Persekolahan Malaysia (STPM), with a minimum of Grade C (GP 2.00) in any subject or any equivalent qualification ; OR
- A pass in Sijil Tinggi Agama Malaysia (STAM), with a minimum grade of Maqbul.

## DURATION OF STUDY

2½ Years  
7 Semesters

## CAREER PATHS

- Administrator Officer
- Assistant Office Management Manager
- Assistant Operation Manager
- Assistant Project Manager



## SUBJECT COMPONENTS

Intakes **JAN / FEB, APRIL - JULY, OCTOBER / NOVEMBER**

### Year 1 / Semester 1

- Bahasa Malaysia Komunikasi
- Fundamentals of English Language
- Principles of Management
- Introduction to Business
- Professional Development

### Year 1 / Semester 3

- Parenting in Comtemporary Society
- Principles of Marketing
- Microeconomics

### Year 2 / Semester 5

- Ethics In Organization
- Business Law
- Consumer Behavior
- Cost and Management Accounting 1
- Operation Management

### Year 3 / Semester 7

- Human Resource Management
- Business Strategy
- Khidmat Masyarakat
- E - Business
- Small Business Management

### Year 1 / Semester 2

- Bahasa Kebangsaan A
- English Academic Purposes
- Introduction to Entrepreneurship
- Business Mathematic
- Introduction to Computer Application Software
- Principles of Accounting

### Year 2 / Semester 4

- Introductions to Business Statistics
- Principles of Finance
- Business Communication Skills
- Managerial Accounting
- Macroeconomics

### Year 3 / Semester 6

- Cost and Management Accounting 2
- Organizational Behavior
- International Business

## CONTACT US

Kompleks Taman Seni Islam Selangor  
No 2a, Persiaran Damai, Seksyen 10,  
40100 Shah Alam, Selangor

Tel : 03 - 5030 2520  
Fax : 03 - 5030 2519  
SMS : 013 - 309 8851  
Email : [admin@restucollege.edu.my](mailto:admin@restucollege.edu.my)

For online application  
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