DIPLOMA IN
BUSINESS
ADMINISTRATION
The Diploma in Business Administration qualification is designed with subjects to equip students with a broad range of vital skills that are essential and significant in their future career or enterprise.

These include:
- Setting-up and running a business
- Identifying target markets for enterprise
- Business Development and Negotiation skills
- Communication, Promotion and Marketing
- Managing Finance

Students will also be provided with ample opportunities to explore local, national and international business practices.

### Career Prospects
- Business Development
- Administration and Operations
- Marketing and Communication
- Human Resource and Organisational Development
- Trading, Retailing and Merchandising
- Entrepreneur

### Academic Calendar Intakes
- January, March & August

### Duration
- 2 Years (6 Semesters)
Entry Requirements
- Pass SPM/O-Level with minimum Three (3) Credits or other equivalent qualification approved by the Ministry of Education, Malaysia

Assessment
- 40% Coursework & 60% Examination

Programme Structure

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAF013</td>
<td>Introduction to Accounting</td>
</tr>
<tr>
<td>BAF023</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>BAC033</td>
<td>Introduction to Business Studies</td>
</tr>
<tr>
<td>BAF043</td>
<td>Micro-Economics</td>
</tr>
<tr>
<td>BAF053</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>BAC063</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BAF073</td>
<td>Statistics for Business</td>
</tr>
<tr>
<td>BAF083</td>
<td>Macro-Economics</td>
</tr>
<tr>
<td>BAC093</td>
<td>Organisational Behaviour</td>
</tr>
<tr>
<td>BAC103</td>
<td>Business Communication</td>
</tr>
<tr>
<td>BAF133</td>
<td>English for Business</td>
</tr>
<tr>
<td>BAF123</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>BAC113</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>MPU153</td>
<td>Pengajian Malaysia</td>
</tr>
<tr>
<td>BAC143</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>MPU432</td>
<td>Study Skills</td>
</tr>
</tbody>
</table>
Programme Offerings

Sunway College Ipoh offers a wide range of professional and diploma programmes which lead to qualifications that are relevant to market needs, and which enhance the employability of young professionals today. Sunway diploma graduates can also embark upon undergraduate degree studies with advanced standing in many local and overseas universities.

Our programmes cover an interesting range of professions, and are taught by qualified lecturers with academic and industrial experiences to make learning relevant. They bring work-related and practical examples into the classroom.

Course materials are updated regularly to include industrial and business changes and trends. The campus is well-equipped with the hardware and software necessary to offer students an effective and enjoyable learning environment.

Professional Accounting Qualification
Association of Chartered Certified Accountants (ACCA)
Certified Accounting Technician (CAT)

Diploma Programmes
Diploma in Business Administration
Diploma in Business Information System
Diploma in Graphic Design
Diploma in Interior Design
Diploma in Marketing

Pre-University/Foundation Studies
Sunway Foundation in Arts (FIA)

Financial Aid

PTPTN
Eligible Students are able to apply for PTPTN Loan.
For more information, kindly visit www.ptptn.gov.my

EPF
Eligible Students are able to apply for Parent's EPF Withdrawal (Account II).
For more information, kindly visit www.kwsp.gov.my

Testimonials

Henry Tan Zhong-Han
Diploma in Business Administration, Year 1
“The programme has given me a lot of knowledge and experience. It will help me in my future, life and work. Also, it has improved my self-confidence and communication abilities.”

Megumi Furukawa
Diploma in Business Administration, Year 1
“The programme will accord me a bright future as the learning experience allows me to gain further knowledge and enhances my abilities and skills as well as my character in order to develop myself into a better person.”

SUNWAY COLLEGE IPOH (600640-K) (AUP2018)
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