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Diploma in Business Administration

(R3/0414/4/0263)(05/29)(A8800)

WHY STUDY AT LSBF?



Globally Recognised Qualifications

Our internationally accredited programmes boost your career prospects on a global scale.



Multicultural Learning Environment

Immerse yourself in a diverse student community, enriching your educational journey and expanding your network.



Strong Industry Links

Take advantage of our strong industry partnerships, opening doors to networking and potential career opportunities.



Thriving Alumni Community

Connect with our successful graduates for mentorship and career advancement opportunities.



Experienced Faculty

Learn from distinguished academics and industry professionals who bring real-world insights to your studies.



Cutting-Edge Facilities

Utilise modern resources and technology designed to foster your academic and professional development.



Adaptable Study Options

Select from a range of learning formats, including on-campus, online, and blended approaches to suit your lifestyle.



Forward-Thinking Curriculum

Engage with course content that incorporates the latest industry trends and technological innovations.

PROGRAMME INFORMATION

Diploma in Business Administration (R3/0414/4/0263)(05/29)(A8800)

Programme Overview

The Diploma in Business Administration provides a solid foundation in key business areas such as accounting, finance, marketing, human resources, and operations management. Through interactive lectures, case studies, and hands-on projects, students develop critical thinking, problem-solving, and effective communication skills, preparing them for the complexities of the business world. Graduates will be ready for various roles, including Business Analyst, Marketing Coordinator, and Human Resources Assistant. The program also offers a strong basis for further studies in business and management. With a blend of theoretical knowledge and practical experience, graduates will be equipped to excel in diverse business settings.

Programme Structure

Year 1

- English Language
- Business Mathematics
- Creative Thinking
- Fundamentals of Business
- Philosophy and Current Issues / Bahasa Melayu Komunikasi 1
- English for Academic Purposes
- Business Statistics
- Fundamentals of Information Technology
- Fundamentals of Management
- Social Science
- Microeconomics
- Business Communications
- Bahasa Kebangsaan A / Entrepreneurship Skills

Year 2

Year 2

- General Psychology
- Fundamentals of Multimedia Technology
- Fundamentals of Marketing
- Introduction to Entrepreneurship
- Fundamentals of Accounting
- Financial Accounting 1
- Macroeconomics
- Organisation Behaviour
- Marketing Management
- International Business
- Business Ethics
- Financial Accounting 2
- Privatisation in Malaysia

Year 3

- Business Law
- Financial Management
- Principles of Operations Management
- Human Resource Management
- Integrity And Anti-Corruption

Intakes

January, May and September

Study Duration

Full Time: 2 years 6 months | **Part Time:** 5 years

Entry Requirements

General Requirements

SPM/O-Levels	Pass SPM or equivalent with 3 credits in any subjects
STAM	Pass in STAM with at least Grade <i>Maqbul</i> (Pass)
SKM	Pass with level 3 in related field
Certificate	Pass in relevant Certificate with at least minimum of CGPA 2.00
STPM/A-Level	Pass STPM with minimum GPA 2.00 (Grade C) in any 1 Subject
Others	Other equivalent qualification approved by the government of Malaysia

English Requirements

International Students	<ul style="list-style-type: none"> • IELTS: 5.0 • TOEFL iBT: 40 • Pearson (PTE): 47 • MUET: Band 3.5
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Career Opportunities

- Administrative Assistant
- Customer Service Representative
- Marketing Coordinator
- Human Resources Assistant
- Office Manager
- Account Executive
- Business Analyst
- Sales Manager
- Operations Manager
- Financial Clerk
- Project Coordinator
- Entrepreneur

