

LSBF College DK316(W)

(formerly known as Elite International College)

Level 1-3 No. 49, Jalan Hang Lekiu,
50100 Kuala Lumpur Malaysia

☎ +603-2022 4888

☎ +6010-454 5008

✉ info@lsbf.edu.my

Diploma in Business Administration (ODL)

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 (ODL) (N-DL/340/4/0802)(07/28)(MQA/PA14654)

Programme Overview

The Diploma in Business Administration offers a robust grounding in core business areas like accounting, finance, marketing, HR and operations management. Through engaging lectures, case analyses and practical projects, students hone their critical thinking, problem-solving and communication skills, readying them for the intricacies of the business realm.

Graduates are well-positioned for various roles, such as Business Analyst, Marketing Coordinator, and HR Assistant. The course also lays a solid foundation for further business and management studies. Combining theory with hands-on experience, the programme equips graduates to thrive in diverse commercial settings.

Programme Structure

Year 1	Year 2	Year 3
<ul style="list-style-type: none"> 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 E-Commerce Microeconomics Business Communication Bahasa Kebangsaan A / Entrepreneurship Skills 	<ul style="list-style-type: none"> General Psychology Fundamentals of Multimedia Technology Fundamentals of Marketing Introduction to Entrepreneurship Consumer Behaviour Financial Accounting 1 Macroeconomics Organisation Behaviour Marketing Management International Business Business Ethics Financial Accounting 2 Privatisation in Malaysia 	<ul style="list-style-type: none"> 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
STPM/A-Level	Pass STPM with minimum GPA 2.00 (Grade C) in any 1 Subject
STAM	Pass STAM with at least Grade <i>Maqbul</i> (Pass)
Certificate	Pass in relevant Certificate with at least minimum of CGPA 2.00
SKM	Pass with level 3 in related field
Others	Other equivalent qualification approved by the government of Malaysia

English Requirements

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

Career Opportunities

Upon graduation, work opportunities for students include:

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

Education Pathway

