



ISO 9001:2015 Certified

# DIPLOMA IN BUSINESS ADMINISTRATION

The program is offered Open and Distance Learning Mode (ODL)

KPT/JPS (PA 10844) 08/24



## PROGRAMME DESCRIPTION

Management is about resolving problems competently as well as successfully and includes the challenges of transforming a situation into an opportunity in a competitive, unpredictable atmosphere in this period of development and growth. Diploma in Business administration helps the students to acquire skills required to combat the difficulties and seize the opportunities in this era of globalization. The course adds value to existing degrees and hence makes the competition for jobs easy for the students.



## PROGRAMME AIM

This program is aimed at those, who wish to equip themselves with comprehensive management knowledge for a rapidly changing business environment. It offers a unique opportunity for students to enhance their understanding of the "whole enterprise" in its competitive situation. Course instructors will include practitioners from the industry and experts of this field.



## PROGRAMME DURATION

Minimum Duration: 30 Months.



## CAREER OPPORTUNITIES

Employment opportunities exist in many sectors such as government organizations, non-profit organizations, small business, investment, real estate, banking, retailing and the hospitality industry.

After completion of this course the students are expected to find jobs and work as:

1. Retail Manager
2. Junior Managers
3. Management Trainees
4. Supervisors

**Call us :**

**1 300 880 111 (Malaysia)**  
**+603 78063478 (International)**

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No. 2, Jalan Stadium, SS 7/15, Kelana Jaya, 47301, Petaling Jaya, Selangor Darul Ehsan, Malaysia.

## INTAKE AND ENTRY REQUIREMENTS

**Intake:** 1. January, 2. May, 3. September

### Entry Requirements:

- i. Meet the minimum requirements of the MQA Program Standard / professional body requirements / recommendations for student recruitment during that period; or
- ii. Other qualifications recognized by the Government.

Any changes to the Program Standard / MQA professional requirements / recommendations will apply to new cohort students only.

Implementation of the eligibility requirements in accordance with the MQA Professional Program / Professional Body Requirements / Recommendations is applicable in accordance with the provisions set forth in the Malaysian Qualifications Agency circular (MQA) when enforcing the application of a MQA Professional Program / Professional Body Requirements / Recommendations.

## LIST OF COURSE/MODULE OFFERED IN THE PROGRAMME

| Sl. No.   | Subject Name                                     |
|---|--|
| 1.  | English 1  |
| 2.  | Fundamental of Computer Principles & Programming |
| 3.  | English for Professional Purposes                |
| 4.  | Business Organization                            |
| <b>Elective (Choose any one module from the following):</b> |  |
| 5.  | Malaysian Studies 2                              |
| 6.  | Malay Language Communication 2                   |
| 7.  | Principles of Marketing                          |
| 8.  | Introduction to Accounting                       |
| 9.  | Human Resources Management                       |
| 10.   | Maintenance & Development of Website             |
| 11.   | Business Law                                     |
| 12.   | Internet Fundamental & Applications              |
| 13.   | English II                                       |
| 14.   | Creative Problem Solving                         |
| 15.   | Entrepreneurship                                 |

|     |                                      |
|-----|--------------------------------------|
| 16. | Company Law                          |
| 17. | E- Commerce                          |
| 18. | Microeconomics                       |
| 19. | Fundamentals of Finance              |
| 20. | Banking Management                   |
| 21. | Introduction to Financial Accounting |
| 22. | Consumer Behavior                    |
| 23. | Introduction to Insurance            |
| 24. | Quantitative Methods                 |
| 25. | Management Information System        |
| 26. | International Business Management    |
| 27. | Constitution and Community           |
| 28. | Marketing Research                   |
| 29. | Macroeconomics                       |
| 30. | Organizational Behavior              |
| 31. | Product & Operation Management       |
| 32. | Co-Curriculum                        |

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