



**BANDAR
COLLEGE**

KP (JPS) 5195 / IPTS / 954 / JILID II

Diploma in
Business Administration

2.5 years

DK130 (W) N340/4/0611 (09/20) MQA/PA.5806

Diploma in Business Administration

With the Diploma in Business Administration you will learn a range of skills needed to facilitate business operations in a fast-changing global environment. Our programme combines a mix of theoretical and practical training in the areas of management, accounting, economics, marketing, law, international business and more.

This Diploma will provide you the opportunity to cultivate key managerial and business skills needed to be a great leader.



WHY BANDAR COLLEGE ?

- Located in a **5-star hotel complex** with state-of-the-art facilities in the heart of Kuala Lumpur city.
- Value for money with competitively priced fees.
- Pathways to quality international university partners.
- A practical curriculum focused on employability.
- Providing a link between work and study with genuine internship and placement opportunities.
- Compulsory 'Bandar Career Advantage' soft-skills programme at no additional cost.
- Students graduate with a globally recognised qualification and an impressive CV.
- Highly qualified academic staff with strong corporate experience.
- Small class sizes and a nurturing study environment.

THE BANDAR CAREER ADVANTAGE PROGRAMME

A free programme that will equip you with:


- The skills to prepare job winning CVs.
- The confidence to present your best at interviews.
- The knowledge on how to cope with the work environment.
- Exposure to in-semester and end-of-semester internships.
- The opportunity for jobs with credible employers.

THE BANDAR SUCCESS MODEL

SPM/
O-LEVELS/OR
EQUIVALENT

BANDAR
COLLEGE
DIPLOMAS

SECOND YEAR
OF PARTNER
UNIVERSITY
PROGRAMMES

 Curtin University

 ECU
EDITH COWAN
UNIVERSITY

Graduate with an undergraduate degree and a professional body qualification or certification at a fraction of the cost of doing a full degree overseas.



Level 7
Sheraton Imperial
Hotel Complex

ENTRY REQUIREMENTS

- SPM/O-Level (minimum 3 credits) or equivalent.
- Other relevant academic or professional qualifications.

SEMESTER STRUCTURE

	Semesters	Weeks
Long Semester	5	17
Short Semester	1	9

COURSE CONTENT

Semester 1

- 1 English I
- 2 Intro to Information Technology
- 3 Discrete Mathematics
- 4 Introduction to Business
- 5 Introduction to Management
- 6 Introduction to Accounting

Semester 2

- 7 English II
- 8 Introduction to Finance
- 9 Microeconomics
- 10 Organisational Behaviour
- 11 Principles of Marketing
- 12 Business Statistics

Semester 3

- 13 Pengajian M'sia / Bahasa Komunikasi 2
- 14 Entrepreneurial Skills / Writing Skills
- 15 Etika Professional / Hubungan Etnik
- 16 Khidmat Masyarakat / Co-Curriculum

Semester 4

- 17 Business Communication
- 18 Business Accounting 1
- 19 Macroeconomics
- 20 Operations Management
- 21 Cost Accounting
- 22 E-Commerce

Semester 5

- 23 Business Accounting 2
- 24 Strategic Management
- 25 Entrepreneurship
- 26 Business Law
- 27 Business Ethics
- 28 International Business

Semester 6

- 29 Industrial Training



BANDAR COLLEGE

Level 7, Faber Imperial Court,
Sheraton Imperial Hotel,
Jalan Sultan Ismail, 50250 Kuala Lumpur.

contact@bandar.edu.my
facebook.com/kolejbandar
www.bandar.edu.my

Tel: +60-3-2026 7401
H/P: +60-11-3786 2361