



MAHSA
UNIVERSITY



DIPLOMA IN **BUSINESS ADMINISTRATION**

KPT/JPS (R/340/4/0252) (MQA/FA3037) 6/25

**FACULTY OF
BUSINESS,
FINANCE &
INFORMATION
TECHNOLOGY**

In the business world, everyone is paid in two coins: cash and experience.
Take the experience first, the cash will come later.

– Harold Geneen

OVERVIEW

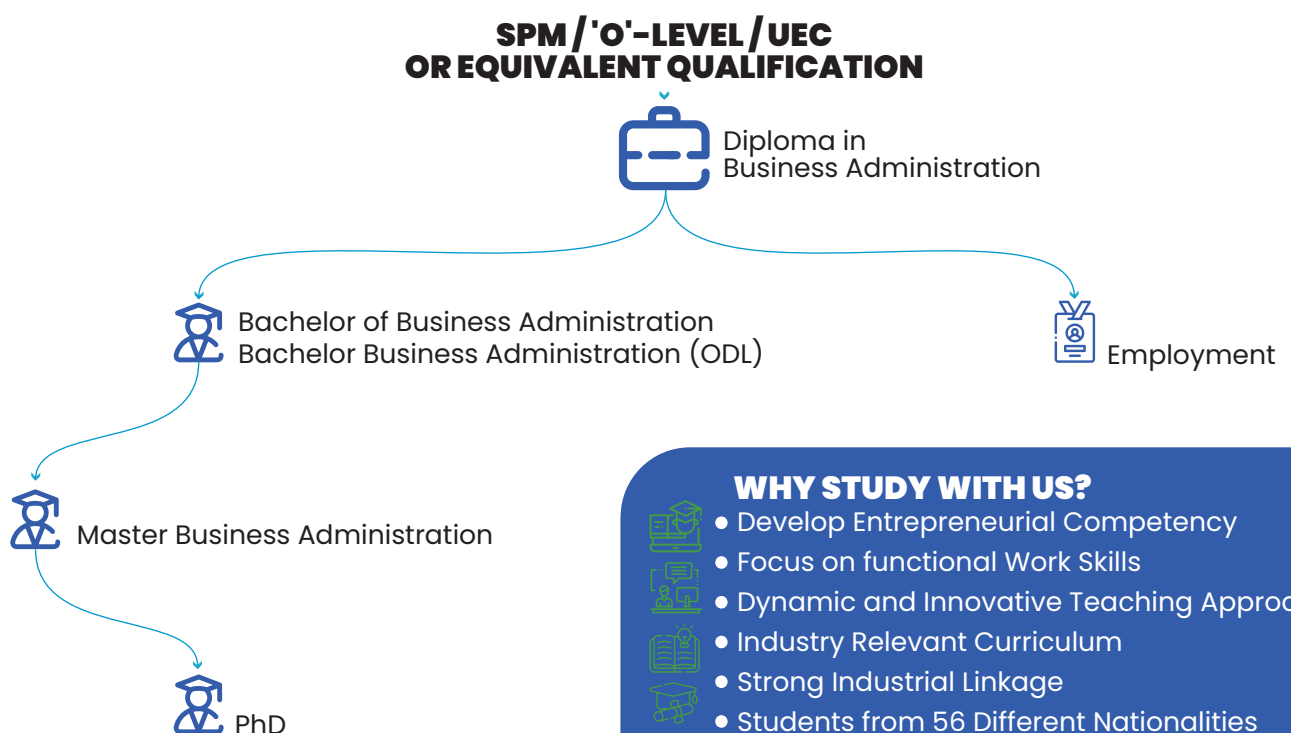
MAHSA University's Diploma in Business Administration is a wonderfully versatile 2-year programme for students who have completed their SPM or its equivalent, and want to equip themselves with a solid business education that can take them anywhere in the business world and beyond, where they will end up managing business entities and more.

Business Administration students will study a wide range of business-related subjects such as accounting, business principles and procedures, human resource management, finance, economics, marketing and law, among others. Students will immerse themselves in the planning and management of businesses in areas such as production and planning, resource allocation and management, decision-making, project management and other such interesting areas.

The objective of the Diploma in Business Administration is to teach students to efficiently and effectively manage the scarce resources with which a business is endowed, to effectuate organisational procedures and policies, and to do all this with the ultimate objective of maximising profit while minimising costs.

At the end of the programme, students will be competent business executives with a sharp eye for a sure profit.

PROGRESSION PATHWAY



PROGRAMME STRUCTURE

YEAR 1

- Accounting 1 & 2
- Business English 1 & 2
- Business Mathematics
- Business Statistics
- Fundamentals of Management
- Introduction to Business
- Introduction to Finance
- Information Technology
- Macroeconomics
- Microeconomics
- Principles of Corporate Communication
- Principles of Marketing

YEAR 2

- Business Law
- Business Communication
- Computerised Accounting System
- Consumer Behaviour
- Cost Accounting
- Fundamentals of Entrepreneurship
- Industrial Training
- Introduction to E-Commerce
- Introduction to Operation Management
- Manpower Management
- People and Organisation

General Courses

- Co-curricular project
- Creative and Critical Thinking
- Time Management

Local Students

Pengajian Malaysia 2

International Students

Bahasa Melayu Komunikasi 1

ELECTIVE

- Corporate Governance
- Management Accounting
- Money & Banking
- Personal Finance

ENTRY REQUIREMENTS

Academic Qualification Requirements

| | |
|-------------|--|
| SPM | PASS SPM OR EQUIVALENT WITH 3 CREDITS IN ANY SUBJECTS AND PASS IN MALAY AND HISTORY SUBJECTS |
| UEC | PASS UEC WITH GRADE B IN ANY 3 SUBJECTS |
| O-Level | PASS O LEVEL WITH GRADE C IN ANY 3 SUBJECTS AND PASS IN MATHS AND ENGLISH |
| SKM | PASS WITH LEVEL THREE (3) IN RELATED FIELD AND PASS SPM WITH ONE (1) CREDIT IN ANY SUBJECT |
| Certificate | PASS IN SKM LEVEL 3 OR CERTIFICATE FROM KOLEJ KOMUNITI AND PASS SPM WITH 1 CREDIT |
| STPM | PASS STPM WITH MIN GPA 2.00 / C IN ANY 1 SUBJECT |
| Other | OTHER EQUIVALENT QUALIFICATION APPROVED BY THE GOVERNMENT OF MALAYSIA |

CAREER OPPORTUNITIES

- Social Media Executives
- Sales and Marketing Executive
- Operations Executive
- Outlet Controller
- Property Management Assistant
- Procurement Administrative Executive
- Invoicing and Order Management Assistant
- Project Admin and Costing Executive
- Admin Officer (Facility Management)
- Corporate Executive Officer
- Purchasing and Admin Executives

MAHSA'S PASSPORT

TO SUCCESS



Professional Industry-Driven Education (P.R.I.D.E) is MAHSA University's specially designed education pathway that give students the best of both academic and professional certifications. Students have the opportunity to gain professional skills through various programmes from MAHSA's collaborations with internationally recognised professional bodies. P.R.I.D.E increases the employability rate of our fresh graduates and puts them on par with the rest of the professional world.

MASTERCLASS

Students of this programme are eligible to gain add-on certification in Master Classes. There are more than fifty Master Classes to choose from, and all are designed to further enhance the student's employability, in line with the Industrial Revolution 4.0.

MOBILITY PROGRAMME

This is a unique opportunity for students to study abroad for up to one year in a foreign country. This study abroad programme lets students experience different cultures and

PROFESSIONAL COURSES

Through MAHSA's collaboration with internationally recognised professional bodies, students will be earn certifications that will enhance their professional skills and increases their employability rate.

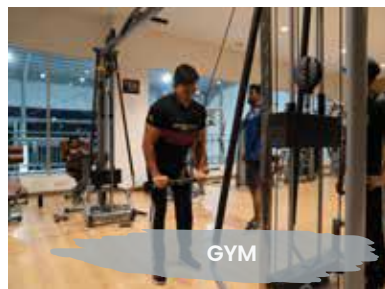


practices from around the world. Ask us about our university partners in over fifty different countries.

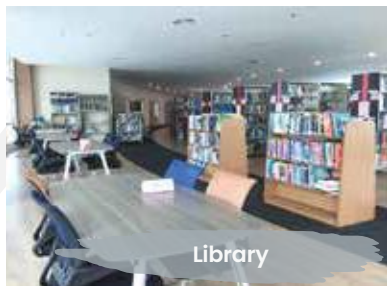
MAHSA BE MORE



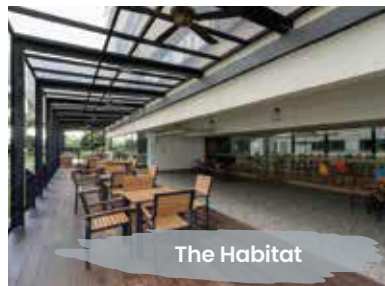
Sports Complex



GYM



Library



The Habitat

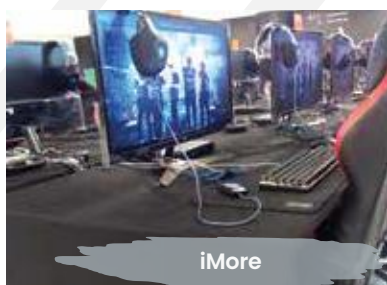


MAHSA UNIVERSITY

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Residences

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