**DIPLOMA IN BUSINESS ADMINISTRATION**

In the inherently competitive business world, the successful companies will be those that innovate and think fast. New information sources such as business intelligence, productivity, efficiency, and the like. The success of Diploma in Business Administration is to help entrepreneurs who have the skills necessary in managing the challenging business environment that always at the edge of change and enterprise. Students will be graduating with sensitivity to market needs and skills to manage a business success which is to planing, organizing, staffing, directing, controlling, and budgeting.

**COURSE SYLLABUS 1ST YEAR**

- **Entrepreneurship**
- **International Business**
- **Consumer Behaviour**
- **Business Ethics**
- **Principles of Management**
- **Fundamental of Microeconomics**
- **English**

**COURSE SYLLABUS 2ND YEAR**

- **Management Information System**
- **Principles of Marketing**
- **Principles of Operations Management**
- **Business Communication**
- **Lecture**
- **Site visit**

**ADMISSION REQUIREMENTS**

1. Pass SPM with at least credits in three (3) subjects for Diploma in Business Administration, OR
2. Pass GCE A-level Grade C in three (3) subjects, OR
3. Pass International Baccalaureate (IB) with a level Grade 3 in three (3) subjects, OR
4. Pass STPM or equivalent with at least Grade C in (CGPA 2.00) in one (1) subject, OR
5. Pass Cambridge (Maltese) OR
6. Pass Matriculation Certificate Level 2 in relevant field from PTP recognized by Government of Malaysia with at least 2.00 minimum in CGPA, OR
7. Obtain Certificate in Vocational Technical Community College Certificate/ Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) credit, OR
8. Any equivalent qualification recognized by Malaysian Government

**FURTHER YOUR STUDY TO BACHELOR OF BUSINESS ADMINISTRATION IN GEOMATIKA UNIVERSITY COLLEGE WITH CREDIT TRANSFER (BASED ON SENATE APPROVAL).**

**LESS TIME, LESS FEE, FAST GRADUATION!**

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**GLOBAL, UNIQUE & SOARING WITH GEOMATIKA**

Students will be able to master in research and management knowledge, ethics and skills needed to become successful secretaries. Students will behave and follow the codes of ethics in professional secretaries. They will have an ability to communicate effectively especially with their meeting the employer and organisation.

This effective communication can be measured through their daily practical training and classes.

**COURSE SYLLABUS 1ST YEAR**

- **Executive Secretary**
- **Business Planning Consultant**
- **Office Administration Assistant**
- **Event Management Assistant**

**COURSE SYLLABUS 2ND YEAR**

- **Executive Secretary**
- **Business Planning Consultant**
- **Office Administration Assistant**
- **Event Management Assistant**

**ADMISSION REQUIREMENTS**

1. Pass SPM with at least credits in three (3) subjects for Diploma in Business Administration, OR
2. Any equivalent qualification recognized by Malaysian Government (1) credits; OR
3. Obtain Certificate in Vocational/Technical Community College Certificate/Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) subject; OR
4. Pass STPM or equivalent with at least Grade C (CGPA 2.00) in one (1) subject; OR
5. Pass Unified Examination Certificate (UEC) with at least Grade B in three (3) subjects; OR
6. Pass O-level with at least Grade C in three (3) subjects; OR
7. Pass SPM/SPMV with at least credits in three (3) subjects for Diploma in Office Management; OR
8. Any equivalent qualification recognized by Malaysian Government

**FURTHER YOUR STUDY TO BACHELOR OF BUSINESS ADMINISTRATION (HONS) FINANCE AND BANKING IN GEOMATIKA UNIVERSITY COLLEGE WITH CREDIT TRANSFER (BASED ON SENATE APPROVAL).**

**LESS TIME, LESS FEE, FAST GRADUATION!**

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**DIPLOMA IN OFFICE MANAGEMENT**

In the inherently competitive business world, the successful companies will be those that innovate and think fast. New information sources such as business intelligence, productivity, efficiency, and the like. The success of Diploma in Business Administration is to help entrepreneurs who have the skills necessary in managing the challenging business environment that always at the edge of change and enterprise. Students will be graduating with sensitivity to market needs and skills to manage a business success which is to planing, organizing, staffing, directing, controlling, and budgeting.

**COURSE SYLLABUS 1ST YEAR**

- **Professional Secretary**
- **Introduction to Business**
- **Financial Accountancy I**
- **Principles of Microeconomics**
- **English**

**COURSE SYLLABUS 2ND YEAR**

- **Management Information System**
- **Principles of Marketing**
- **Principles of Operations Management**
- **Business Communication**
- **Lecture**
- **Site visit**

**ADMISSION REQUIREMENTS**

1. Pass SPM with at least credits in three (3) subjects for Diploma in Business Administration, OR
2. Any equivalent qualification recognized by Malaysian Government (1) credits; OR
3. Obtain Certificate in Vocational/Technical Community College Certificate/Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) subject; OR
4. Pass STPM or equivalent with at least Grade C (CGPA 2.00) in one (1) subject, OR
5. Pass Cambridge (Maltese) OR
6. Pass Matriculation Certificate Level 2 in relevant field from PTP recognized by Government of Malaysia with at least 2.00 minimum in CGPA, OR
7. Obtain Certificate in Vocational Technical Community College Certificate/ Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) credit, OR
8. Any equivalent qualification recognized by Malaysian Government

**FURTHER YOUR STUDY TO BACHELOR OF BUSINESS ADMINISTRATION (HONS) ACCOUNTING AND FINANCE IN GEOMATIKA UNIVERSITY COLLEGE WITH CREDIT TRANSFER (BASED ON SENATE APPROVAL).**

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**DIPLOMA IN ISLAMIC BANKING**

This program is an alternative window which is being brought by many regulations in all the world and at an early stage it is growing rapidly. Students that have learned this course will be exposed to the basics understanding of Islamic financial system and operating principles that apply to different types of Islamic banking in comparison to conventional banking.

This course is open for all individuals wishing to pursue a career in Islamic Banking and aims to give the application of Islamic Banking principles in current conventional banking setup.

**COURSE SYLLABUS 1ST YEAR**

- **Malay Language**
- **Islamic Studies**
- **Basic Accounting**
- **Business Law**
- **Islamic Economics I**
- **English**

**COURSE SYLLABUS 2ND YEAR**

- **Management Information System**
- **Islamic Economics II**
- **Law relating to Banking**
- **Management Information System**
- **Islamic Financial System**
- **Malay Language**

**COURSE SYLLABUS 3RD YEAR**

- **Entrepreneurship**
- **Consumer Behaviour**
- **Business Ethics**
- **Principles of Management**
- **Fundamental of Microeconomics**
- **English**

**COURSE SYLLABUS 4TH YEAR**

- **Management Information System**
- **Aliuncauny Accounting**
- **Legal Accounting**
- **Management Information System**
- **Islamic Economics II**
- **Malay Language**

**ADMISSION REQUIREMENTS**

1. Pass SPM with at least credits in three (3) subjects AND Pass Mathematics for Diploma in Accountancy; OR
2. Any equivalent qualification recognized by Malaysian Government (1) credits; OR
3. Obtain Certificate in Vocational/Technical Community College Certificate/Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) subject; OR
4. Pass STPM or equivalent with at least Grade C in (CGPA 2.00) in one (1) subject, OR
5. Pass Cambridge (Maltese) OR
6. Pass Matriculation Certificate Level 2 in relevant field from PTP recognized by Government of Malaysia with at least 2.00 minimum in CGPA, OR
7. Obtain Certificate in Vocational Technical Community College Certificate/ Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) credit, OR
8. Any equivalent qualification recognized by Malaysian Government

**FURTHER YOUR STUDY TO BACHELOR OF BUSINESS ADMINISTRATION (HONS) ACCOUNTING AND BUSINESS ADMINISTRATION IN GEOMATIKA UNIVERSITY COLLEGE WITH CREDIT TRANSFER (BASED ON SENATE APPROVAL).**

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**DIPLOMA IN ACCOUNTANCY**

Students that are learning in this course will get knowledge in managerial accounting and accounting information systems. Students will also get an application in their knowledge where they will practice problems in management with fact and creative ideas. This will give a good impact towards developing confident and creative students and also can ensure the management in an organization runs well by the contribution of accountants which later on leads to the success of the company by achieving more opportunities.

Students will be able to enter in accounting and management knowledge, ethics and skills needed to become professional accountants.

**COURSE SYLLABUS 1ST YEAR**

- **Malay Language**
- **Islamic Studies**
- **Basic Accounting**
- **Business Law**
- **Islamic Economics I**
- **English**

**COURSE SYLLABUS 2ND YEAR**

- **Management Information System**
- **Islamic Economics II**
- **Law relating to Banking**
- **Management Information System**
- **Islamic Financial System**
- **Malay Language**

**COURSE SYLLABUS 3RD YEAR**

- **Entrepreneurship**
- **Consumer Behaviour**
- **Business Ethics**
- **Principles of Management**
- **Fundamental of Microeconomics**
- **English**

**COURSE SYLLABUS 4TH YEAR**

- **Management Information System**
- **Aliuncauny Accounting**
- **Legal Accounting**
- **Management Information System**
- **Islamic Economics II**
- **Malay Language**

**ADMISSION REQUIREMENTS**

1. Pass SPM with at least credits in three (3) subjects AND Pass Mathematics for Diploma in Accountancy; OR
2. Any equivalent qualification recognized by Malaysian Government (1) credits; OR
3. Obtain Certificate in Vocational/Technical Community College Certificate/Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) subject; OR
4. Pass STPM or equivalent with at least Grade C in (CGPA 2.00) in one (1) subject, OR
5. Pass Cambridge (Maltese) OR
6. Pass Matriculation Certificate Level 2 in relevant field from PTP recognized by Government of Malaysia with at least 2.00 minimum in CGPA, OR
7. Obtain Certificate in Vocational Technical Community College Certificate/ Sijil Kemahiran (SKM level 3) in relevant field AND Pass SPM with at least one (1) credit, OR
8. Any equivalent qualification recognized by Malaysian Government

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