

# DIPLOMA IN Management



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**Conventional: R3/0414/4/0194 (01/31) / A10617**

**ODL: R3/0414/4/0194 (01/31) / A10617**

The Diploma in Business Management programme is offered to school leavers interested in pursuing a career in business management. This programme will provide students with the skills and knowledge of integrated aspects of business management suitable for those wishing to acquire a sound understanding of all business management. Students are taught functional business management areas, such as accounting, management, marketing, and human resource management, that can benefit career development and organisational development and foster a spirit of entrepreneurship.



## STUDY MODE: Flexible Learning

UNIRAZAK provides a flexible learning mode for its programme, which allows you to learn from any location and at your convenience. It is to access better learning and better student experience.

- Full-Time
- Conventional On Campus OR Open Distance Learning (ODL)

Duration: 3 Years



## CAREER Opportunities

- Administrator
- HR Executive
- Project Executive
- Operations Executive Entrepreneur
- Marketing and Sales Executive

## Admission Requirements

### SPM

- Possesses SPM with at least credit in (3) THREE subjects; OR

### STPM

- A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subject; OR

### STAM

- A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul; OR

### SKM

- Possesses SKM Level 3 in the related field; OR

### OTHERS

- A Certificate (Level 3, MQF) in the related field with at least a CGPA of 2.00; OR
- Other equivalent qualifications recognised by the Malaysian Government.
- Admission through Accreditation of Prior Experiential Learning or APELA

### Note:

- A pass in Mathematics and English at SPM level or equivalent qualifications (English subject requirement does not apply to international students since they are required to meet certain scores of international English examination and privileged with certain exemptions)
- Can be waived should any other higher qualifications contain Mathematics and English subjects with an equivalent/higher achievement.
- Malaysian students using English as the medium of instruction in their previous study or with at least Band 2 in MUET or equivalent can be exempted from a pass in English requirement.
- Those without a pass in Mathematics and/or English at SPM level or equivalent can be admitted but are required to attend special enhancement course(s). These special enhancement courses should be SPM equivalent, remedial in nature. Students must pass the Mathematics and English enhancement courses as a prerequisite to related core courses taught in English.

### INTERNATIONAL

- A minimum score of Band 5.0 in the International English Language Testing System (IELTS)\*; OR
- A minimum score of 40 for an Internet-Based Total (iBFT) for the Test of English as a Foreign Language (TOEFL)\*; OR
- A minimum score of 7.5 for TOEFL Essentials (online); OR
- A minimum score of 47 in the Pearson Test of English (PTE); OR
- A minimum score of High B1 (154) in Cambridge English Qualifications and Tests; OR
- Band 3.5 in Malaysian University English Test (MUET); OR
- Successful attainment of High B1 (154) in CEFR-aligned exams by Cambridge English Qualification conducted by the Centre for Continuing Education (CCE).

### Note:

The conditional offer letter will be issued to an international student who has not met the English Proficiency Requirement.

# COURSES Offered

## MPU COURSES

- Penghayatan Etika dan Peradaban OR
- Falsafah dan Isu Semasa (Local)
- Bahasa Melayu Komunikasi (1) (International)
- Study Skills OR Bahasa Kebangsaan A (Local)
- Kursus Integriti dan Anti Rasuah

## COMMON CORE

- English for Communication
- Introduction to Management
- Introduction to Marketing
- Introduction to Finance
- Introduction to Business Mathematics
- Introduction to Business Statistics
- Introduction to Organizational Behaviour
- Introduction to Business Law
- Basic Computer Skills
- Microeconomics
- Macroeconomics
- Introduction to Information Technology
- Introduction to Entrepreneurship
- Financial Accounting I
- Introduction to Human Resource Management
- Interpersonal and Communication Skills

## DISCIPLINE CORE

- Introduction to E-Commerce
- Introduction to Quality Management
- Introduction to Production and Operations Management
- Supply Chain Management
- Introduction to Business Information Systems
- Workplace Issues (Capstone)
- Introduction to Cross-Cultural Management
- Introduction to Business Ethics and Values
- Office Administration
- Introduction to International Business

## ELECTIVES

Choose any TWO

- Supervision
- Introduction to Wealth Management
- Introduction to Islamic Banking and Finance

*\*Subject to change*



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