Get In Touch

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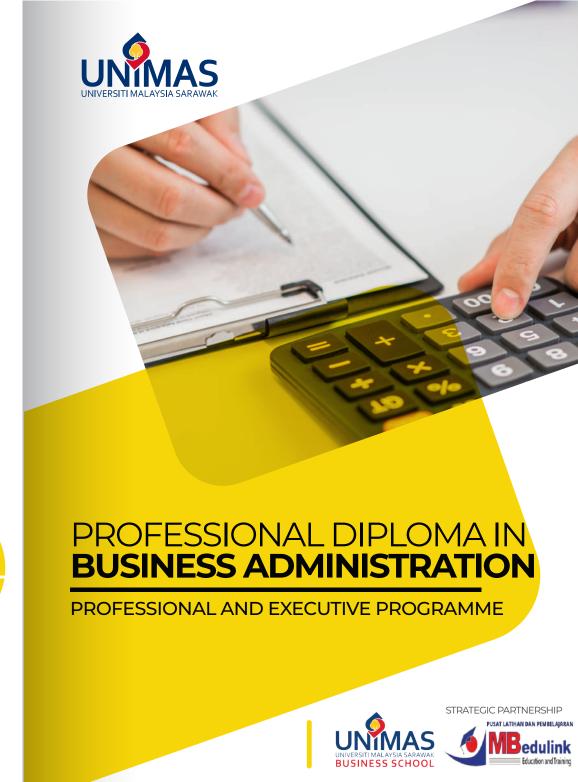
www.macrobenefit.blogspot.com





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INTRODUCTION

Professional Diploma in Business Administration Programme is designed to equip learners with a comprehensive understanding of the business and commercial environment as well as administrative and organisational skills in order to become efficient and effective administrators or highly regarded entrepreneurs in today's volatile business environment.

LEARNING OUTCOME **PLO1**

Demonstrate knowledge in business and administration field.

PL02

Exhibit knowledge and skills that promotes employment opportunities and entrepreneurial development.

PL03

Provide graduates with an educational experience that motivates them to further studies and for life-long learning.

PROGRAMME MODULES

Module 1 Principles and Practices of Management

Module 2 Human Resource ManagementModule 3 Business Strategic Management

Module 4 Entrepreneurship

Module 5 Marketing Management

Module 6 Financial Management (Basic Book Keeping and Accounting)

Module 7 Communication and Presentation Skills

Module 8 Business Ethics

Module 9Research MethodologyModule 10Business and Company LawModule 11Supply Chain Management

ASSESSMENT METHODS

70%

Continuous Assessment

30% Final Assessment 12 months modules

MODE OF STUDY

Coursework

WHO SHOULD APPLY?

Working Adult / 21 years old and above

PROGRAMME FEE RM11,280

(inclusive 6% SST)

REGISTRATION FEE RM500

ENTRY REQUIREMENTS

Passed SPM/STPM/equivalent

OR

Other academic qualifications with 2 years working experience depending on UNIMAS Senate approval;

OR

Passed Accreditation of Prior Experiential Learning (APEL)