



## Get In Touch

For further information about the programme, please contact:

**Dr Muhd Syafiq Thomas Abdullah**

Phone: +6016 324 2525

Email: [mbedulink@gmail.com](mailto:mbedulink@gmail.com)

**Izzul Hazwan bin Shamsu**

Phone: +6014 683 1527

Email: [nazwahluzzi@gmail.com](mailto:nazwahluzzi@gmail.com)

[www.macrobenefit.blogspot.com](http://www.macrobenefit.blogspot.com)



**+6082 23 9389**



**[mbedulink@gmail.com](mailto:mbedulink@gmail.com)**



**MB Edulink Sdn. Bhd.**

1st Floor, Lot 372 Section KTL D  
Jalan Satok/Kulas  
93400 Kuching, Sarawak

**Disclaimer:**

Universiti Malaysia Sarawak has made every effort to ensure that the information presented in this document is accurate at the time of printing. This document is created for information only. UNIMAS reserves the right to change the content in this document at any time and without prior notice. Tuition fees are subject to an annual review.

# PROFESSIONAL DIPLOMA IN **BUSINESS ADMINISTRATION**

PROFESSIONAL AND EXECUTIVE PROGRAMME

# 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

### PL01

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

<b>Module 1</b>	Principles and Practices of Management
<b>Module 2</b>	Human Resource Management
<b>Module 3</b>	Business Strategic Management
<b>Module 4</b>	Entrepreneurship
<b>Module 5</b>	Marketing Management
<b>Module 6</b>	Financial Management (Basic Book Keeping and Accounting)
<b>Module 7</b>	Communication and Presentation Skills
<b>Module 8</b>	Business Ethics
<b>Module 9</b>	Research Methodology
<b>Module 10</b>	Business and Company Law
<b>Module 11</b>	Supply Chain Management

## ASSESSMENT METHODS

**70%**

Continuous Assessment

**30%**

Final Assessment

## DURATION OF STUDY

**12** months

**11** modules

## MODE OF STUDY

Coursework

## WHO SHOULD APPLY?

- Working Adult / 21 years old and above

## 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)

## PROGRAMME FEE

**RM11,280**

(inclusive 6% SST)

## REGISTRATION FEE

**RM500**