



SCHOOL OF MANAGEMENT AND ACCOUNTING

ABOUT SCHOOL OF SCIENCE AND TECHNOLOGY

New technology emerges every single day and UNIKOP aims to prepare students for this.

The **School of Science and Technology** provides students with a great insight into the science and technology industry.

At the end of their studies, students will be equipped with skills that will make them competitive digital talents in the industry.



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CHIEF EXECUTIVE OFFICER FOREWORD

Assalamualaikum WRBT and Greetings,

Over almost two decades UNIKOP College has played its role in the development of human capital needs at the national levels. The challenges over the years have made us more competitive in our journey and prove our dedication towards providing the community with the best in higher education.

Our aim to become the premier indigenous private institutions to reveal the boundaries of science, master the latest technology and offers programs that are needed by our country in an effort to become a developed nation by the year 2020, especially in the fields of science and technology. We offer a variety of programmes covering the fields such as Accounting, Office Administration, Information Technology (ICT), Investigation Services, Policing and Investigation, Business Management and more.

As we are owned by Royal Malaysian Police Cooperation, we use our precious resources to maximize the quality of education that we offer to you, as well as to ensure that we provide outstanding facilities and an exceptional learning environment. We are also located at Cyberjaya city, a truly inspirational place, with many exciting amenities connected to our campus by safe overhead walkways.

We look forward to welcoming you to our campus and being part of a high achieving community and to journey towards being a global graduate.

DR. FARAH MAZWINA BT DATO HJ ABDUL HAJIS
CHIEF EXECUTIVE OFFICER
UNIKOP COLLEGE



GENERAL GUIDE

BEYOND EDUCATION

LEARN WHILE HAVING FUN

- STUDENT AFFAIRS OFFICE
- GYM, E-SPORTS STUDIO AND EXTENDED FACILITIES

- ### WELL-BEING
- ONLINE COUNSELLORS
 - 24/7 ACCESSIBILITY TO COUNSELLING SERVICES
 - INTERNATIONAL OFFICE & STUDENT ACCOMMODATION OFFICE

PERSONAL DEVELOPMENT & GROWTH

- PERSONAL PROFESSIONAL DEVELOPMENT PROGRAMME
- CAREER DEVELOPMENT CENTRE

ACADEMIC SUCCESS

- STUDENT SUCCESS CENTRE
- 24/7 ONLINE LEARNING PORTALS (BLACKBOARD & E-LIBRARIES)
- FREE APPLICATIONS & TOOLS (MICROSOFT 365, ADOBE, AUTOCOUNT, ETC.)

STUDENT MOBILITY PROGRAMME

- CROSS-CAMPUS EXPERIANCES
- OPTION TO TRANSFER OVERSEAS



GENERAL ENTRY REQUIREMENT

MALAYSIAN STUDENT

CERTIFICATE - LEVEL 3, MALAYSIAN QUALIFICATIONS FRAMEWORK

SPM - 3 CREDITS IN ANY SUBJECT;

SKM - LEVEL 3 IN THE RELEVANT FIELD;

INTERNATIONAL STUDENT

PASS SPM/O-LEVEL OR ITS EQUIVALENT, WITH A MINIMUM OF GRADE C
IN 3 SUBJECTS

INTRODUCTION

At UNIKOP College, we ensure your future employability, and the curriculum for the Diploma in Accounting program is rigorously designed to give a balance between theoretical and practical skills.

Your stay will be guided and supported by academic experts in their respective fields, incorporating the latest trends and innovations in their teaching. Through a variety of lectures, tutorials, seminars, and projects. You will be assessed through examinations and coursework, which can take a variety of forms. In this program, students can cope with the dynamic business environment and meet the needs of the accounting industry.

DIPLOMA IN ACCOUNTING

(MQA/FA 8621) (KPT/N/344/4/0516)

ENTRY REQUIREMENT

Pass SPM/O-Level or its equivalent, with a minimum of Grade C in 3 subjects inclusive Mathematics and English

COURSE SCHEDULE

YEAR 1 YEAR 2
3 SEMESTERS 3 SEMESTERS

PROGRAM STRUCTURE

SEMESTER 1

- Business Mathematics
- Principles of Microeconomics
- Principles of Management
- Financial Accounting 1
- Introduction to Marketing
- Philosophy and Current Issue OR
Appreciation of Ethics and Civilization

SEMESTER 2

- Business Statistics
- Principles of Macroeconomics
- Principles of Business
- Financial Accounting 2
- Principles of Financial Management
- Introduction to Comparative Religion OR
Entrepreneurship Skills

SEMESTER 3

- Community Services
- Introduction to Banking
- Professional Development OR
Thinking Skills

SEMESTER 4

- Personal Finance Management
- Financial Accounting 3
- Computerised Accounting System
- Principles of Cost Accounting
- Principles of Auditing
- Principles of Insurance OR
Principles of Takaful

SEMESTER 5

- Financial Reporting
- Principles of Taxation
- Principles of Management Accounting
- Work Culture OR
Work Place Communication
- Malaysia Business Law

SEMESTER 6

- Malaysia Company Law
- Audit and Assurance
- Ethics in Accounting and Business

SCAN QR CODE
TO CHAT WITH
OUR STUDENT
ADMISSION
DEPARTMENT





INTRODUCTION

This program provides a contemporary and up-to-date approach to the world of business, combining academic theory, business knowledge, and skills development across a range of business and marketing subjects. The Diploma in Business Management at UNIKOP College provides students with practical and applied knowledge and skills required to manage organizational development functions.

Upon graduating, students would be able to acquire an understanding of complex business issues and develop analytical and problem-solving skills, that would enable them to evaluate evidence, present arguments, make sound judgments and communicate effectively.

DIPLOMA IN BUSINESS MANAGEMENT

(MQA/ FA8620) (KPT/R/345/4/0998)

ENTRY REQUIREMENT

Pass SPM/O-Level or its equivalent, with a minimum of Grade C in 3 subjects inclusive Mathematics and English

COURSE SCHEDULE

YEAR 1	YEAR 2	YEAR 3
3 SEMESTERS	3 SEMESTERS	1 SEMESTER

PROGRAM STRUCTURE

SEMESTER 1

- Work Place Communication
- Quantitative Methods in Business
- Principles of Management
- Principles of Economics
- Principles of Accounting
- Philosophy and Current Issues
- Appreciation OR Ethics and Civilization

SEMESTER 2

- Principles of Marketing
- Principles of Financial Management
- Business English
- Computing Applications
- Work Culture
- Introduction to comparative Religion OR Entrepreneurship skills

SEMESTER 3

- Community Service
- Professional Development OR Thinking Skills
- Organisation Behaviour

SEMESTER 4

- Introduction to Management
- Accounting
- Malaysia Business Law
- Project Management
- Small Business Management
- Internet Marketing

SEMESTER 5

- Business Psychology
- Sales Management
- Quality Management
- Human Resources Management
- Islamic Finance and Banking

SEMESTER 6

- International Business
- Business Strategy
- Business Ethics

SEMESTER 7

- Internship

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INTRODUCTION

Diploma in Early Childhood Education program, is focused on providing professional knowledge to prospects, to understand better how to develop the cognitive minds of young children.

By using variety of teaching strategies and curriculum development, our course is designed to guide our students in developing their critical

DIPLOMA IN EARLY CHILDHOOD EDUCATION

(MQA/ FA8620)/(KPT/R/345/4/0998)

ENTRY REQUIREMENT

Pass SPM/O-Level or its equivalent,
with a minimum of Grade C
in 3 subjects

COURSE SCHEDULE

YEAR 1	YEAR 2	YEAR 3
3 SEMESTERS	3 SEMESTERS	3 SEMESTERS

PROGRAM STRUCTURE

SEMESTER 1

- Basics of Early Childhood Education
- Emotional and social development of the child
- The spiritual and moral development of the child
- Malaysian Studies

SEMESTER 2

- Child Growth and Development
- Pedagogical Models and Strategies for Teachers Preschool
- English grammar
- Early Childhood Education Curriculum

SEMESTER 3

- Community Service
- National Language A OR Introduction to Religious Comparison

SEMESTER 4

- Introduction to E-Learning in Early Childhood Program
- Health, Nutrition & Safety Children
- Teacher's Ethics and Professionalism
- Professional Development OR Thinking Skills

SEMESTER 5

- Language & Literacy of Young Children
- Early Childhood Education Mathematics
- Science and Technology for Young Children
- Manage children's behavior

SEMESTER 6

- Music, Movement and Play for Early Childhood Education
- Children's Art and Creativity

SEMESTER 7

- Children with Special Needs
- Guiding Young Children
- Early Education Assessment and Insights Children
- English Writing Skills

SEMESTER 8

- Family Involvement in Early Education Children
- Management & Quality of Early Education Centre
- Social Studies for Young Children
- Entrepreneurial Skills

SEMESTER 9

- Practice (Taska)
- Practice (Tadika)

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INTRODUCTION

This program gives exposure to students towards becoming successful entrepreneurs. It focuses on in-depth knowledge of entrepreneurship, marketing, information technology management and business law.

Students will explore every aspect of business and will be exposed to corporate entrepreneurship, social entrepreneurship, family business involvement and exploring new businesses.

DIPLOMA IN ENTREPRENEURSHIP

(MQA/MQA/PA15959) (KPT/N/0414/4/0029)

ENTRY REQUIREMENT

Pass SPM/O-Level or its equivalent,
with a minimum of Grade C
in 3 subjects

COURSE SCHEDULE

YEAR 1	YEAR 2	YEAR 3
3 SEMESTERS	3 SEMESTERS	3 SEMESTERS

PROGRAM STRUCTURE

SEMESTER 1

- Appreciation of Ethics and Civilization
- Principles of Management
- Principles of Economics
- Logistic and Supply Chain Management

SEMESTER 2

- Introduction to Comparative Religion
- Financing for Entrepreneurship
- Principles of Marketing
- Principles of Accounting

SEMESTER 3

- Business English
- Community Services
- Business Plan

SEMESTER 4

- Business Psychology
- Organisation Behaviour
- Business Information System
- Malaysia Business Law
- Internet Marketing

SEMESTER 5

- Creativity and Innovation in Entrepreneurship
- Quality Management
- Human Resource Management
- Islamic Finance and Banking

SEMESTER 6

- Entrepreneurship in Retailing
- Computing Application
- Sales Management

SEMESTER 7

- International Business
- Small Business Management
- Seminar in Entrepreneurship

SEMESTER 8

- Business Strategy
- Business Statistics
- Work Culture

SEMESTER 9

- Internship

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INTRODUCTION

This program is designed and developed to unleash the student's potential in technical and analytical skills in the financial and business field. Students will be equipped with soft and management skills to be ready for the industry.

The program also prepares the students through its curriculum and industry exposure related to finance, economics, entrepreneurship, banking as well as credits and risk management.

REVENUE OPERATIONS

DIPLOMA IN FINANCE

(MQA/ MQA/PA12850) (KPT/N/343/4/0277)

ReOps

ENTRY REQUIREMENT

Pass SPM/O-Level or its equivalent, with a minimum of Grade C in 3 subjects inclusive Mathematics and English

COURSE
SCHEDULE

YEAR 1 **YEAR 2** **YEAR 3**
3 SEMESTERS **3 SEMESTERS** **3 SEMESTERS**

PROGRAM STRUCTURE

SEMESTER 1

- Philosophy and Current Issue OR Appreciation of Ethics and Civilization
- Quantitative Method in Business
- Workplace Communication
- Principles of Economics

SEMESTER 2

- Introduction to Comparative Religion OR Entrepreneurship Skills
- Study Skills
- Principles of Management
- Business English

SEMESTER 3

- Community Services
- Professional Development OR Thinking Skills
- Principles of Financial Management

SEMESTER 4

- Human Resource Management
- Work Culture
- Principle of Customer Service
- Business Ethics

SEMESTER 5

- E-Business Operation
- Business Law

SEMESTER 6

- Principle of Marketing
- Computing Application
- Principle of Accounting
- Organizational Behaviour

SEMESTER 7

- Introduction to International Finance
- Credit Management
- Introduction to Risk Management
- Personal Finance Management
- Banking Operating

SEMESTER 8

- Investment Management
- Risk and Insurance
- Islamic Finance and Banking

SEMESTER 9

- Internship

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INTRODUCTION

Diploma in Office Administration provides an opportunity for students to acquire a range of administrative skills crucial to the successful functioning of any organization. Students have the opportunity to acquire exceptionally advanced practical skills in office procedures, electronic office equipment, and the technical knowledge of computer and office skills typical for those used in the business world.

This course should be the one for the student as it sheds coverage on the necessities and techniques required within any office environment. From a humble company to a high-powered one, this program will add a zing of professional supervision in established businesses.

DIPLOMA IN OFFICE ADMINISTRATION

(MQA/FA8619) (KPT/R/346/4/0050)

ENTRY REQUIREMENT

Pass SPM/O-Level or its equivalent,
with a minimum of Grade C
in 3 subjects

COURSE SCHEDULE

YEAR 1	YEAR 2	YEAR 3
3 SEMESTERS	3 SEMESTERS	V1 SEMESTER

PROGRAM STRUCTURE

SEMESTER 1

- Philosophy and Current Issue OR Appreciation of Ethics and Civilization
- English Grammar
- Work Place Communication
- Document Processing Skills 1
- Business Mathematics
- Principles of Business Management

SEMESTER 2

- Introduction to Comparative Religion OR
- Entrepreneurship Skills
- Principle of Book keeping
- English Writing Skills
- Interpersonal Communication
- Document Processing Skills 2
- Administrative Services 1

SEMESTER 3

- Computing Application
- Professional Development OR Thinking Skills
- Community Services

SEMESTER 4

- Personality Development for Office Professionals
- Office Management 1
- Speed Writing and Note Taking Skills1
- Business Organization and Behavior
- Managing Online Information Skills

SEMESTER 5

- Advanced Database and Spreadsheet Skills
- Malaysia Company Law
- Speed Writing and Note Taking Skills 2
- English Phonetics and Phonology
- Records Management
- Principles of Economics

SEMESTER 6

- Administrative Service 2
- Office Management 2

SEMESTER 7

- Internship

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WHY STUDY IN CYBERJAYA?

- CYBERJAYA IS A TOWN WITH A SCIENCE PARK
- AFFORDABLE HIGH RISE RESIDENTIAL AND INTEGRATED DEVELOPMENTS
- VAST DEVELOPMENT FOR SHOPPING MALLS & TECHNOLOGY PARK
- RECREATIONAL PARK
- PUBLIC TRANSPORT AROUND CYBERJAYA
- EXPERIENCE FASTEST AND CONVENIENT TRAIN IN TOWN



CAMPUS FACILITIES

- CAFETERIA
- LECTURE HALL
- CLASSROOM THEATRE
- STUDENT'S LOUNGE
- LIBRARY
- FINANCE & BURSARY
- AUDIO VISUAL LAB
- UNIKOP'S GYM
- MOCK CSI ROOM
- LABORATORIES
- MOOT COURT
- MOCK KINDERGARTEN
- MOCK TRAVEL AGENCY
- MOCK OFFICE



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