



# DIPLOMA IN BUSINESS MANAGEMENT

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

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.

## What skills will you develop?

- You will Improve business communication.
- Improve Technical understanding.
- Improve Leadership.
- Research skills.
- Problem-solving skills.
- Critical Thinking.
- Basic English Language Skills.

## Career Opportunities

- ☒ Administrative officer
- ☒ Corporate associate
- ☒ Business analyst

## Entry Requirements

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

## Course Schedule

**1 YEAR**  
- 3 Semesters

**2 YEAR**  
- 3 Semesters

**3 YEAR**  
- 1 Semesters

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

## PROGRAM STRUCTURE

### 1 SEMESTER

- 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

### 2 SEMESTER

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

### 3 SEMESTER

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

### 4 SEMESTER

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

### 5 SEMESTER

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

### 6 SEMESTER

- International Business
- Business Strategy
- Business Ethics

### 7 SEMESTER

- Internship



**UNIKOP College** is owned by The Royal Malaysian Police Cooperation and was established in 1996 and its new Head Quarters located at Multimedia Super Corridor Park in Cyberjaya, Selangor Darul Ehsan. During its 22 years of existence, UNIKOP College has produced over 15,000 qualified, knowledgeable, professional and proactive graduates in various levels and fields.



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