

DIPLOMA IN OFFICE ADMINISTRATION

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

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.

What skills will you develop?

- You will acquire the latest knowledge in the office administration.
- You will develop relationships with your classmates, professors, and mentors.
- Communication.
- Research skills.
- Problem-solving skills.
- You will master your technical skills.
- Manage employees and office environment.
- You will master data management record keeping

Career Opportunities

- Executive Secretaries
- Personal Assistant
- Special Officer
- Executive Officer

Entry Requirements

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

Course Schedule

Interview (if required)

1 YEAR
- 3 Semesters

2 YEAR
- 3 Semesters

3 YEAR
- 1 Semester

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

- 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

2 SEMESTER

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

3 SEMESTER

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

4 SEMESTER

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

5 SEMESTER

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

6 SEMESTER

- Administrative Service 2
- Office Management 2

7 SEMESTER

- Internship



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DIPLOMA IN BUSINESS MANAGEMENT

(MOA/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

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



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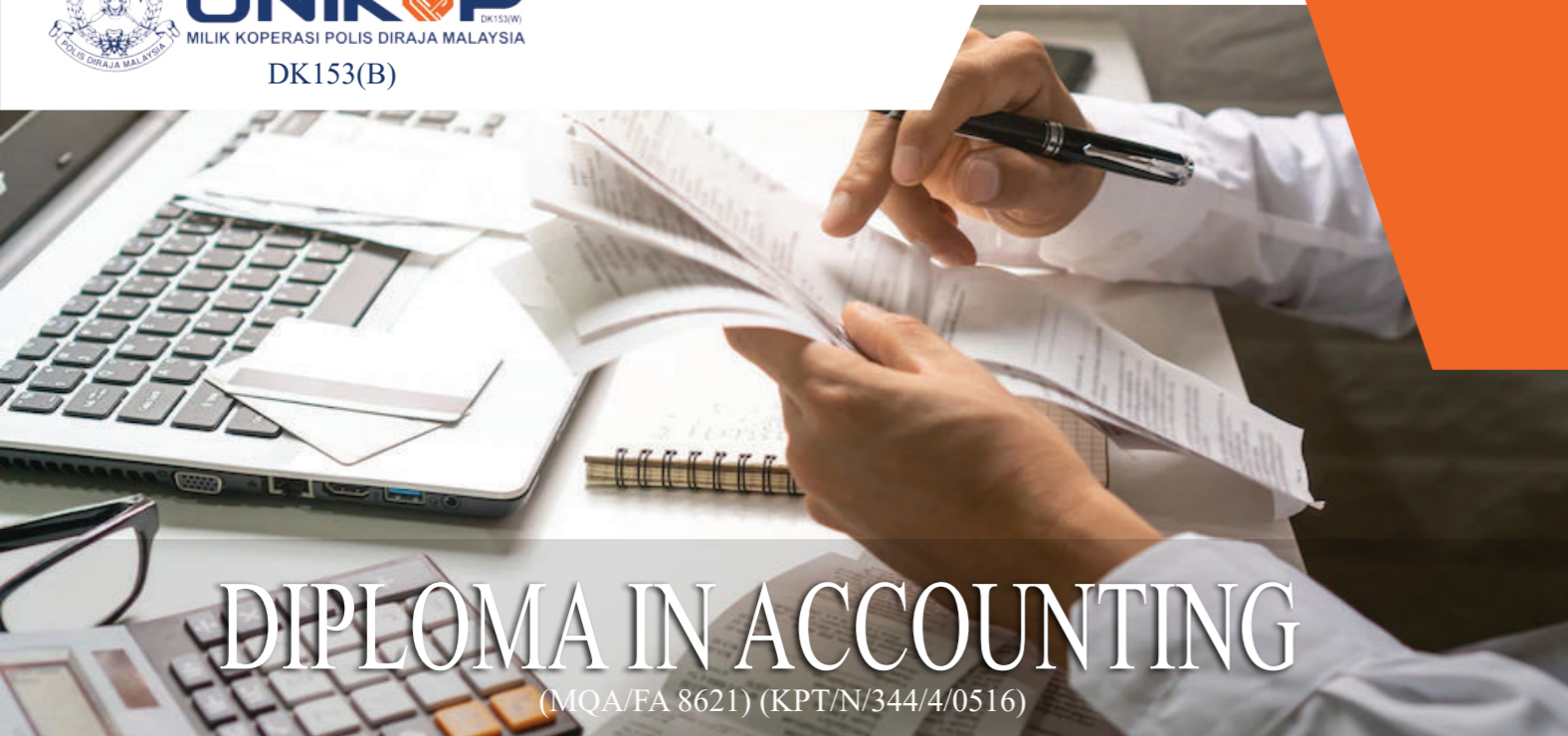
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DIPLOMA IN ACCOUNTING

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

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.

What skills will you develop?

- Important principles and concepts of accounting.
- Taxation.
- Auditing.
- Finance.
- Costing.
- Management accounting.
- Economics.
- Improve Technical understanding.
- Improve Leadership.

Career Opportunities

- Auditor
- Accountant
- Tax Officer

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

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

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

2 SEMESTER

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

3 SEMESTER

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

4 SEMESTER

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

5 SEMESTER

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

6 SEMESTER

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



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DIPLOMA IN FINANCE

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

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.

What skills will you develop?

- You will gain an in-depth understanding of major financial concepts, theories and methodologies.
- Taxation.
- Auditing.
- Finance.
- Costing.
- Management accounting.
- Economics.
- Risk management.

Career Opportunities

- Finance
- Education
- Banking
- Corporate Banking
- Audit
- Credit Administration
- Departments

Entry Requirements

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

Course Schedule

Interview (if required)

1 YEAR
- 3 Semesters

2 YEAR
- 3 Semesters

3 YEAR
- 3 Semesters

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

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

2 SEMESTER

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

3 SEMESTER

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

4 SEMESTER

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

5 SEMESTER

- E-Business Operation
- Business Law

6 SEMESTER

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

7 SEMESTER

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

8 SEMESTER

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

9 SEMESTER

- Industrial Training



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DIPLOMA IN EARLY CHILDHOOD EDUCATION

(MQA/MQA/PA14528) (KPT/N/143/4/0183)

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 a variety of teaching strategies and curriculum development, our course is designed to guide our students in developing their critical thinking, problem-solving and performance skills.

What skills will you develop?

- Cognitive and learning skills,
- Motor skills as well as social and emotional skills
- Children's Safety
- Child Growth and Development
- Childhood Education

Career Opportunities

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ece lecturer. | <input checked="" type="checkbox"/> Paraprofessional. |
| <input checked="" type="checkbox"/> Ece curriculum developer. | <input checked="" type="checkbox"/> Child specialist. |
| <input checked="" type="checkbox"/> Educational toy consultant. | <input checked="" type="checkbox"/> Assistant teacher. |
| <input checked="" type="checkbox"/> Family resource worker. | <input checked="" type="checkbox"/> Kindergarten teacher. |

Entry Requirements

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

Course Schedule

1 YEAR
- 3 Semesters

2 YEAR
- 3 Semesters

3 YEAR
- 3 Semesters

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

- Introduction to Early Childhood Education
- Social- emotional Development of Children
- Spiritual and Moral Development of Young Children
- Appreciation of Ethics & Civilization

2 SEMESTER

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

3 SEMESTER

- Community Services
- Professional Development **OR** Thinking Skills

4 SEMESTER

- Introduction to E-Learning in Early Childhood Program
- Children's Health, Nutrition & Safety
- Teachers' Ethics and Professionalism
- Introduction to Comparative Religion

5 SEMESTER

- Language & Literacy of Young Children
- Mathematics for Early Childhood Education
- Science and Technology for Young Children
- Managing Child Behaviour

6 SEMESTER

- Music, Movement and Play for Early Childhood Education
- Children Arts and Creativity

7 SEMESTER

- Children with Special Needs
- Guiding Young Children
- Assessment and Observation for Early Childhood Education
- English Writing Skills

8 SEMESTER

- Family Involvement in Early Childhood Education
- Management & Quality of Early Education Centres
- Social Studies for Young Children
- Entrepreneurship Skills

9 SEMESTER

- Practical (Kindergarten)
- Practical (Daycare)



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DIPLOMA IN TOURISM MANAGEMENT

(MQA/MQA/PA13688)(KPT/N/812/4/0207)

The program is providing students with education and training for a range of careers in management, administration, personnel, marketing, and accounting, and relates it to the tourism industry. This program gives the opportunities for students to focus on the development of higher-level skills in the business context of the tourism industry.

We provide opportunities for students to gain a nationally recognized vocationally specific qualification to enter employment in business tourism or progress to higher education vocational qualifications such as a full-time degree in business or the related area's.

What skills will you develop?

- Connection skills with customers
- Communication skills and leading leadership
- Organizational skills
- Cultural awareness
- Customer service skills

Career Opportunities

- Travel Agent
- Tour Operator
- Travel Manager
- Event & Conference Organizer
- Tourism Manage

Entry Requirements

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

Course Schedule

1 YEAR
- 3 Semesters

2 YEAR
- 3 Semesters

3 YEAR
- 2 Semester

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

- Philosophy and Current Issues **OR** Appreciation of Ethics and Civilization
- Principles of Management
- Managing Tourist Attraction
- Tourism : Principles and Practices

2 SEMESTER

- Introduction to Comparative Religion **OR** Entrepreneurship Skills
- Human Resources Management
- Tourism Marketing
- Fundamental of Tourism Transport

3 SEMESTER

- Professional Development **OR** Thinking Skills
- Community Services
- Business English

4 SEMESTER

- Mandarin For Tourism
- Legal Aspect for Tourism
- Professional Etiquette and Customer Service
- Principles of Accounting

5 SEMESTER

- Principles of Economics
- Tour Planning and Guiding
- Heritage Tourism
- Tourism Operation and Management

6 SEMESTER

- Computing Application
- Tour Leading
- Tourism Business Strategy

7 SEMESTER

- Principles of Finance Management
- International Business Tourism
- Event Management
- E-Tourism

8 SEMESTER

- Industrial Industry



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DIPLOMA IN ENTREPRENEURSHIP

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

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.

What skills will you develop?

- Business plan making skills or 'business plan' with more details
- Communication and interpersonal skills
- Sales & negotiation skills
- Connection skills with customers
- Communication skills and leading leadership

Career Opportunities

- Business administration executive
- Business analyst
- Entrepreneur
- Business development executive

Entry Requirements

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

Course Schedule

1 YEAR
- 3 Semesters

2 YEAR
- 3 Semesters

3 YEAR
- 3 Semester

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

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

2 SEMESTER

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

3 SEMESTER

- Business English
- Community Services
- Business Plan

4 SEMESTER

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

5 SEMESTER

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

6 SEMESTER

- Entrepreneurship in Retailing
- Computing Application
- Sales Management

7 SEMESTER

- International Business
- Small Business Management
- Seminar in Entrepreneurship

8 SEMESTER

- Business Strategy
- Business Statistics
- Work Culture

9 SEMESTER

- Internship



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