

# DIPLOMA IN MANAGEMENT

KPT / JPS (R/345/ 4/0635) 06/19 (A 10617)

The Diploma in Business Management programme is offered to school leavers who are interested in pursuing a career in business management. This programme will provide students with the skills and knowledge in total and integrated aspects of business management, and is suitable for those wishing to acquire a sound understanding of all aspects of the management of business. Students are taught functional areas of management of a business such as accounting, management, marketing, and human resource management that can be beneficial for career development and organisational development, and foster a spirit of entrepreneurship among the students.



**DISCOVER** ➔

EDUCATION STUDIES @ [WWW.UNIRAZAK.EDU.MY](http://WWW.UNIRAZAK.EDU.MY)

(Wholly-owned by Yayasan Pelaburan Bumiputra)

**STUDY AT AN AWARD-WINNING UNIVERSITY IN THE HEART OF A GLOBAL CITY**



**UNIVERSITI TUN ABDUL RAZAK DU005(W)**  
**MAIN CAMPUS**  
195A, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia

**UNIVERSITI TUN ABDUL RAZAK DU005(W)**  
**CITY CAMPUS**  
Level 13 & 14, Menara Liberty, 1008 Jalan Sultan Ismail, 50250 Kuala Lumpur Malaysia.

BRSBE was formed with the view that entrepreneurial activity is one of the pillars of a strong and vibrant economy. This unique founding school is dedicated to provide quality education in entrepreneurial leadership in Malaysia. Although big business is extremely vital for economic health and prosperity, strong cadre of SMIs and SMEs is also essential to ensure a diverse economy and to provide the required support to large enterprises and the community. BRSBE recognises the fact that most of wealth accumulation is by starting one's own business, and that great products and services begin with a single idea. Many aspiring entrepreneurs lack the knowledge and skills to convert their ideas into working solutions and practical businesses. UNIRAZAK's collaborations with its various partners grant its graduates exemptions for various professional certifications. Students are exposed to a variety of learning approaches provided by a team of well qualified and experienced academics and professionals in various areas of entrepreneurship, business and management-related fields. BRSBE is best known for being the first of its kind to be accredited by CPA Australia for Bachelor of Accounting (Honours), along with other business programmes like Bachelor of Business Management (Entrepreneurship)(Honours), Bachelor of Business Administration (Islamic Banking & Finance)(Honours) and Bachelor of Taxation (Honours).



## COURSES OFFERED

### FACULTY CORE COURSES

- Fundamentals of IT
- Business Mathematics
- Introduction to Marketing
- Introduction to Finance
- Introduction to Management
- Introduction to Business Law
- Business Statistics
- Introduction to Organizational Behavior
- Introduction to E-commerce
- Introduction to Entrepreneurship
- Microeconomics
- Macroeconomics
- Basic Computer Skills

### PROGRAMME CORE COURSES

- Financial Accounting 1
- Economics and Society
- Introduction to Human Resource Management
- Cost and Management Accounting
- Introduction to Public and Private Organizations
- Introduction to Business Information Systems
- Workplace Issues (Capstone)
- Introduction to Cross-Cultural Management
- Interpersonal and Communication Skills
- Introduction to Business Ethics and Values

### MPU COURSES

- Pengajian Malaysia 2/ Bahasa Melayu Komunikasi 1
- Co-Curriculum
- Study Skills/Bahasa Kebangsaan A
- Islamic Studies/Moral Education

### UNIVERSITY COURSES

- English Remedial Workshop
- Basic Public Speaking

### \*ELECTIVES (CHOOSE ANY TWO)

- Supervision
- Office Administration
- Introduction to Wealth Management
- Introduction to Islamic Banking and Finance

Notes: \*Subject to changes

## CAREER OPPORTUNITIES



- Administrator
- HR Executive
- Project Executive
- Operations Executive
- Entrepreneur
- Marketing and Sales Executive

## ADMISSION REQUIREMENTS



### LOCAL

#### SPM

A pass in SPM or its equivalent with a minimum 3 credits including mathematics & pass in English;

#### STPM

A pass in STPM or its equivalent with a minimum of grade C (GP 2.00) in any subjects and credit in mathematics and pass in English at SPM level;

#### STAM

A pass in STAM with a minimum grade of Maqbul and credit in mathematics and pass in English at SPM level;

#### SKM

A pass in SKM level 3 in related field, and a pass in SPM with minimum of 1 credit in any subject with credits in Mathematics and a pass in English;

#### UEC

A pass UEC with minimum grade B in three (3) subjects with credits in Mathematics and a pass in English;

#### O LEVEL

A pass O-Level with minimum grade C in three (3) subjects with credits in Mathematics and a pass in English;

#### OTHERS

Any qualification equivalent to certificate (level 3, MQF);



### INTERNATIONAL

IEL TS Band 4.0 or TOEFL (30-31) or its equivalent or A minimum score of 160 in Linguaskill Cambridge English Qualifications and Tests.

The validity period for TOEFL and IELTS is Two (2) years from the date of the award.

Note:  
Conditional offer letter will be issued to international student who has not met the English Proficiency Requirement within a period of 12 months.