













## DIPLOMA IN BUSINESS ADMINISTRATION

PT/BPP(R3/0414/4/0153)04/29 (MQA/A4997)

### **DURATION**

Full time: 2 years

### **INTAKE**

January / June / September

SCHOLARSHIP/AID Available

### PROGRAMME MODULES

#### Year 1:

#### Core Modules

- · Fundamentals of Financial Accounting
- · Fundamentals of Finance
- · Fundamentals of Cost Accounting
- · Fundamentals of Personal Finance
- · Statistical and Mathematical Modelling
- · Basic Business Administration
- · Fundamentals of Management
- · Organisational Behaviour
- · Law for Business
- · Principles of Microeconomics
- · English Language Proficiency
- · Introduction to Academic Writing

#### Year 2:

#### Core Modules

- · Introduction to Information Technology
- · Principles of Macroeconomics
- · Principles of Marketing
- · Business Ethics
- · Human Resources Management
- · Business Strategies
- · Managing Business Operations
- · Developing Management Capabilities
- · Marketing Management
- · E-commerce
- · Business Communication
- · Managing Information System
- · Principles of Entrepreneurship
- · Human Resource Development
- · Supply Chain Management

### Compulsory Modules

- · Penghayatan Etika dan Peradaban (Malaysian Students)
- · Bahasa Melayu Komunikasi 1 (International Students)
- · Integrity and Anti-Corruption
- · Co-curriculum

SPM/O-Level

· \*\*\*Bahasa Kebangsaan A

\*\*\* Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum

## SUMMARY OF ENTRY REQUIREMENTS

Pass with a Grade C (GP 2.00) in any subject; or

United Examination
Certification (UEC)

Pass with at least Grade B in three (3) subjects; or

STAM

Pass with minimum Grade of Maqbul; or

SKM (Level 3)

Pass in the related field; or

Certificate (Level 3, MQF) in a related field

· Pass with a minimum CGPA 2.00; or its equivalent

 $\cdot$  Pass with at least Credit in any three (3) subjects; or

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)

1DT/RDD(D3/0414/6/0038) 08/28 (MOA/A9106)

### **DURATION**

Full time: 3 years

### INTAKE

January / June / September

SCHOLARSHIP/AID
Available

### PROGRAMME MODULES

### Year 1:

#### Core Modules

- Introduction to Management Accounting
- · Principles of Management
- · Foundation of Business
- · Business Communications
- · Principles of Microeconomics
- · Principles of Marketing
- · Introduction to Finance
- · Human Resource Management
- · Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2: Core Modules

- Quantitative Methods for Business
- · Strategic Management
- · Principles of Macroeconomics
- · Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
  - Industrial Economic
- Business Ethics and Social Responsibilities
- Leadership
- Entrepreneurship
- · Entrepreneursnip
- Human Resource Management for Practitioners

### Specialisations

- · Human Resource Development
- · Human Resource Planning
- · Consumer Behaviour
- Recruitment and Human Resource Issues in Outsourcing
- · Digital Marketing
- · Organisational Theory and Design
- · International Management
- · Perspective of Marketing Communication
- · Business Research Method
- · Business Project Plan
- · Internship

### Compulsory Modules

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN MARKETING

JPT/BPP(R3/0414/6/0037) 08/28 (MQA/A9111)

**DURATION**Full time: 3 years

INTAKE

January / June / September

SCHOLARSHIP/AID
Available

### **PROGRAMME MODULES**

course as part of the Mata Pelajaran Umum (MPU) curriculum

### Year 1

### Core Modules

- Introduction to Management Accounting
- · Principles of Management
- · Foundation of Business
- Business Communications
- Principles of Microeconomics
- · Principles of Marketing
- · Introduction to Finance
- Human Resource Management
- Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2: Core Modules

\*\*\* Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A

- · Quantitative Methods for Business
- Strategic Management
- · Principles of Macroeconomics
- · Marketing Management
- · Organisational Behaviour
- E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
- · Industrial Economic
- · Business Ethics and Social
- Responsibilities
- · Leadership
- Entrepreneurship
- Human Resource Management for

### Specialisations

- · Consumer Behaviour
- · Global Marketing
- Sales Management
- · Digital Marketing
- · Perspective of Marketing Communication
- Retailing
- Strategic Marketing
- · Business Project Plan
- Market Segmentation, Targeting and
   Positioning
- Marketing Ethics and Legal Requirements
- Internship

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2
   (International Students)
- Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

<sup>\*\*\*\*</sup> Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelaiaran Umum (MPU) curriculum

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN INTERNATIONAL BUSINESS

1PT/BPP/R3/0414/6/0035) 08/28 (MOA/A9109)

### **DURATION**

Full time: 3 years

### **INTAKE**

January / June / September

SCHOLARSHIP/AID
Available

### PROGRAMME MODULES

#### Year 1

Core Modules

- Introduction to Management Accounting
- Principles of Management Foundation of Business
- Business Communications
   Principles of Microeconomics
- · Principles of Marketing
- · Introduction to Finance
- · Human Resource Management
- · Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2: Core Modules

- Quantitative Methods for Business
- · Strategic Management
- Principles of Macroeconomics
- · Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
- · Industrial Economic
- Business Ethics and Social Responsibilities
- · Leadership
- Entrepreneurship
- Human Resource Management for Practitioners

### Specialisations

- · International Business Law
- · Consumer Behaviour
- · International Finance
- · Operation Management
- · Organisational Theory and Design
- · International Management
- Global Marketing
- · Global Talent Management
- · Business Research Methods
- · Business Project Plan
- Internship

### **Compulsory Modules**

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

\*\*\* Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN HUMAN RESOURCE MANAGEMENT

JPT/BPP(R3/0414/6/0036) 08/28 (MQA/A9108)

**DURATION**Full time: 3 years

**INTAKE**January / June / September

SCHOLARSHIP/AID
Available

### PROGRAMME MODULES

### Year 1:

### Core Modules

- Introduction to Management Accounting
- · Principles of Management
- · Foundation of Business
- · Business Communications
- · Principles of Microeconomics
- · Principles of Marketing
- · Introduction to Finance
- · Human Resource Management
- · Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2:

### Core Modules

- · Quantitative Methods for
- · Strategic Management
- · Principles of Macroeconomics
- · Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
- · Industrial Economic
- Business Ethics and Social Responsibilities
- · Leadership
- Entrepreneurship
- Human Resource Management for Practitioners

### Specialisations

- · Human Resource Development
- · Human Resource Planning
- Recruitment and Human Resource Issues in Outsourcing
- · Compensation and Benefits
- Health and Safety in Human Resources
- Human Resource Information Systems
- · Industrial Relations
- · Global Talent Management
- · Performance Management
- Business RInternship

- · Co-curriculun
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

<sup>\*\*\*</sup> Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN MANAGEMENT

1DT/BDD/D3/0414/6/0034) 08/28 (MOA/A9110)

**DURATION**Full time: 3 years

INTAKE January / June / September

SCHOLARSHIP/AID
Available

### PROGRAMME MODULES

### Year 1:

#### Core Modules

- Introduction to Management Accounting
- · Principles of Management
- · Foundation of Business
- · Business Communications
- · Principles of Microeconomics
- Principles of Marketing
- · Introduction to Finance
- · Human Resource Management
- Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2: Core Modules

- Quantitative Methods for Business
- · Strategic Management
- · Principles of Macroeconomics
- · Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
- · Industrial Economic
- Business Ethics and Social Responsibilities
- Leadership
- · Entrepreneurship
- Human Resource Management for Practitioners

### Specialisations

- · International Business Law
- · Sales Management
- · Digital Marketing
- · Organisational Theory and Design
- · International Management
- · Industrial Relations
- · Global Talent Management
- · Business Research Method
- · Business Project Plan
- · Performance Management
- · Internship

### Compulsory Modules

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

\*\*\* Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN DIGITAL MARKETING

JPT/BPP(N/0415/6/0026) 12/28 (MQA/PA16843)

**DURATION**Full time: 3 years

INTAKE
January / June / September

SCHOLARSHIP/AID
Available

### PROGRAMME MODULES

### Year 1:

### Core Modules

- · Introduction to Management Accounting
- · Principles of Management
- · Foundation of Business
- · Business Communications
- Principles of MicroeconomicsPrinciples of Marketing
- Introduction to Finance
- Human Resource Management
- · Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2:

### Core Modules

- · Quantitative Methods for
- Strategic Management
- · Principles of Macroeconomics
- Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information
   System
- · International Business

### Year 3: Core Modules

- Business Analytics
- · Industrial Economic
- · Business Ethics and Social
- Responsibilities
- · Leadership
- · Entrepreneurship
- Human Resource Management for Practitioners

### Specialisations

- · Consumer Behaviour
- · Global Marketing
- Advertising Marketing
- · Web Analytics
- · Social Media Marketing
- · Affiliate Marketing
- · Mobile & Email Marketing
- Search Engine Optimisation and Minimisation
- Market Segmentation, Targeting and Positioning
- · Ethics in Digital Marketing
- Internship

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

<sup>\*\*\*</sup> Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN GLOBAL LOGISTICS

JPT/BPP(N/0414/6/0335) 11/29 (MQA/PA17901)

**DURATION**Full time: 3 years

INTAKE
January / June / September

SCHOLARSHIP/AID

### PROGRAMME MODULES

### Year 1: Core Modules

- Introduction to Management Accounting
- Principles of Management
- · Foundation of Business
- · Business Communications
- · Principles of Microeconomics
- · Principles of Marketing
- · Introduction to Finance
- · Human Resource Management
- · Logistics & Supply Chain Management
- · Law for Business
- · Business Process Management

### Year 2: Core Modules

- Quantitative Methods for Business
- · Strategic Management
- · Principles of Macroeconomics
- · Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
- Industrial Economic
- Business Ethics and Social Responsibilities
- Leadership
- · Entrepreneurship
- Human Resource Management for Practitioners

### Specialisations

- · Logistic & Supply Chain Management
- · Transportation & Freight Management
- · International Logistics Management
- · Logistics Material Handling Equipment
- · International Shipping
- · Project Management
- · Inventory and Warehouse Management
- · Customs and Forwarding Operations
- · E-Procurement and Sourcing
- · E-Commerce in Global Logistics
- · Internship

### Compulsory Modules

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

## \*\*\* Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum

## BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN BUSINESS ANALYTICS

JPT/BPP (N/0414/6/0344) 01/30 (MQA/PA17951)

**DURATION**Full time: 3 years

**INTAKE**January / June / September

SCHOLARSHIP/AID
Available

## PROGRAMME MODULES

### Year 1:

### Core Modules

- Introduction to Management Accounting
- · Principles of Management
- Foundation of Business
   Dusiness Communication
- · Business Communications
- Principles of Microeconomics
- · Principles of Marketing
- · Introduction to Finance
- · Human Resource Management
- · Logistics & Supply Chain Management
- · Law for Business

**Specialisations** 

· Big Data Analytics

Data Visualisations

· Business Intelligence

Prescriptive Analytics

· Business Forecasting

Programming for AnalyticsBusiness Analytics

· Predictive Analytics

· Data Mining

· Business Process Management

### Year 2:

### Core Modules

- Quantitative Methods for Business
- · Strategic Management
- · Principles of Macroeconomics
- Marketing Management
- · Organisational Behaviour
- · E-commerce
- Management Information System
- · International Business

### Year 3: Core Modules

- · Business Analytics
- · Industrial Economic
- · Business Ethics and Social
- Responsibilities
  Leadership
- Entrepreneurship
- Human Resource
- Human Resource
  Management for
  Practitioners

- · Co-curriculum
- · Philosophy & Current Issues
- Penghayatan Etika & Peradaban (Malaysian Students)
- Bahasa Melayu Komunikasi 2 (International Students)
- · Integrity and Anti-corruption
- · \*\*\*Bahasa Kebangsaan A

Project

Business Modelling

Internship

<sup>\*\*\*</sup> Students who did not obtain a credit in Bahasa Melayu at the SPM level are required to take the Bahasa Kebangsaan A course as part of the Mata Pelajaran Umum (MPU) curriculum



## **BACHELOR'S DEGREE SUMMARY OF ENTRY REQUIREMENTS**

STPM

· Pass with a minimum Grade C (GP 2.0) in any two (2) subjects, and a pass in Mathematics and English at SPM level: or

A-Levels

· Pass with a minimum Grade D in any two (2) subjects and a pass in SPM Mathematics; or

**United Examination** Certification (UEC)

· Pass with a minimum Grade B in five (5) subjects and pass in Mathematics and English; or

STAM

· Pass with a minimum Grade of Jayyid and pass in Mathematics and English at SPM level; or

Matriculation

· Pass with a minimum CGPA of 2.00; or

Diploma / Advance Diploma (Level 4/5, MQF)

· Pass with a minimum CGPA of 2.00; or its equivalent

Pass in Mathematics at the SPM level can be waived should the qualifications contain an equivalent/ higher achievement.
"Those without a pass in Mathematics / English at the SPM level or equivalent are required to attend special enhancement course Malays
of instruction in their previous study or with MUET band 2 or equivalent can be exempted from pass at English at SPM level. n students with English as medium

## **CAREER PROSPECTS**

### **Other Career Options**

- · Public Relations Specialist
- · Educator
- · Brand Specialist
- · Digital Marketing Specialist
- · Content Marketing Specialist
- · Communications Executive

### **Diploma Programme**

- · Sales Associate
- · Financial Planner
- · Administrative Officer
- · Customer Service Representative
- · Business Consultant

### **Bachelor Programme**

- Business Researcher
- Human Resource Manager
- · Business Consultant
- · Marketing Manager
- · International Brand Manager
- · Business Development Manager
- · International Marketing Manager
- · Multinational Manager
- · Business Development Manager
- · International Trade and Customs Manager
- · International Foreign Policy Advisor



# RECOGNITION

Our business programs are professionally recognized, giving graduates a head start by offering exemptions for various professional certifications



Graduates who successfully complete the Human Resources Management for Practitioners Course will receive the Professional Certificate in Human Resources Management (PCHRM), issued by the Malaysian Institute of Human Resource Management



Students enroling in the Certified Professional Marketer (Asia) programme can receive exemptions for three subjects—Marketing Research, Integrated Marketing Communications, and Marketing Strategy granted by the Institute of Marketing Malaysia



## **MANAGEMENT AND MARKETING**

For more information, please contact our Education Counsellors. **Student Recruitment Department Nilai University** 

Nilai University DU032(N) No. 1, Persiaran Universiti, Putra Nilai, 71800 Nilai, Negeri Sembilan, Malaysia.

Tel: +606-850 5301/2308 | Email: study@nilai.edu.my

**Malaysian Students** 

+6017-350 1188

**International Students** 



+6017-381 6688















