



Kuala Lumpur Metropolitan
University College



Bachelor Of Arts (Hons) in

ADMINISTRATIVE MANAGEMENT

(R3/345/6/0162)(06/2027)(A7836)

ABOUT OUR ADMINISTRATIVE MANAGEMENT PROGRAMME

Students will be given exposure on the whole spectrum of administrative management such as basic administrative and managerial skills (technical, human and conceptual skills), leadership, professional office procedures, strategic management, human resource management, ethics principles, operations management and quality management.

PROGRAMME AIM:



Bachelor of Arts (Hons) Administrative Management (Hons) provides students with a thorough grounding in administrative management concepts and practices, prepare administrative management practitioners with the skills and knowledge to solve administrative issues and develop students' critical and analytical powers in relation to administrative management.

The module consists of various major areas namely Principles of Management, Professional Office Procedures, Managing Human Resource, Strategic Management, Operations Management, Supply Chain Management and Purchasing, Total Quality Management, Customer Relationship Management, Ethics for Managers, Principles of Leadership.

ENTRY REQUIREMENT:

- A Pass in Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum Grade C (GP 2.00) in any two (2) subjects, and a pass Mathematics and English at SPM level or any equivalent qualification; OR
- A Pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum Grade of Jayyid, and a pass Mathematics and English at SPM level; OR
- Any qualifications equivalent to Diploma and Advance Diploma (Level 4 or 5, MQF); OR
- Matriculation / Foundation qualification with a minimum CGPA of 2.00; OR
- A Pass in Unified Examination Certificate (UEC) with at least Grade B in 5 subjects including Mathematics and English; OR
- A Pass in A Level with credit in two (2) subjects and a credit in Mathematics at O Level; OR
- Any other equivalent qualifications recognized by the Malaysian Government AND
- For international students, it is compulsory to obtain a minimum score of 5.5 for IELTS or its equivalent.



PROGRAMME MODULES

Semester 1	Semester 2	Semester 3	Semester 4
<ul style="list-style-type: none"> ■ Hubungan Etnik (Malaysian) / Pengajian Malaysia 3 (International) ■ Introduction to Information Technology ■ Intermediate Academic Reading and Writing ■ TITAS (Malaysian) / Bahasa Melayu Komunikasi 2 (International) ■ Critical and Creative Thinking 	<ul style="list-style-type: none"> ■ Effective Communication Skills / Bahasa Kebangsaan A ■ Principles of Management ■ Advanced Business Communication ■ Mathematics for Business ■ Microeconomics 	<ul style="list-style-type: none"> ■ Creative and Problem Solving ■ Technical Writing ■ Macroeconomics ■ Entrepreneurship ■ Introduction to Financial Accounting 	<ul style="list-style-type: none"> ■ Social and Human Skills Project ■ Organizational Behaviour ■ Fundamental of Financial Management ■ Statistics for Business ■ Principle of Marketing
Semester 5	Semester 6	Semester 7	Semester 8
<ul style="list-style-type: none"> ■ Managing Human Resource ■ Introduction to E-Business ■ Customer Relationship Management ■ Operations Management ■ Partnership and Company Law 	<ul style="list-style-type: none"> ■ Management Information System ■ Business Ethics ■ Principles of Leadership ■ International Business ■ Change Management 	<ul style="list-style-type: none"> ■ Strategic Management ■ Total Quality Management ■ Accounting Information System ■ Public Relations 	<ul style="list-style-type: none"> ■ Business Research Methodology ■ Business Plan Project ■ Supply Chain Management ■ Enterprise Risk Management
			Semester 9
			<ul style="list-style-type: none"> ■ Practicum



CAREER PROSPECTS

- Admin Executive
- Business Administrative Executive
- Manager



For more information:

CONTACT OUR PROGRAM ADVISOR:

KUALA LUMPUR METROPOLITAN UNIVERSITY COLLEGE

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