

SARJANA MUDA PENTADBIRAN PERNIAGAAN

BACHELOR DEGREE OF BUSINESS ADMINISTRATION

Pengenalan Program / *Introduction*

Syarat Kemasukan / *Entry Requirements*

Memenuhi Syarat Am Universiti;
Fulfil General Admission Requirements;

SERTA / AND;

DIPLOMA

1. Memiliki Diploma yang berkaitan daripada institusi pendidikan yang diiktiraf oleh Universiti dan Kerajaan Malaysia dan mendapat sekurang-kurangnya **PNGK 2.75**;
Possess a Diploma in related areas from any educational institution recognized by the University and the Malaysia Government and obtained at least CGPA of 2.75;

DAN / AND;

- (a) Calon dikehendaki mengemukakan transkrip akademik dari semester 1 hingga akhir
Candidates are required to submit academic transcripts of first to final semester

DAN / AND;

- (b) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).
Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

ATAU / OR;

STPM (Sains) / MATRIKULASI / ASASI

1. Mendapat sekurang-kurangnya **PNGK 2.75** pada peringkat **STPM (Sains) / Matrikulasi KPM / Asasi**;
Obtains a minimum CGPA of 2.75 at the STPM (Science) / KPM Matriculation / Foundation;

DAN / AND;

2. Mendapat sekurang-kurangnya **Gred B- (NGMP 2.67)** pada peringkat **STPM (Sastera) / Matrikulasi KPM / Asasi** dalam mata pelajaran berikut:
 - Ekonomi / Perakaunan / Pengajian Perniagaan / Pengurusan Perniagaan / Mathematics / Mathematics M / Mathematics T; dan
 - **Mana-mana satu (1) mata pelajaran lain**

- Biology
- Chemistry
- Physics

Obtained at least **Grade B- (CGPA 2.67)** at the **STPM (Art) / KPM Matriculation** level in the following subjects:

- *Economics / Accounting / Business Studies / Business Management / Mathematics / Mathematics M / Mathematics T; and*
- **Any one (1) other subject**
 - *Biology*
 - *Chemistry*
 - *Physics*

DAN / AND;

(a) Mendapat sekurang-kurangnya **Lulus** pada peringkat **SPM** dalam mata pelajaran berikut:

- Mathematics / Additional Mathematics
- Bahasa Inggeris

Obtained at least **Passed** at **SPM** level in following subjects:

- *Mathematics / Additional Mathematics*
- *English*

DAN / AND;

(b) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).

Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

ATAU / OR;

STPM (Sastera) / MATRIKULASI

1. Mendapat sekurang-kurangnya **PNGK 2.75** pada peringkat **STPM (Sastera) / Matrikulasi KPM**;
*Obtains a minimum **CGPA of 2.75** at the **STPM (Art) / KPM Matriculation**;*

DAN / AND;

2. Mendapat sekurang-kurangnya **Gred B- (NGMP 2.67)** pada peringkat **STPM (Sastera) / Matrikulasi KPM / Asasi** dalam mata pelajaran berikut:

- *Ekonomi / Perakaunan / Pengajian Perniagaan / Pengurusan Perniagaan / Mathematics / Mathematics M / Mathematics T; dan*
- **Mana-mana satu (1) mata pelajaran lain**

Obtained at least **Grade B- (CGPA 2.67)** at the **STPM (Art) / KPM Matriculation** level in the following subjects:

- *Economics / Accounting / Business Studies / Business Management / Mathematics / Mathematics M / Mathematics T; and*
- **Any one (1) other subject**

ATAU / OR;

(a) Mendapat sekurang-kurangnya **Lulus** pada peringkat **SPM** dalam mata pelajaran berikut:

- Mathematics / Additional Mathematics
- Bahasa Inggeris

*Obtained at least **Passed** at **SPM** level in following subjects:*

- *Mathematics / Additional Mathematics*
- *English*

DAN / AND;

- (b) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).

Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

ATAU / OR;

STPM (Sains) / MATRIKULASI / ASASI (BUKAN TAHUN SEMASA)

1. Mendapat sekurang-kurangnya **PNGK 2.75** pada peringkat **STPM (Sains) / Matrikulasi KPM / Asasi**;
*Obtains a minimum **CGPA of 2.75** at the **STPM (Science) / KPM Matriculation / Foundation**;*

DAN / AND;

3. Mendapat sekurang-kurangnya **Gred B- (NGMP 2.67)** pada peringkat **STPM (Sastera) / Matrikulasi KPM / Asasi** dalam mata pelajaran berikut:

- Ekonomi / Perakaunan / Pengajian Perniagaan / Pengurusan Perniagaan / Mathematics / Mathematics M / Mathematics T; **dan**
- **Mana-mana satu (1) mata pelajaran lain**
 - Biology
 - Chemistry
 - Physics

*Obtained at least **Grade B- (CGPA 2.67)** at the **STPM (Art) / KPM Matriculation** level in the following subjects:*

- *Economics / Accounting / Business Studies / Business Management / Mathematics / Mathematics M / Mathematics T; **and***
- **Any one (1) other subject**
 - *Biology*
 - *Chemistry*
 - *Physics*

DAN / AND;

- (a) Mendapat sekurang-kurangnya **Lulus** pada peringkat **SPM** dalam mata pelajaran berikut:

- Mathematics / Additional Mathematics
- Bahasa Inggeris

*Obtained at least **Passed** at **SPM** level in following subjects:*

- *Mathematics / Additional Mathematics*
- *English*

DAN / AND;

- (b) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).
Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

ATAU / OR;

STPM (Sastera) / MATRIKULASI (BUKAN TAHUN SEMASA)

1. Mendapat sekurang-kurangnya **PNGK 2.75** pada peringkat **STPM (Sastera) / Matrikulasi KPM**;
*Obtains a minimum **CGPA of 2.75** at the **STPM (Art) / KPM Matriculation**;*

DAN / AND;

2. Mendapat sekurang-kurangnya **Gred B- (NGMP 2.67)** pada peringkat **STPM (Sastera) / Matrikulasi KPM / Asasi** dalam mata pelajaran berikut:

- Ekonomi / Perakaunan / Pengajian Perniagaan / Pengurusan Perniagaan / Mathematics / Mathematics M / Mathematics T; **dan**
- **Mana-mana satu (1) mata pelajaran lain**

*Obtained at least **Grade B- (CGPA 2.67)** at the **STPM (Art) / KPM Matriculation** level in the following subjects:*

- *Economics / Accounting / Business Studies / Business Management / Mathematics / Mathematics M / Mathematics T; **and***
- ***Any one (1) other subject***

DAN / AND;

- (a) Mendapat sekurang-kurangnya **Lulus** pada peringkat **SPM** dalam mata pelajaran berikut:

- Mathematics / Additional Mathematics
- Bahasa Inggeris

*Obtained at least **Passed** at **SPM** level in following subjects:*

- *Mathematics / Additional Mathematics*
- *English*

DAN / AND;

- (b) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).

Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

ATAU / OR;

CALON LEPASAN STAM

1. Mendapat sekurang-kurangnya **Pangkat Jayyid** dalam Sijil Tinggi Agama Malaysia (STAM);
*Obtained at least **Jayyid Rank** in **Malaysia Secondary School Islamic Certificate (STAM)**;*

DAN / AND;

- (c) Mendapat sekurang-kurangnya **Lulus** pada peringkat **SPM** dalam mata pelajaran berikut:

- Mathematics / Additional Mathematics

- Bahasa Inggeris

*Obtained at least **Passed** at **SPM** level in following subjects:*

- *Mathematics / Additional Mathematics*
- *English*

DAN / AND;

- (a) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).

Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

ATAU / OR;

APEL-A

2. Lulus Sijil Pelajaran Malaysia (SPM) dengan mendapat kepujian dalam mata pelajaran Bahasa Melayu/Bahasa Malaysia atau kepujian Bahasa Melayu / Bahasa Malaysia Kertas Julai dan lulus dalam mata pelajaran Sejarah;

Pass the Malaysian Education Certificate (SPM) with credits in Malay Language / Malaysia Language subject or credits in Malay Language / Malaysia Language in July papers and pass history subjects;

DAN / AND;

- a) Sijil Perakuan APEL MQA dengan mendapat Tahap 6 MQF;
MQA APEL Certificate with a Level 6 MQF;

DAN / AND;

- b) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).

Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

Mod & Tempoh Program / *Mode of Study & Programme Duration*

- Mod Pengajian : Kerja Khusus / *Mode of Study : Course Work*
- Separuh Masa : 3 - 4 tahun / *Full Time : 3-4 years*
*Kuliah bermula 8pagi – 5petang, Sabtu - Ahad / *All lectures start from 8am – 5pm, Saturday – Sunday*
*Kuliah bermula 6.30petang – 9.30malam, Isnin-Jumaat / *All lectures start from 6.30pm - 9.30pm, Monday-Friday*

Keperluan Bahasa Inggeris / *Requirement for English Language*

- (a) Mendapat sekurang-kurangnya Tahap 2 (Band 2) dalam Malaysian University English Test (MUET).

Obtain at least Level 2 (Band 2) in the Malaysian University English Test (MUET).

Kelebihan Program / *Programme Advantages*

- Memenuhi keperluan MQA
Fulfill the MQA requirement
- Selaras dengan perkembangan ilmu semasa dan memenuhi kehendak industri dan pihak berkepentingan
In accordance with the current knowledge development and fulfil the industry needs and interested parties
- Melahirkan pengamal yang mahir dan berpengetahuan
Producing knowledgeable and skilled practitioner

Yuran Program / *Programme Fee*

Warganegara / Citizens

Yuran / Fees	Separuh Masa / Part Time
Semester pertama / <i>1st semester</i>	RM 3750.00
Semester seterusnya / <i>Subsequent semester</i>	RM 2450.00

Yuran secara pakej: RM20900.00

Bukan Warganegara / Non-Citizens

Yuran / Fees	Separuh Masa / Part Time
Semester pertama / <i>1st semester</i>	RM 5500.00
Semester seterusnya / <i>Subsequent semester</i>	RM 2940.00

Yuran secara pakej: RM31350.00

Cara untuk memohon / *How to apply*

Pendaftaran secara online melalui <https://smp.ukm.my/espeed/> setahun dua pengambilan (pengambilan Mac dan September). Yuran permohonan sebanyak RM50.00 (untuk pemohon tempatan) dan USD30.00 atau RM100.00 (untuk permohonan antarabangsa) dibuat ke akaun CIMB Bank Berhad atas nama Pusat Kembangan Pendidikan (8002233817).

Online registration via <https://smp.ukm.my/espeed/> (Mac and September Intake). Application fee of RM50.00 (for Malaysian application), USD30.00 or MYR100.00 (for International applicants) has be paid to Pusat Kembangan Pendidikan, CIMB account number (8002233817).

Modul Program untuk separuh masa / *Course Modules for part time*

Semester	Kod Kursus / <i>Course Code</i>	Nama Kursus / <i>Course Name</i>	Taraf Kursus / <i>Category</i>	Unit / <i>Units</i>
Semester I	EPPD1023	Makroekonomi <i>Macroeconomics</i>	WF	3
	EPPD1043	Matematik Untuk Ekonomi dan Perniagaan <i>Mathematics for Business and Economy</i>	WF	3
	EPPD1063	Aplikasi Komputer <i>Computer application</i>	WF	3
	EPPM2073	Pengantar Pemasaran <i>Introduction to Marketing</i>	WP	3
	LMCR2152	Hak Asasi Manusia <i>Human Rights</i>	C1	2
Jumlah Unit / <i>Total Units</i>				14
Semester II	EPPD1013	Mikroekonomi <i>Microeconomics</i>	WF	3
	EPPD1033	Prinsip Perakaunan <i>Principles in Accounting</i>	WF	3
	EPPD1053	Pengantar Pengurusan <i>Introduction to Management</i>	CW	3
	CM1E1012	Keusahawanan dan Inovasi <i>Entrepreneurship and Innovation</i>	U1	2
	LMCK1331	Komunikasi Efektif <i>Effective Communication</i>	C2	1
	LMCK1421	Pemikiran Kritikal & Penyelesaian Masalah <i>Critical Thinking & Problem Solving</i>	C3	1
	LMCK1531	Kepimpinan dan Kreativiti <i>Leadership and Creativity</i>	C4	1
Jumlah Unit / <i>Total Units</i>				14
Semester Pendek	LMCW2173	Hubungan Etnik <i>Ethnic relations</i>	CW	3
	LMCR2332	Ekologi Global dan Pembangunan Lestari <i>Global Ecology and Sustainable Development</i>	C5	2
Jumlah Unit / <i>Total Units</i>				5
Semester III	EPPD2023	Statistik untuk Ekonomi dan Perniagaan <i>Statistics for Economy and Business</i>	WF	3
	EPPM3024	Pengurusan dan Strategi Pemasaran <i>Management and Marketing Strategy</i>	WM	4
	LMCW2163	Tamadun Islam dan Asia <i>Asia and Islam Civilization</i>	CW	3
	LMCE 1012	Komunikasi Akademik I <i>Academic Communication I</i>	WF	2

	LMCR1432	Pengiklanan Kreatif <i>Entrepreneurship and Innovation</i>	C4	2
	LMCW2022	Pengurusan & Analitik Data <i>Management & Data Analytics</i>	CW	2
	Jumlah Unit / Total Units			16
Semester IV	EPPA2813	Perakaunan Untuk Pengurusan <i>Accounting for Management</i>	WP	2
	EPPM3033	Kelakuan Organisasi <i>Organizational Behavior</i>	WP	3
	EPPM2114	Pengurusan Kewangan <i>Financial management</i>	WP	2
	LMCK1621	Etika & Profesional <i>Ethics & Professionals</i>	C1	1
	LMCK2711	Tanggungjawab Alam Sekitar <i>Environmental Responsibility</i>	C5	1
	LMCK2811	Sosial & Kebertanggungjawaban <i>Social & Responsibility</i>	C6	1
	EPPD2033	Perniagaan Mengikut Perspektif Islam <i>Business According to Islamic Perspective</i>	WF	3
	LMCE2012	Komunikasi Tempat Kerja I (Lulus LMCE1012) <i>Workplace Communication I (Pass LMCE1012)</i>	WF	2
	Jumlah Unit / Total Units			18
Semester Pendek (3 1415)	EPPM2514	Prinsip Pengurusan Risiko dan Insurans <i>Principles of Risk Management and Insurance</i>	WM	4
	LMCR2252	Pengurusan Emosi <i>Emotion Management</i>	C6	2
	Jumlah Unit / Total Units			6
Semester V	EPPA2823	Undang-undang Perniagaan <i>Business law</i>	WF	3
	EPPM2123	Sistem Maklumat Perniagaan <i>Business Information System</i>	WP	2
	EPPM3644	Kewangan Korporat dan Penstrukturan <i>Corporate Finance and Restructuring</i>	WM	3
	LMCE3011	Komunikasi Ucapan <i>Speech Communication</i>	WF	1
	LMCR2462	Penyelesaian Masalah Kreatif <i>Creative Problem Solving</i>	C3	2
	Jumlah Unit / Total Units			13
Semester VI	EPPM3654	Pengurusan Pelaburan dan Portfolio <i>Investment Management and Portfolio</i>	WM	4
	EPPM2014	Komunikasi Perniagaan <i>Business communication</i>	WP	4
	EPPM2133	Penyelidikan Perniagaan <i>Business Research</i>	WP	3
	EPPM2033	Perniagaan Antarabangsa <i>International Business</i>	WF	3
	EPPM2063	Etika dan Tanggungjawab Sosial Korporat <i>Ethics and Corporate Social Responsibility</i>	WF	3
	Jumlah Unit / Total Units			17

Semester Pendek	EPPM3043	Pengurusan Perubahan dan Inovasi <i>Change Management and Innovation</i>	WP	3
	LMCR2422	Kemahiran Berfikir <i>Thinking skills</i>	C3	2
	Jumlah Unit / Total Units			5
Semester VII	EPPM3093	Kertas Ilmiah <i>Academic Writing</i>	WP	3
	EPPM3233	Pengurusan Sumber Manusia dan Pengurusan Bakat <i>Strategic Development and Application of Accounting Information Systems</i>	PB	3
	EPPM 3393	Pemasaran Perhubungan Pelanggan <i>Customer Relation Marketing</i>	PB	3
	EPPM4014	Pengurusan Strategik <i>Strategic management</i>	WP	4
	LMCR2242	Kemahiran Menulis <i>Writing Skill</i>	C2	2
	Jumlah Unit / Total Units			15
Semester VIII	EPPM4098	Latihan Industri <i>Practical Training</i>	WP	8
	Jumlah Unit / Total Units			8
Jumlah Keseluruhan / Grand Tota				131

****Nota:** W = Wajib / *Compulsory*; P =Pilihan / *Elective* AU – Audit / *Audit*

*Subject to change

**Sebarang pertanyaan lanjut, sila hubungi Penyelaras Program /
 Any enquiry please contact Programme Coordinator**

EN. ABDULLAH SANUSI OTHMAN
MR. ABDULLAH SANUSI OTHMAN
[*asza@ukm.edu.my*](mailto:asza@ukm.edu.my)