



# DIPLOMA IN CORPORATE EXECUTIVE

(PP-001-4)



## **PROGRAM OBJECTIVES**

- This program is designed to develop and equip students with professionals and practical in corporate executive.
- It enables students to perform administrative and corporate duties. Aside of producing business documentation they will be able to organize human resource duties as well.
- The primary objective of this program is to develop essential skills in managing business deals and customer oriented activities.

## **PROGRAM INFORMATION**

- Duration : 18 months

## **ENTRY REQUIREMENTS**

- SPM (Credits in Bahasa Malaysia, English & any one other subject) or
- SKM Level 3 (Any discipline)

## **MODULES**

- PP-001-4(1)** : Personnel Development
- PP-001-4(2)** : Corporate Administration
- PP-001-4(3)** : Human Resources Management
- PP-001-4(4)** : Public Relations
- PP-001-4(5)** : Business Communication
- PP-001-4(6)** : Safety And Health

Certification awarded by JPK



For further enquiries, please contact us at: ▶▶▶



## **UMS LINK CENTRE FOR PROFESSIONAL DEVELOPMENT**

*(JPK Accredited Centre: L02216)*

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