

Master of Business Administration Open & Distance Learning

HANDBOOK

2025/2026



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Developed by: Open and Distance Learning
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Universiti Tun Hussein Onn Malaysia

Johor Business School
Universiti Tun Hussein Onn Malaysia

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ACADEMIC CALENDAR

SEMESTER 1 2025/2026

DATES	ACTIVITY
29 September 2025	Registration for New Students
1 October 2025	Course Registration
13 October 2025	Class Session I
1 – 7 December 2025	Semester Break
8 December 2025	Class Session II
19 – 23 January 2026	Study Week
26 January 2026 – 13 February 2026	Exam Week

General INFORMATION

This handbook is designed to provide students with general information and guidance about Master of Business Administration (MBA) Open and Distance Learning (ODL) programme and should be referred to in conjunction with the Universiti Tun Hussein Onn Malaysia's other rules and regulations.

This handbook does not supersede any of the Universiti Tun Hussein Onn Malaysia Rules and Regulations or any other resolutions approved by the Senate from time to time.

We consider it each student's responsibility to make themselves familiar with the contents of this handbook and also the above rules and regulations. We believe that the information provided in this handbook may help you avoid any unnecessary problems.

Facts of CAMPUSES

9 Faculty/Centre of Study



6

1,880 Staff

758 academic staff

1,122 non-academic staff

11,879 Students

3 Faculty/Centre of Study



3 Residential College

455 Staff

306 academic staff

149 non-academic staff

5,643 Students

Overview of **JOHOR BUSINESS SCHOOL**

Johor Business School (JBS) is a newly established faculty at UTHM, upgraded from the Department of Business Management, Faculty of Technology Management and Business. JBS was approved by the Ministry of Higher Education on August 1, 2023, and began full operation on January 1, 2024. JBS stands on the pillars of innovation, collaboration, and an unwavering pursuit of excellence. As it navigates the dynamic landscape of contemporary education, the institution is guided by a comprehensive framework encapsulating five core pillars: Faculty Excellence, Research and Education Excellence, Industry and Community Linkages, Internationalization, and Ethics and Financial Sustainability.

The faculty is dedicated to creating a dynamic learning environment and aims to redefine business education through a contemporary curriculum, innovative teaching methods, and a faculty of experts in various business disciplines. The mission is to educate future leaders and entrepreneurs, providing a transformative educational experience that seamlessly blends theory and practical application. Currently, JBS focuses exclusively on offering postgraduate programs, including master's and PhD degrees specializing in business. In addition to offering postgraduate programs in business, JBS also provides training and short courses for corporate leaders, community leaders, and business professionals. Led by a Dean, two heads of department, and supported by experienced, progressive, visionary, and confident academic and support staff, JBS was established to advance the frontiers of business education and professional development. By prioritizing continuous professional development, research endeavors, and innovative teaching methodologies, JBS ensures that its faculty remains at the forefront of education, equipping students with the knowledge and skills demanded by a rapidly evolving global landscape.

VISION & MISSION

UNIVERSITI TUN HUSSEIN ONN MALAYSIA

VISION

To be a global technical university in sustainable technology and transportation

MISSION

Provide technical solution for industry and community based on tauhidic paradigm

JOHOR BUSINESS SCHOOL

VISION

Leading Technical-Based Business School in Asia

MISSION

- Delivering innovative education solutions tailored to meet market demands and preferences.
- Nurturing strategic alliances with educational institutions, industries, and communities.
- Ensuring exceptional educational value for every investment.
- Empowering lifelong learning opportunities.

Faculty MEMBERS



Prof. Dr. Abd Rahman Ahmad
Professor
Expertise: Strategic Planning



Prof. Dr. Wan Fauzi @ Wan Fauziah Wan Yusoff
Professor
Expertise: Corporate Governance



Assoc. Prof. Dr. Shafie Mohamed Zabri
Associate Professor
Expertise: Accounting & Finance



Assoc. Prof. Dr. Maimunah Ali
Associate Professor
Expertise: Economics

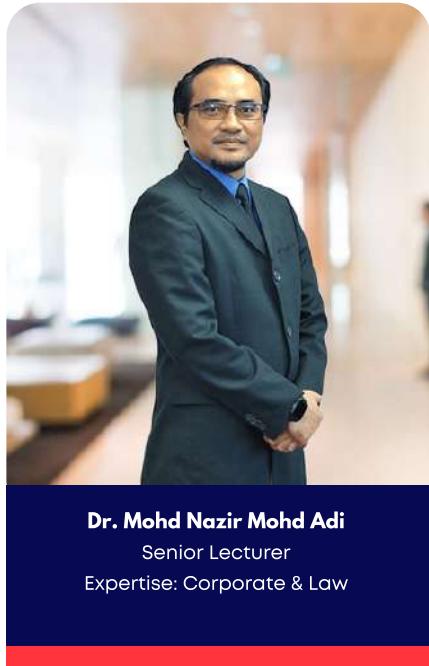


Assoc. Prof. Dr. Amran Harun
Associate Professor
Expertise: Marketing

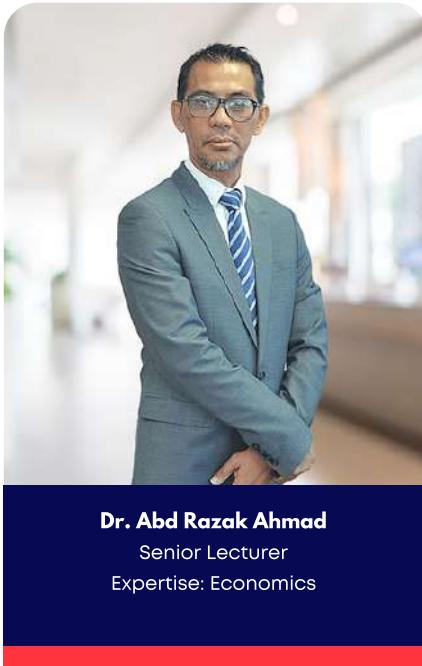


Dr. Umi Kartini Rashid
Senior Lecturer
Expertise: Management

Faculty MEMBERS



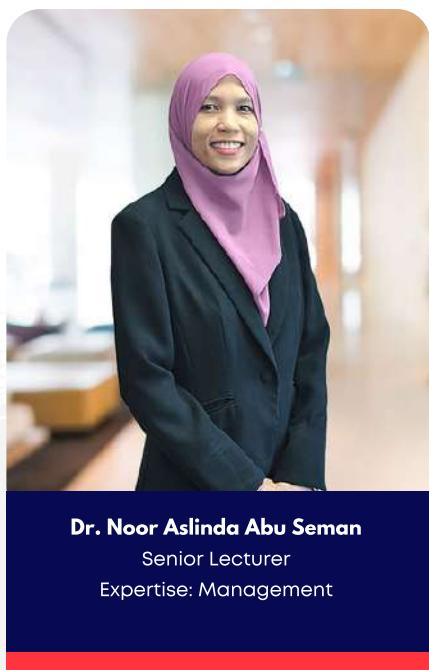
Dr. Mohd Nazir Mohd Adi
Senior Lecturer
Expertise: Corporate & Law



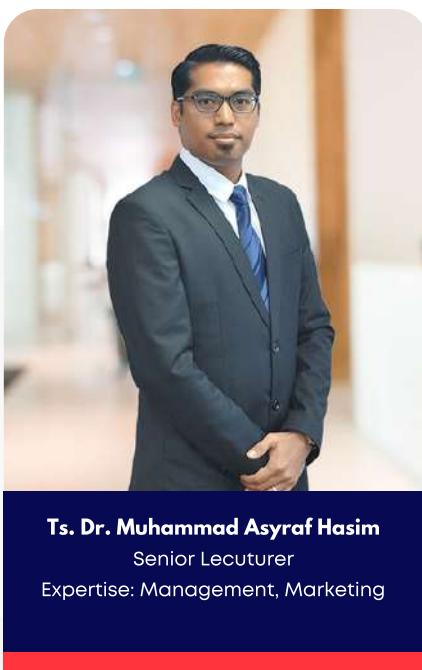
Dr. Abd Razak Ahmad
Senior Lecturer
Expertise: Economics



Assoc. Prof. Dr. Siti Sarah Omar
Associate Professor
Expertise: Human Resource, Management



Dr. Noor Aslinda Abu Seman
Senior Lecturer
Expertise: Management



Ts. Dr. Muhammad Asyraf Hasim
Senior Lecturer
Expertise: Management, Marketing



Mdm. Nur Aniza Quantaniah Jusoh
Senior Lecturer
Expertise: Accounting & Finance

Faculty MEMBERS



Mdm Noreina Nasir@Kepal

Senior Lecturer

Expertise: Marketing



Dr. Zurina Samsudin

Senior Lecturer

Expertise: Management



Mr. Mohd Asmadi Mohd Angsor

Senior Lecturer

Expertise: Corporate & Law

About **MBA ODL**

Universiti Tun Hussein Onn Malaysia has a tradition of producing graduates with high technical skills. Our MBA programme aims to provide an integrated and relevant knowledge of business management and technical management. The programme is designed to produce graduates who are able to think critically, ethically and perform systematic analysis of complex problems, as well as provide economic solutions that are socially and environmentally responsible.

Our programme offers you the opportunity to reflect on your managerial experiences and extend your knowledge into new areas. Elective areas of studies include Technopreneurship and Real Estate. It exposes you to management theory and practice, technology-based learning experience, and strong networking ties.

Master of Business Administration - Open & Distance Learning (MBA ODL) is a fully online program that offers a flexible learning experience for individuals aiming to advance their careers and business development. Students can study anytime and anywhere, making it ideal for those balancing personal and professional commitments while gaining essential skills for today's business environment.

Programme Educational Outcomes (PEOs)

PEO 1

Managing organisations at the mid-management level based on sustainable technology across all economic sectors.

PEO 2

Striving to become a manager who uses technology applications to make decisions in various situations.

Programme Learning Outcomes (PLOs)

After completing this program, graduates of the MBA ODL program will be able to:

PLO 1

Manage and supervise business administration and management functions according to the business administration principles.

PLO 3

Managing business tasks/operations ethically and flexibly within the organisation.

PLO 5

Exhibiting effective written and verbal communication skills in discussing current issues in business management and administration relevant to the organisational tasks.

PLO 7

Interpreting numerical, qualitative, and graphical data to support decision-making and problem-solving within the organisation.

PLO 9

Displaying continuous self-improvement for academic and career development.

PLO 11

Showing ethical and professional management and leadership skills within the business organisation.

PLO 2

Resolving business problems using sustainable technology by providing recommendations to the organisation.

PLO 4

Demonstrating effective interpersonal skills and collaborating with various stakeholders.

PLO 6

Apply appropriate and extensive digital tools and analytical techniques for research, employment, and assignments in business grounded in sustainable technology.

PLO 8

Showing leadership skills and responsibility in managing a business organisation.

PLO 10

Demonstrating entrepreneurial skills in solving business problems.

Course INFORMATION

MBA ODL AT A GLANCE

 DURATION OF STUDY Full Time: 1.5 years (min) Part Time: 2 years (min)	 PROGRAMME FEES Local Student: RM19.8K (Full-time) RM25.8K (Part-time) International Student: RM29.8K (Full-time)
 PLATFORM AUTHOR ODL LMS (100% Online)	 ADMISSION INTAKES March & October

LIST OF COURSES

No	Course Name	Credit Value
1	Human Capital Management	3
2	Strategic Marketing	3
3	Business Law	3
4	Operations Management	3
5	Financial Management	3
6	Business Research Methodology	3
7	Business Ethics and Corporate Governance	3
8	Business Data Analytics	3
9	Technopreneurship	3
10	Managerial Economics	3
11	Business Strategies	3
12	Risk Management	3
13	Graduate Project	6
TOTAL CREDITS		42

Entry REQUIREMENTS

Applicants must possess ONE of the following qualifications:

- A Bachelor's Degree in a relevant field with a minimum CGPA of 2.50 ($2.50 \leq \text{CGPA}$) as approved by the University Senate; OR
- A Bachelor's Degree in a related field with a minimum CGPA of 2.00 and not achieving the CGPA of 2.50 ($2.00 \leq \text{CGPA} < 2.50$) may be accepted, subject to rigorous internal assessment; OR
- A Bachelor's Degree in a non-related field with a minimum CGPA of 2.00 ($2.00 \leq \text{CGPA}$) as accepted by the University Senate and with relevant work experience, subject to rigorous internal assessment; OR
- A Bachelor's Degree in a non-related field with a minimum CGPA of 2.00 ($2.00 \leq \text{CGPA}$) as accepted by the University Senate and without relevant work experience, subject to passing prerequisite courses.
- Other qualifications equivalent/related to a Bachelor's Degree recognised by the Government of Malaysia.
- This programme also accepts students through APEL.A (APEL T-7) according to the criteria set by the MQA.

English

REQUIREMENTS

1. Candidates must also possess English language competency with a CEFR Mid B2 score in any examination aligned with The Common European Framework of Reference (CEFR) to meet the English language competency requirement as specified in the New English Competency Score Table.

New English Competency Score Table

English Competency	Types of Examination	CEFR Low B1	CEFR Mid B1	CEFR High B1	CEFR Low B2	CEFR Mid B2	CEFR High B2
MUET	MUET	B3.0		B3.5	B4.0		B4.5
IELTS	IELTS/IELTS Online	4.0	4.5	5.0	5.5	6.0	6.5
TOEFL	TOEFL iBT	30 - 31	33	40	46	60	79
	TOEFL Essentials (Online)	5	6.5	7.5	8	8.5	9.5
PEARSON TEST OF ENGLISH	PTE Academic/ PTE Academic (Online)	36	43	47	51	59	63
CAMBRIDGE ENGLISH QUALIFICATIONS AND TESTS	(i) B1 Preliminary, B2 First, C1 Advanced, C2 Proficiency	140	147	154	160	169	176
	(ii) Linguaskill Online						
	(iii) Occupational English Test (OET) (Conventional/ Online)	-	-	-	200	250	300
ELS	Certified Intensive English Programme Level (CIEP Level)	106		107	108	109	

2. International students from countries where English is the official language OR international students with academic qualifications from institutions that use English as the sole medium of instruction and intend to pursue higher education in Malaysia are eligible to apply for an exemption from the English language competency requirement.
3. For international students who do not meet the English language competency requirement, the Conditional Offer is as follows:
 - International students are allowed to undertake an internal English Language Preparation Course at the university for a maximum period of two (2) years; AND international students enrolled in the internal English Language Preparation Course must sit for the MUET examination or any examination aligned with The Common European Framework of Reference (CEFR) to meet the English language competency requirement with a CEFR Mid B2 score as specified in the New English Competency Score Table.
4. The accepted category of Persons with Disabilities (OKU) for this program is limited to those under the category of physical disabilities based on the definition provided by the Department of Social Welfare. Entry through the Accreditation of Prior Experiential Learning (APEL) is conducted, and students must adhere to the qualifications and conditions set. Updated information can be referred to on the APEL MQA website or the Centre for Continuing Education and APEL of Universiti Tun Hussein Onn Malaysia for further details.

Course **SYNOPSIS**

MJB10303 STRATEGIC MARKETING

This course aims to introduce a comprehensive overview of factors that influence marketing decision-making and online strategies at the management level based on marketing principles and concepts. Students will be exposed to current issues in strategic marketing. Discussion on current issues and case studies will be emphasized throughout this course..

MJB10403 HUMAN CAPITAL MANAGEMENT

This course is part of the program's core courses, introduced to equip students with knowledge of strategic human resource practices, human capital management, and leadership effectiveness. The content of the course specifically highlights the use of technology and artificial intelligence in human capital management functions to obtain maximum benefits for the competitive advantage of organisations.

MJB10503 OPERATIONS MANAGEMENT

This course is part of the program's core courses, introduced to equip students with knowledge of strategic human resource practices, human capital management, and leadership effectiveness. The content of the course specifically highlights the use of technology and artificial intelligence in human capital management functions to obtain maximum benefits for the competitive advantage of organisations.

MJB10603 BUSINESS STRATEGIES

This course designed to enhance your understanding of the complexities of strategic management within modern businesses. In this course, you will explore the critical processes of how firms formulate, implement, and evaluate effective business strategies. Integrating strategic-management concepts and techniques, you will learn to navigate and influence the strategic direction of various organisations. This program emphasizes the importance of making informed, objective strategic decisions and articulating these choices through compelling oral and written communication. Through a combination of real-world case studies, and interactive discussions, you will develop a deeper insight into business strategy, equipping you with the skills necessary to tackle leadership roles in business.

MJB10703 FINANCIAL MANAGEMENT

This course provides a comprehensive, graduate level exploration for students to develop their knowledge of finance and accounting . Students will be able to use that knowledge to interpret financial and accounting information for decision-making .Topics include the concepts, theories, techniques and practical problems of accounting and finance such as the preparation, interpretation and evaluation of financial statements, management accounting, leverage analysis, time value of money, risk and return, valuation of debt and equity, capital structure, long term financing decision, short term asset management and current issues in accounting and finance.

MJB10803 BUSINESS LAW

This course introduces legal concepts and reasoning that the student can apply in a business context. Further it focuses the study of how laws come to be and how they are applied in business.The course will benefit all students in the field of business by developing a broader base of legal language and concepts that are encountered in the everyday business world. Those topics covered among others introduction to business legal environment, the contract law, the sales of goods law, the tort law, the partnership law, the company law, the agency law and the hire and purchase law.

MJB10903 BUSINESS RESEARCH METHODOLOGY

This course covers basic research concepts and their application in conducting business research. This course places a balanced emphasis on the best approach for a problem that the student choose to investigate, the nature of their research objectives, and the constraints of the research problem and various data collection and analysis techniques. Finally students will learn the steps of drafting a research proposal.

MJB11003 BUSINESS ETHICS & CORPORATE GOVERNANCE

Given the complexity of the business activities and scenario nowadays, this course purports to highlight two major components of controlling the behavior of the business player's i.e ethics and corporate governance. Part I encompasses the discussion on issues relating to business ethics such as the main components of business ethics, the Malaysian Business Code of Ethics and ethics in Islam. While Part II discusses the main principles that to be adhered in implementing the best practice of corporate governance and the role of the players such as shareholders and stakeholders, board directors, external auditor and corporate social responsibilities.

MJB11203 TECHNOPRENEURSHIP

This course aims to provide further understanding of technopreneurship. The topics covered include the technopreneurship development in Malaysia, its importance and challenges, business opportunities through creativity and innovation, recognizing the business model, developing business plan by determining the operational plan, marketing plan and financial plan, intellectual property management, and business commercialization strategy. Students will be exposed to various case studies on successful entrepreneurs and technology ventures.

MJB21903 BUSINESS DATA ANALYTICS

In this course, students delve into Business Data Analytics, exploring core concepts such as descriptive, predictive, and prescriptive analytics. Through real-world examples, students gain insights into how these analytical methods guide decision-making in organisational settings. The course underscores the significance of data-driven strategies in enhancing business management practices.

MJB21506 GRADUATE PROJECT

This course is concern with Data Collection Methods, Data Analysis, Writing Academic Research, Presenting Research and Defending Dissertation. The students will go through in a systematic process of conducting research with the aim of providing solution and solving issues in organisation.

MJB21603 MANAGERIAL ECONOMICS

This course is concerned with the application of economic theory to assist decision making process in an organisation. The course content deals with introduction to managerial economics, decision within firms, the theory and estimation of production and cost analysis, competing within market on pricing and output decision in various market structures, regulation, public goods and cost-benefit analysis, decision making application, business decision and government, and locating the firm in a global economy. Case studies will be analyzed to enable students to appreciate the real life situations. The emphasis of this course lays on the principles of economic theory and the use of techniques to handle managerial issues.

MJB21903 RISK MANAGEMENT

This course is designed for non-risk managers and potential risk managers to understand and appreciate the main function of risk management and the primary role of risk managers within the organisation. The main emphasis is to provide the students with the necessary understanding of risk management theory and concept including the required tools and techniques for effective management of potential risk exposures. Importantly, students should be able to demonstrate problem-solving ability by applying the essential critical thinking skill for effective risk-decision making.

Programme

STRUCTURE

MBA ODL Full Time

SEMESTER	COURSE
1	MJB10303 Strategic Marketing
	MJB10403 Human Capital Management
	MJB10803 Business Law
	MJB10503 Operations Management
2	MJB10703 Financial Management
	MJB11003 Business Ethics & Corporate Governance
	MJB10903 Business Research Methodology
	MJB11603 Business Data Analytics
	MJB11203 Technopreneurship
3	MJB21603 Managerial Economics
	MJB10603 Business Strategies
	MJB21903 Risk Management
	MJB21506 Graduate Project

MBA ODL Part Time

SEMESTER	COURSE
1	MJB10403 Human Capital Management
	MJB10303 Strategic Marketing
	MJB10503 Operations Management
2	MJB10703 Financial Management
	MJB11203 Technopreneurship
	MJB11603 Business Data Analytics
3	MJB21903 Risk Management
	MJB10603 Business Strategies
	MJB10903 Business Research Methodology
4	MJB21506 Graduate Project
	MJB21603 Managerial Economics
5	MJB10803 Business Law
	MJB11003 Business Ethics & Corporate Governance

Financial AIDS



01

**MARA Education Loan
Scheme for Post Graduate Programme**

02
Commercial Banks Loan



**KWSP
EPF**

03

EPF Education Withdrawal Scheme

04
**PTPTN National Higher Education
Fund Corporation**



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