



MALUKU GROUP OF INSTITUTIONS (MARTIN LUTHER KING UNIVERSITY)



SCHOOL OF BUSINESS & FINANCE

Accounting

The HND in Accounting aims to equip students with the knowledge and skills to manage financial and marketing transactions, prepare documents, and analyze data for informed managerial decision-making. Key skills include understanding the economic environment, computer proficiency, effective oral and written communication, and strong team leadership capabilities.

Specific Skills:

- Realize the management of accounting, fiscal and social operations (keep accounting books, prepare financial statements, etc.);
- Analyze the profitability of the activities of the organization;
- Prepare budgets and follow up their execution;
- Centralize, organize and redress the accounts of the enterprise;
- Collaborate efficiently with hierarchy in the management of the enterprise;
- Control and plan production; - Master accounting software.

**Requirement: GCE A Level or its equivalence **Duration: 2 years

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SCHOOL OF BUSINESS & FINANCE

Insurance

The objective of this specialty is to train professionals who may be called upon to perform activities of a commercial, technical and management nature relating to insurance; impart in them knowledge on subscription modalities and indemnification of companies for loss covered by insurance and social security protection through the integration of clients.

Specific Skills:

- Identify and determine the economic and legal framework of the insurance sector
- Use techniques peculiar to the different types of insurance
- Advise clients and propose to them insurance contracts
- Manage relations with clients; - Communicate in a professional, legal, fiscal and financial environment; - Contribute to obtaining the goodwill of clients and to the development of the portfolio of the company
- Have knowledge in accounting and finance management as well as management control (more centered on tools for rapid control of the accounting methods);
- Be capable of using specific software, contribute in making a choice for the enterprise and facilitate their use.

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Marketing

The HND in Marketing and International Trade provides training in identifying customer needs, product development, pricing, and sales decision-making. It can integrate with bachelor's and master's degrees for further knowledge enhancement. Key skills include understanding the international economy, mastering foreign languages, cross-cultural negotiation, adaptability, professionalism, and the ability to work under pressure.

Specific Skills:

- Understand strategic logic marketing;
- Understand the challenges faced by the business in a competitive environment;
- Understand the determinants of the commercial success of the company;
- Sell in an affordable manner and cost effective;
- Lead a sales team toward the achievement of objectives;
- Animate a point of sale; - Do the carry out bench marking to increase sales.

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SCHOOL OF MANAGEMENT

Event Management

This specialty trains technicians to design, prepare, and organize events such as weddings, receptions, seminars, and conferences for individuals, local communities, and businesses. Graduates will possess a strong foundation in logistics, material management, and event coordination. Key skills include physical and intellectual fitness, a deep appreciation for the arts, creativity, innovation, and the ability to propose new ideas. They will be capable of managing production and organization on short notice, demonstrating autonomy, attention to detail, and the ability to work under pressure. Additionally, they will be open to feedback, ensuring continuous improvement in their approach to event management.

Specific Skills:

- Conceive events;
- Organize professional events;
- Develop communication actions;
- Organize and propose a catering service;
- Control the conformity of realization of suppliers, contractors, etc. to contract specifications.
- Develop a network of partners;
- Develop a customer portfolio and prospects;

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SCHOOL OF MANAGEMENT

Local Government Management

This specialty aims to train senior technicians responsible for the management of municipalities, divisions, regions and groupings using the innovative methods of management and finance such as: retrospective and prospective financial and fiscal analysis; intercommunal strategy and pooling of means; decentralized cooperation; choice of investments; financial communication; the consolidation of accounts and risks; the management of debts and treasuries with juridico-financial stakes borrowings; the automation of programs of engagement and financial regulation.

Expected skills General Skills

- To be able to manage a team group;
- To have an editorial understanding;
- To be able to work in a team and with autonomy
- To master managerial and technical tools;
- To know how to communicate orally both in French and in English;

Specific Skills:

- Collect, process, save all information of financial accounting nature of public administrations in general and of decentralized territorial collectivities in particular;
- Gather all the information required in the making of budgets of DTC as well as their periodic monitoring;
- Participate in the development of budgets of Territorial Communities and their controls;
- Mastering the financial consequences of investment and financing politics of territorial collectivities;
- Accompany a project in its legal aspects, human resources, evaluation, and ICT.

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SCHOOL OF MANAGEMENT

Banking and Finance

This specialty trains experts in logistics and transport management, focusing on multimodal transport, sustainable development, and supply chain optimization. Graduates master foreign languages, negotiation, and management techniques. They develop problem-solving skills, organize work efficiently, and manage warehouses and urban transport networks while adapting to global economic environments and market standards.

Specific Skills:

- Pilot Logistics Chains:** Ensure efficient management and coordination of the entire logistics process.
- Master Logistics Techniques:** Handle storage, transport, workflow, and material handling operations.
- Facilitate Internal Coordination:** Streamline communication and collaboration within the enterprise.
- Resolve Supplier-Customer Issues:** Address and solve conflicts quickly to maintain smooth operations.
- Manage Change:** Implement solutions to ensure partner adherence and adaptability.
- Apply Marketing Knowledge:** Identify customer needs and balance efficiency with quality in competitive environments.
- Design Adaptable Structures:** Develop logistics systems that interact with evolving environmental factors.
- Use Flexible Methods:** Regulate flows through optimized logistics systems and strong information networks

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SCHOOL OF MANAGEMENT

Sport Management

This specialty trains technicians to understand the sports and leisure market, related regulations, and the functioning of sports institutions and associations. Graduates will manage information flow, work equipment, and sports projects. They will possess professional management skills, autonomy, initiative, and a strong theoretical, practical, and cultural understanding of sports activities.

Specific Skills:

- Know the economic, legal and institutional environment in which the sports organizations evolve;
- Conceive and provide sports equipment for the different sporting disciplines;
- Mobilize appropriate instruments for the development and management of a sports organization;
- Manage and animate a sports structure adaptable to the local, regional or national environment and with the authorities of the area;
- Know the management tools applicable to the practice of public and private sports;
- Analyze constraints to sporting activities and indulge in sports projects by using appropriate management methods and techniques ;
- Manage infrastructure assets

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SCHOOL OF MANAGEMENT

Human Resource Management

This specialty trains specialists in human resource management, focusing on the administrative follow-up of personnel, including contracts, absences, leaves, medical visits, and legal declarations to labor organizations. Graduates are equipped to offer refresher courses aligned with labor laws and enterprise policies. They will understand the professional and economic environment, master computer skills, manage salary files, ensure legal compliance, identify and define training needs, inform employees about labor regulations, and effectively lead work teams to support organizational success.

Specific Skills:

- Control the pay vouchers of the personnel;
- Establish pay slips;
- Carry out the administrative follow-up of human resources operations;
- Carry out interview in view of employment;
- Follow up outsources services and contracts

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SCHOOL OF MANAGEMENT

Information system Management

The objective of this specialty is to train experts in the use of the computer by participating in the production and supply of services, through the realization or adoption of infrastructural solutions and ensuring the optimal functioning of equipment.

Specific Skills:

- Carry out study on the state of the art of the infrastructure;
- Take charge of the relationship with suppliers and information technology service providers;
- Measure and regulate the performance of infrastructure, equipment or computer services;
- Install, integrate, administer, and secure the equipment and computer services;
- Ensure the exploitation, supervision and maintenance of an infrastructure;
- Define and configure machines, servers and interconnection equipment, and ensure their deployment and maintenance for customers;
- Manage infrastructure assets;
- Search for responses adapted to the evolving infrastructural needs or to problems related to the provision of computer services;
- Resolve problems and assist users;
- Maintain the quality of computer services;

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SCHOOL OF MANAGEMENT

Local Government Administration

This specialty trains individuals to advise and assist local government officials on local politics, policies, and their legal implementation. Graduates will possess strong leadership and managerial skills, be adept at written communication, and fluent in both English and French. They will be capable of working independently or collaboratively within a team to ensure effective policy application and governance.

Specific Skills:

- Participate in the elaboration of the budget of a local government;
- Accompany a project in its legal, financial, "human resources", "evaluation", and "NIT" aspects;
- Take care of the public procurement policy of the local government within the framework of public procurement;
- Develop and optimize a policy by which local governments are covered by insurance;
- Participate in the recruitment of new staff, management of jobs and skills, and control of payroll;
- Understand the impact of NIT on the organizations and their partners; Initiate NIT in a local government;

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SCHOOL OF MANAGEMENT

Local Government Taxation

This specialty prepares students to understand and master taxation techniques for local governments, helping them optimize tax burdens and assess the impact of tax management decisions. Graduates will have strong leadership and managerial skills, excel in both written and verbal communication, be fluent in English and French, and work efficiently both independently and in teams.

Specific Skills:

- Participate in the preparation of the budget of a local government;
- Master the financial impact of investment policies and financing of local governments;
- Accompany a project in its legal, financial, "human resources", "evaluation", and "NIT" aspects;
- Take care of the public procurement policy of the local government within the framework of public procurement;
- Collect, treat and record all financial and accounting information of public administrations in general and local governments in particular;
- Gather all necessary aggregates in the preparation of budgets of local governments and follow them up periodically.

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SCHOOL OF MANAGEMENT

NGO Setup & Management

This specialty aims to train technicians with expertise in analyzing NGO challenges, applying management techniques, designing and monitoring projects, and negotiating with partners. Graduates will understand professional and economic environments, master computer use, excel in oral and written communication, and demonstrate strong team leadership skills for effective project execution.

Specific Skills:

- Lead a project for the creation of an NGO);
- Master the analyzing and evaluation tools of projects;
- Mount and manage NGO development projects;
- Participate in the preparation of NGO action plans (preparation of the rules, and orientation and harmonization of their orientation;
- Put in place the means necessary for the accomplishment of the administrative action (defining the mission, programmers and scheduling; management of subventions and financial assistance);
- Give an account of the conduct of the work to hierarchy;
- Update his knowledge and follow up the evolution of regulatory and legislative instruments in the domain. The holder of the HND should be able to: Identify the principal components of a project in the domain and the roles involved; Evaluate the charges and arrange the scheduling of an NGO; Construct and follow up the budgetary plan of an NGO; Follow up and master NGOs.

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SCHOOL OF MANAGEMENT

Project Management & Planning

The objective of this specialty is to train technicians capable of leading projects of enterprises in all sectors (industrial, service, commercial, technological and cultural), through the development of the enterprise and the acquisition of theoretical and practical knowledge in project management.

Specific Skills:

- Understand the professional and economic environment and enterprises;
- Master the use of the computer; Be apt in oral and written communication; Be capable of team leadership.
- Innovate, create, and ameliorate a project, product or process;
- Identify local, national and international partners; Monitoring technological and competitive development; Coordinate a project;
- Carry out feasibility studies;
- Define the operational objectives of the project;
- Identify the working tools; Prepare the technical file. Search and treatment of information.

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SCHOOL OF MANAGEMENT

Quality Management

This specialty trains specialists in managing production flows and ensuring quality control, focusing on optimizing costs, quality, and timelines to meet both internal and external customer demands. Graduates will be skilled in piloting production units, managing material and information flows, overseeing shift work and team collaboration, supervising production, controlling products, and maintaining an effective quality system.

Specific Skills:

- Implement quality improvement approaches that can be certified.
- Assist in characterizing and optimizing the parameters of industrial processes.
- Measure the performance of industrial processes during their setup and improvement phases.
- Ensure manufactured products and processes meet the required specifications and standards.
- Control the conformity of products and processes to ensure compliance with industry norms.
- Monitor the ongoing updates of measuring and control techniques.
- Ensure adherence to evolving metrology standards and regulations.
- Contribute to the development of metrology and control services.
- Supervise the application of quality assurance techniques throughout the production cycle.
- Facilitate continuous improvement in production processes to enhance overall efficiency and quality.

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