



CERTIFICATE IN BUSINESS

MQA/FA 9366, N/340/3/0762

INTAKE:
**JAN/APR/
AUG**
EVERY YEAR

PROGRAMME OVERVIEW

Certificate in Business aims at providing excellent and high quality business education through a motivating environment, which is based on both directive studies and student centred learning. This enables students acquire knowledge, skills, techniques and ethics that are prerequisites for the effective and efficient strategies in products as well as services of business industry.

WHAT ARE THE CORE AREAS OF MY STUDY?

- Management
- Accounting
- Economics
- Marketing

ENTRY REQUIREMENTS

- Sijil Pelajaran Malaysia (SPM) with at least 1 Credit in any subject or
- Sijil Kemahiran Malaysia (SKM) Level 2 in a related field with a pass in SPM or
- Any equivalent qualification

DURATION

1½ years

PROGRAMME MODULES

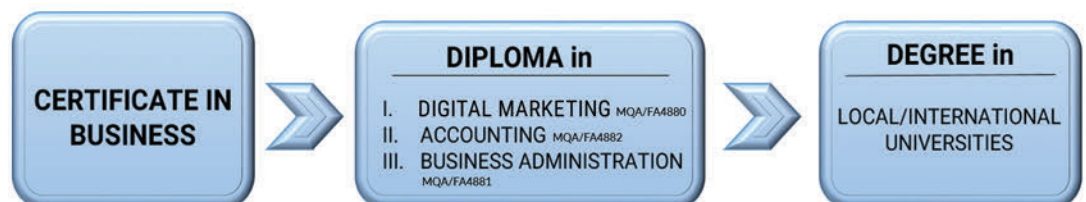
1. Introduction to Management
2. Introduction to Marketing
3. Introduction to Statistics
4. Introduction to Accounting I, II
5. Basic Mathematics
6. Interpersonal Communication Skills
7. Principles of Economics
8. Business Communication Skills
9. Basic Web Design
10. Customer Service
11. Introduction to Information Technology
12. Introduction to Consumer Behavior
13. Public Speaking Skills
14. English Skills I, II, III

MPU SUBJECTS

1. Malaysian Studies I
2. Study of Moral & Ethics
3. Professional Ethics

ISO 9001:2015 Certified

Information is correct at the time of printing. The college reserves the rights to make changes from time to time.



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No. Kelulusan Penubuhan: KP(JPS)5195/IPTS/1077, No. Perakuan Pendaftaran: DK217(S)