



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.

CORE AREAS

- 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

ISO 9001:2015 Certified

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

PROGRAMME MODULES

1. Introduction to Management
2. Introduction to Entrepreneurship
3. Introduction to Accounting
4. Introduction to Business Finance
5. English Proficiency I, II
6. Interpersonal Communication Skills
7. Principles of Economics
8. Introduction to Marketing
9. Introduction to Business Law
10. Introduction to Management Information Systems
11. Introduction to Human Resource Management
12. Introduction to International Business
13. Business Communication
14. Introduction to Statistics
15. Introduction to Business
16. Public Speaking Skills

MPU SUBJECTS

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

**CERTIFICATE IN
BUSINESS**

DIPLOMA in

- i. DIGITAL MARKETING (MQA/FA4880)
- ii. ACCOUNTING (MQA/FA4882)
- iii. BUSINESS ADMINISTRATION (MQA/FA4881)

DEGREE in

**BUSINESS
LOCAL / INTERNATIONAL
UNIVERSITIES**

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