

CERTIFICATE IN BUSINESS STUDIES

KPT: (N/340/3/0776) MQA: PA 12046

Students in graduate certificate programs learn about business policies, tools and strategies that they can use to get ahead in the field. The courses in a graduate certificate program can help students learn how to properly manage others in a business environment, make marketing decisions that will target customer's needs, manage finances and make decisions that help a business reach its goals.

Under this program, students will be teach with a subjects that covered numerous areas or range of business which will actually help students in their career advancement and knowledge.

INTAKE	Monthly intake throughout the year
DURATION	1 Year 6 Months
ENTRY REQUIREMENT	SPM / O-Level / (1 credit) or any equivalent qualifications
JOB OPPURTUNITY	Marketing Executive/ Manager, Information services Executive/ Manager, Administration Executive/ Manager, Training and Human Resource Executive/ Manager, Market Research Executive

COURSE STRUCTURE

YEAR 1

- Business English 1
- Principles of Management
- Introduction to Information Technology
- Microeconomics
- Malaysian Studies / Bahasa Melayu Komunikasi 1
- Principle of Marketing
- Business Communication
- Professional Ethics in Malaysia
- Human Resource Management
- Macroeconomics
- Basic Business Mathematics
- Principles of Accounting
- Operation Management
- Financial Management
- Business Law

YEAR 2

- Business Etiquette
- Business Services
- Business Statistics
- E-Commerce
- Organizational Behavior
- Entrepreneurship

FEE STRUCTURE

CERTIFICATE & DIPLOMA PROGRAM

- ▶ Diploma in Law Enforcement
- ▶ Diploma in Hajj & Umrah Management

REGISTRATION FEE	STUDY FEE
RM500	RM23,000

- ▶ Diploma in Retail Management
- ▶ Diploma in Hotel Management (WBL)

REGISTRATION FEE	STUDY FEE
RM2,500	RM23,000

- ▶ Diploma in Tourism Management (Japan)

REGISTRATION FEE	STUDY FEE
RM2,500	RM29,000

- ▶ Certificate in Law Enforcement
- ▶ Certificate in Hotel Operation
- ▶ Certificate in Business Studies

REGISTRATION FEE	STUDY FEE
RM500	RM2,350

***Fee is free if directly further to Diploma programme.*

- ▶ Diploma in Aviation Management
- ▶ Diploma in Ground Handling

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
RM2,500	RM23,000	RM17,000

- ▶ Diploma in Information & Communication Technology
- ▶ Diploma in Tourism Management
- ▶ Diploma in Hotel Management
- ▶ Diploma of Accountancy

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
RM500	RM23,000	RM17,000

- ▶ Diploma in Business Administration

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
FREE	RM18,500	RM12,500

- ▶ Diploma in Culinary Arts

REGISTRATION FEE	STUDY FEE	FEE WITH BIASISWA INOVATIF PRIHATIN 2022
RM2,500	RM23,000	RM20,000

ACCOMMODATION & SHUTTLE SERVICES

***This services are provided seperately.*

► MENTARI COURT

Jln PJS 8/9, Bandar Sunway, 46150 Petaling Jaya, Selangor.



► PINNACLE KELANA JAYA

Jalan SS 7/26, SS 7, 47301 Petaling Jaya, Selangor.



► SHUTTLE VAN/BAS IS ALSO PROVIDED

