

PROGRAMME DETAILS:

Programme Code: R/345/3/0519 (A9909) 05/19

Duration: 1 Year 4 Months

Main Intakes: January, June and September

Awarding Body: Institut Teknologi Pertama



PROGRAMME OVERVIEW

The Certificate in Business Management programme is designed to introduce students to the fundamentals of the business world. This will ensure, at the completion of the certificate program that students are able to proceed further into the Diploma or Bachelor in Business Management. Students will be taught the technical and conceptual skills necessary to visualize and execute business ideas that will allow them to contribute to the needs of the business industry.

ENTRY REQUIREMENTS

1. SPM:
Pass SPM with minimum credit in any 1 subject; OR
2. UEC:
Pass UEC with minimum Grade B in any 1 subject; OR
3. O-Level
Pass O-Level with minimum Grade C in any 1 subject; OR
4. SKM (Level 2) in related field:
Pass SKM (Level 2) in related field and pass at SPM; OR
5. Other equivalent qualifications recognized by Malaysian Government.

AND

Students must pass:

- a) IELTS with a minimum band of 5.0; OR
- b) TOEFL with a minimum score of 500; OR
- c) Pass in Cambridge English/ Edexcel 'A' Level; OR
- d) Pass in English (O-Level or equivalent to SPM 1119).



Programme Structure

Year 1

- Fundamental English 1
- Introduction to Business
- Microcomputer Applications
- Accounting 1
- Fundamental English 2
- Basic Microeconomics
- Principles of Management
- Basic Business Mathematics
- Legal Framework
- Accounting 2
- Introduction to Finance
- Study Skills

Year 2

- Basic Business Statistics
- Principles of E-Commerce
- Principles of Marketing
- Basic Macroeconomics
- Critical Thinking
- Co-Curriculum

As stated in the Circular from Ministry of Education No. 2/2013 with reference number JPT/GS1000-606Jld.1(25), all new students who enroll into any programme in any private institution after 01 September 2013 are required to complete and pass all the required General Studies Modules / Mata Pelajaran Umum (MPU).

