



CERTIFICATE IN BUSINESS STUDIES

CERTIFICATE IN BUSINESS STUDIES I

KPT/JPS(R/340/3/0435)(MQA/FA4531)06/24

The Certificate in Business Studies provides the opportunity to explore and develop a foundational understanding in all areas of business. Upon completion of this programme, you will be prepared to further your studies at the Diploma level in Accounting, Business Administration and Marketing, among other business-related majors.

 DURATION: **1.5 YEARS**  STUDY MODE: **FULL TIME**  INTAKES: **JANUARY, MAY AND SEPTEMBER**

SUBJECTS

LEVEL 1

- Business Communication Skills
- Office Applications
- Principle of Business
- Principle of Mathematics
- Principle of Economics
- Principle of Management
- Principle of Human Resource Management
- Principle of Marketing
- Internet in Business Organisations
- Reading and Writing Enrichment

LEVEL 2

- Business Information
- Listening and Speaking Enrichment
- Principle of Accounting
- Supply Chain Management

GENERAL COURSES (MPU)

- Malaysian Studies 1 / Bahasa Melayu Komunikasi 1
- Study Skills / Bahasa Kebangsaan A
- Diversity in Malaysia

ENTRY REQUIREMENT

- Pass SPM/ IGCSE/ UEC with a minimum of 1 credit

Note:

- This is a Level 3 Certificate programme which is one of the entry routes to our diploma programmes.
- Students who did not attain at least a credit in English in the SPM/O-Level examination will be required to take up the Intensive English Programme - Remedial.

Certificate in Business Studies



Diploma in Related Fields

- Business and Accounting
- Information Technology
- Social Sciences and Education
- Architectures and Built Environment
- Hospitality and Tourism
- Music

**Entry into diploma programmes is subject to meeting specific entry requirement. Contact our counsellor for more info.*






UCSI College Sdn Bhd [199801007099 (463226-T)]

UCSI College Kuala Lumpur Campus 0K1581W)

Lot 39890, Jalan Cerdas, Taman Connaught, 56000 Cheras, Wilayah Persekutuan Kuala Lumpur.

Telephone: 03-90782033 | Fax: 03-90782032 | WhatsApp: 011-35308837

Email: enquiry@ucsicollege.edu.my | Find us at    [ucsicollege](https://www.ucsicollege.edu.my)

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