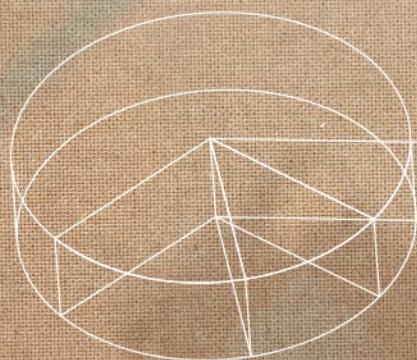


A . P . I . I . T
ASIA PACIFIC INSTITUTE
OF INFORMATION TECHNOLOGY

www.apiit.edu.my



 **Certificate in**
Administrative Skills

Get a head start with
just **ONE** requirement

Certificate Entry
Requirements



- ▶ 1 Grade C pass in SPM and a pass in Bahasa Malaysia and Sejarah (History)
- ▶ 1 Grade B pass in UEC and a pass in Bahasa Malaysia
- ▶ 1 Grade C pass in O Level/GCSE

This programme provides:

- Strong communication, leadership and administrative skills as well as the necessary fundamental knowledge to take on this challenging and ever changing business world.
- Opportunities for progression into Diploma programmes or to embark on a career in administration, marketing, accounting, human resource and application of IT.

Certificate in Administrative Skills



MODULES

[COURSE DURATION | 16 months]

SEMESTER 1

- Basic IT Skills
- Basic Mathematics
- Business Writing Skills
- Office Administrative Skills
- Personal Skills
- Workplace Communication Skills

SEMESTER 2

- Basic Accounting
- Customer Service Skills
- Introduction to Managing Business
- Introduction to Multimedia Application
- Introduction to Statistics
- Meeting and Minutes Taking

SEMESTER 3

- Basic Finance
- Basic Marketing Skills
- Book-Keeping and Accounting Software
- Ethics at Workplace
- Payroll Preparation
- Purchasing and Inventory

* In addition to the above, all students are also required to successfully complete General Studies modules as stipulated by the Malaysia Qualification Agency, as well as fulfill credit requirements for Co-Curricular Activities.

FURTHER STUDIES

Upon successful completion of this programme, you will be eligible to progress into any of the following diploma programmes offered at APU:

- Diploma in Business Administration
- Diploma in Business with Information Technology
- Diploma in Accounting



FEES

Tuition Fee

Fees Options:

Full Course Fees : RM 12,500

Installment Payments are only applicable for Malaysian Students

Semester Course Fees : RM 4,300 x 3 Semesters

Monthly Payment : (Initial Payment : RM 2,300 + RM 800 x 14 months)

Registration Fee : RM 300
(Only applicable for Malaysian Students)

Student ID Card : RM 30

Library Deposit (Refundable) : RM 400

Library Fees : RM 300

Only for International Students

Application Fees For International Students

RM 2250 (approx USD 750)* is payable when you have accepted the offer. This fees include RM 1830 (USD 610) charged to ALL International students by Education Malaysia Global Services (EMGS) as Processing Fees, Student Visa, Medical Check-up & Insurance Premium (Silver Package). In addition, the above payment also includes APU Application & Processing fees of RM 420 (USD 140) which also entitles you to complimentary airport assistance and transfer to the University upon first arrival in Malaysia.

International Student Registration

A fee of RM 3,300 (approx USD 1,100)* is payable as registration & administrative fee for International Students.

Personal Bond

A Personal Bond of RM 1,000 (approx USD 335)* is payable, which will be refunded on completion of studies.



PATHWAYS

