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.
**Modules**

**SEMESTER 1**
- Basic IT Skills
- Basic Mathematics
- Business Writing Skills
- Office Administrative Skills
- Personal Skills
- Workplace Communication Skills

(Plus 1 MQA subject. Only applicable for Malaysian students)

**SEMESTER 2**
- Basic Accounting
- Customer Service Skills
- Introduction to Managing Business
- Introduction to Statistics
- Meeting and Minutes Taking

(Plus 2 MQA subjects. Only applicable for Malaysian students)

**SEMESTER 3**
- Basic Finance
- Basic Marketing Skills
- Book-Keeping and Accounting Software
- Ethics at Workplace
- Payroll Preparation
- Purchasing and Inventory

**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

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**Certificate Entry Requirements**

- 1 Grade C pass in SPM and a pass in Bahasa Malaysia
- 1 Grade B pass in UEC and a pass in Bahasa Malaysia
- 1 Grade C pass in O Level/GCSE

**Course Duration | 16 months**

**Fees**

**Tuition Fee**

- Fees Options:
  - Full Course Fees: RM 11,900
  - Semester Course Fees: RM 4,100 x 3 Semesters
  - Monthly Payment: Initial Payment: RM 1,990 + RM 780 x 14 months

- Registration Fee: RM 300
- Student ID Card: RM 30
- Library Deposit (Refundable): RM 400
- Library Fees: RM 300

**Pathways**

- **Certificate (16 months)**
  - SPM / ‘O’ Levels / UEC or equivalent
- **Diploma (2 years)**
  - STPM / ‘A’ Levels / UEC or equivalent
- **Degree Foundation (1 year)**
- **Honours Degree Level 1 (1 year)**
- **Honours Degree Level 2 (2 years)**
- **Honours Degree Level 3 (2 years)**

**95% OF OUR GRADUATES ARE EMPLOYED BY GRADUATION (2012)!**

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