



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA
DK137(W)

Member of International Islamic University Malaysia



Certificate in Business Administration

Programme Title : Certificate In Business Administration
KPT : KPT (R2/340/3/0658)
MQA Code : MQA / FA2224
Duration of study : 1 Year 8 Months

Entry Requirement:

- 1) Possesses Sijil Pelajaran Malaysia (SPM) with at least credit in any ONE subject
OR
- 2) Possesses Sijil Kemahiran Malaysia (SKM) Level 2 in the related field
OR
- 3) Other relevant equivalent qualifications recognised by the Malaysian Government.

Overview:

The Certificate in Business Administration (CBA) programme aims to introduce the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose and underlying functional areas: accounting, economics, finance, marketing and management. This certificate employs materials and techniques that are consistent with modern principles and best practices, providing knowledge and skills which are relevant to the school leavers, new business manager and professional seeking a career transition with greater business responsibility. CBA graduates will learn essential skills in conversation through different platforms and under various conditions skills to enable them to interact effectively, preparing them to thrive in their future endeavour. Lifelong learning skills integrated into its courses and evaluation exercise with the emphasis on critical thinking skills and personal excellence.

Course Structure :

1. Malaysian Studies (For Local Students)
2. Bahasa Malaysia Komunikasi 1
(For International Students)
3. Bahasa Kebangsaan A
(For Local Students Who Do Not Earn Credit
In Bahasa Melayu At SPM Level)
4. Presentation Skills
5. General Studies
6. Basic English 1
7. Basic English 2
8. Introduction To Business English
9. Introduction To Business
10. Business Mathematics
11. Principles of Accounting
12. Principles & Practice of Management
13. Principles of Economics
14. Introduction to Human Resource
15. Introduction to Marketing
16. Business Statistics
17. Introduction to Business Law
18. Basic Finance
19. Introduction to Entrepreneurship
20. Fundamental of E-Commerce
21. Fundamental Records Management and
Documentation
22. Fundamental of Event Management

Study Pathway

Graduates with good academic results may Graduated from this certificate programme would be able to further their studies to the diploma level at IIC or any other institution of higher learning locally or abroad.

Career Prospects :

After graduated, the graduates will be able to work in public or private sectors as assistant administration officer and the like.



For more information



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