

# Certificate in Business Studies

(N/340/3/0769)(04/24)(MQA/FA11476)  
(N-DL/0414/3/0002)(05/27)(MQA/PA15231)



## Delivery Mode:

**Conventional, Open and  
Distance Learning (ODL)**

## Duration of Study:

**1 Year 4 Months (Full-Time)  
2 Years 4 Months (Part-Time)**

## Intakes

- January, May and September

## Academic Schedule

- January : 14 weeks\*
- May : 14 weeks\*
- September : 14 weeks\*

*\*Inclusive of exam period.*

## Develop Essential Business Skills for More Career Opportunities

This programme aims to provide students with fundamental knowledge, basic technical, operational and entrepreneurial skills to perform effectively and ethically within their specific areas of Business Studies.

## Progression Studies

This certificate programme is specially-designed for those who have completed SPM (with 1 credit) or equivalent qualification with interest to pursue a career in business or commerce. Upon successful completion of this programme, you can progress into Diploma studies.

## Areas of Knowledge

### Management, Leadership and Entrepreneurship

Skills to manage projects, communication, and entrepreneurship skills.

### Fundamentals of Business

Learn the basic core of business and its pathway.



## Interested in this course?

We are more than happy to share.  
Email us or give us a call.

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### Did You Know?

#### MENTOR-MENTEE SESSIONS

Students will have the opportunity to meet up with their lecturers three times each semester to share their learning experience as well to highlight any concerns they are facing during their studies.

#### CERTIFICATE BUNDLING\*

- Have 50% of your Certificate Fees waived when you progress immediately into a UNITAR Diploma programme.
- Have 100% of your Certificate Fees waived when you progress immediately into a UNITAR Diploma programme with a CGPA 3.0 and above.

*\*Terms and conditions apply.*

### Why UNITAR?

#### UNITAR C.A.R.E

We ensure that students are well-equipped with applicable skills: Collaborative, Adaptive, Reflective and Entrepreneurial.

### Entry Requirements

Pass SPM / SPMV with at least one (1) credit in one subject;

OR

Pass UEC with at least grade B in one (1) subject;

OR

Pass O-Level with at least grade C in one (1) subject;

OR

Pass SKM Level 2 in the relevant field and pass SPM;

OR

Any other equivalent recognised qualifications

### Course Modules

- Pengajian Malaysia
- Introduction to Business
- Basic Management
- English
- Fundamental of Human Resource Management
- Introduction to Economics
- Thinking Skills / Bahasa Kebangsaan A
- Introduction to Business Communication
- Fundamentals of Marketing
- Basic Accounting
- Introduction to International Business
- Introduction to Business Mathematics
- Fundamental of Business Law
- Youth Development
- Introduction to Information System
- Fundamental of Business Ethics
- Business Finance
- Introduction to Entrepreneurship
- Introduction to Business Statistics



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47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia

### Advance your career with a business certificate.

Apply with 1 Credit in SPM and above or equivalent\*

Experiential Learning delivered through state-of-the-art teaching and learning technology.

Up to 100%\* fee waiver for progression studies.