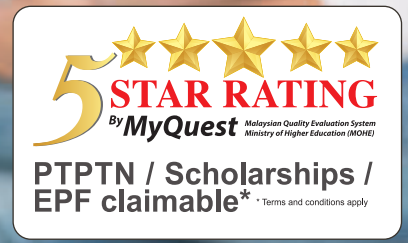




Certificate in Commerce



Programme Synopsis

The CIC (Certificate in Commerce) aims to provide a structured programme of development of both academic skills, knowledge as well as practical business and Information Technology skills which enable students to exit the programme with the following choices:

- 1) seek employment at entry level in business/commerce and IT sectors; and
- 2) progress to further education at the Diploma levels having successfully acquired both foundational knowledge and academic skills necessary to succeed at further and higher education in either the business or IT related discipline. This programme has also been benchmarked against the MQF level 3.



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Certificate in Commerce

■ Modules

The Certificate in Commerce programme is designed with 20 modules that cover 8 clusters that are critical for the graduates when they intend to further their studies, or approach their careers in the business and IT industries. Further details as below:

MODULE	CREDITS
Office Management	3
Business Organization	3
People in Organisation	3
Working in Business Teams	3
English for Academic Purpose 1	3
English for Academic Purpose 2	3
Business Communication	3
Learning to Learn	3
Business Accounting Principles	3
Introduction to Finance	3
Accounting Information Systems	3
Fundamentals of Marketing	3
Information Technology-Computing Skills	3
Support Organisation with IT	3
Computer Systems	3
Introduction to Economics	3
Business Mathematics	3

NOTE:

The Certificate in Commerce is a programme that receives accreditation from MQA. It has been designed to allow student to continue their studies Diploma in Malaysia under the Malaysian Qualification Framework. As such, the programme has been designed to meet the Malaysian Education Ministry as well as the Malaysian Qualification Agency's requirement whereby all students will be required to also complete 3 compulsory modules. The broad categories of the modules are:-

- U1: One (1) modules on appreciation of philosophy, values and history - Pengajian Malaysia
- U2: One (1) module focusing on Mastery of soft skills - Bahasa Malaysia
- U3: One (1) module focusing on Broadening of knowledge in Malaysia - Pendidikan Islam/Moral

■ Graduating Requirements

- 60 Credits

■ Assessment Strategies

- Assignments
- Mid-term examinations
- Group projects (Course Work)
- Written examinations

■ Intakes

- January, April, August/September

■ Entry Requirement

- Pass SPM with 1 credit in any subject; or
- Pass O-Levels with at least grade C's 1 subject; or
- 1 B in any subject for UEC qualification; or
- Pass SKM level 2 and pass SPM

■ Accreditation Body

- Malaysian Qualification Agency (MQA)

■ Course Duration

- 1 ½ years

■ Awarding Body

- Olympia College

Call us NOW!

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