



SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGY

BUSINESS

Inspiring Business Leaders

PROGRAMMES

Vocational Certificate in Business

Duration: 1 Year

Subject List:

- Fundamentals of Economics
- Introduction to Information Technology
- Basic Accounting
- Basic Cost Control
- Database and Information System
- Multimedia and Web Publishing
- Introduction to Business
- Event Operations

Vocational Certificate in Office Administration

Duration: 1 Year

Subject List:

- Basic Cost Control
- Introduction to Business
- Event Operations
- Introduction to Information Technology
- Front Office Operations
- Databases and Big Data Technologies
- Office Procurement and Finance Handling
- Office Documentation and Logistic Handling

Vocational Diploma in Business

Duration: 9 Months

Subject List:

- Introduction to Finance
- Managing Events
- Database Management System
- Principles of Management and Marketing
- Understanding Business Organizations
- Skill for Computing

Bachelor of Business Administration

Duration: 2 Years

Subject List:

- Digital Marketing and Analytics
- Business Strategy
- Entrepreneurship
- Principles of Business Operations
- Information Systems and Organizations
- Cloud and Mobile Computing
- Project Management
- Revenue and Cost Management
- Research Project
- Business Economics
- Financial Decision Making for Managers
- Human Resource Management
- Leadership and Team Dynamic
- Personal and Professional Development
- Quality Management System
- Sales and Marketing

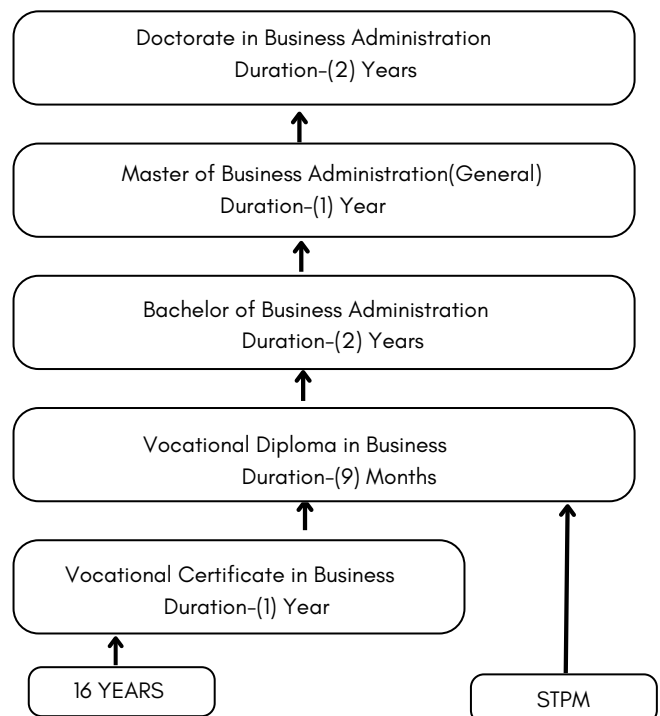
ENTRY REQUIREMENTS

- Minimum 16 years
- No Qualification Required
- Progression student need to provide previous qualification transcript*

CAREER PROSPECTS

- Executive/ Junior Executive
- Marketing / Sales
- Market researcher
- Human Resource Executive
- Finance Junior
- Digital Marketier

PATHWAY



AWARDING BODY



ENQUIRE TODAY



018-9457462

SOCIAL MEDIA PLATFORMS

*Subject to changes

*All information is correct at the time of printing and is subject to change without prior notice