

SHORT COURSE DETAILS

1. Name of Series

Certificate programme for Business

2. Name of Course

Micro Award in Basic Management

3. Synopsis of Course (60-word limit)

Management is the coordination and administration of tasks to achieve a goal. Such administration activities include setting the organisation's strategy and coordinating the efforts of staff to accomplish these objectives through the application of available resources

4. For Whom?

- Students who are waiting for their SPM results or its equivalent
- Students from other institutions
- Students who have completed SPM/Certificate

5. Course Outcomes (100-word limit)

By the end of the course, students will be able to:

- To describe the essential concept related to fundamentals of management, international business environment, ethics and legal business environment.
- To apply the management theories and concepts in an the organisation
- To determine and implement appropriate management concepts to the needs of the business as a whole

6. Delivery Mode

Online Lecture and tutorials. Online assessment.

7. Duration of Course

Minimum 7 weeks and Maximum 14 weeks

3 hours per week.

Cumulative learning 1 credit hr for the total course

8. Level of Course & Microcredential Credit Value, if any

Certificate/3 credit hour per subject

9. Course Outline

- Introduction
- Globalization and International Business Environment
- Social Responsibility and Ethics

- Legal Business Environment
- Planning
- Organising
- Leading
- Controlling
- Managerial roles and skills
- Management process

10. Short Bio of Trainer/s (50-word limit)

Supported by Department of Management Studies (DOMS)