

## SHORT COURSE DETAILS

**1. Name of Series**

Certificate programme for Business

**2. Name of Course**

Micro Award in Basic Business Studies

**3. Synopsis of Course (60-word limit)**

Business Studies is a broad subject in the Social Sciences, allowing the in-depth study of a range of specialties. To enable students to appreciate the complexity of business and the contribution of academic disciplines to its analysis and understanding.

**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:

- Define contemporary practices in business and management
- Describe different business environments and organisations.
- Discuss various inter-disciplinary business and organisational knowledge

**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**

- Organisations and organisational effectiveness
- Stakeholders, managers and ethics
- Managing in a changing global environment
- Basic challenges of organisational design
- Designing organisational structure: Authority and Control
- Designing organisational structure

- Creating and Managing Organisational Culture
- Organisational transformations
- Introduction to International business

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

Supported by Department of Management Studies (DOMS)