

“We educate leaders
with holistic
characteristics to serve
the global community”

WHY MICRO-CREDENTIAL

- Tuition Fee (For 1 Module) **Only RM630**
- Experienced lecturers from Universiti Utara Malaysia
- Teaching and learning in the Malay language Weekend classes only
- Course duration is only **1 MONTH**
- **HRDF Claimable** under the SBL scheme
- Classes are conducted **ONLINE**



Pusat Pengajian
Pengurusan Perniagaan
SCHOOL OF BUSINESS MANAGEMENT
Universiti Utara Malaysia



Micro Credential in Business Communication



Course Topic

- Introduction To Business Communication
- Interaction With The Team
- Meeting Skills
- Business Report Writing: Cover Letter
- Business Report Writing: Complaint Letter
- Business Report Writing: Enquiry Letter
- Personal Development Planning

Micro Credential



Course Synopsis

This course will assist students in mastering basic business communication skills necessary for them to effectively work in today's demanding business environment.



Audit & Assurance

For example, a manager of a business enterprise may enter into a contract of employment with his or her employer.



Legal Management

It is therefore vital that we understand the law, and how it affects our work and business.



Consulting

Without a sound knowledge of the basic elements of Business Law, one may not be able to function efficiently and effectively in today's business environment



Investment

This subject provides an overview of the major aspects of business law, namely: law of contract, law of agency, sales of goods and companies law

JANGAN TUNGGU LAGI !!

**SEBARANG PERTANYAAN
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