

“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 Computer Application



Course Topic

- Introduction to Information Technology
- Introduction to Internet
- Introduction to Word Processing
- Introduction to Spreadsheet
- Introduction to Microsoft Excel software
- Introduction to charts and graph
- Presentation Applications: Microsoft PowerPoint

Micro Credential



Course Synopsis

This is an introductory course targeting to create awareness on various popular computer applications which are being used in organizations.



Application such as words processing, spreadsheet, and communications enhancement will be covered in this course.



In addition, the students will also be exposed to the methods in converting data to charts and graphs, preparing presentations, and presenting data. Besides using Internet applications, the students are required to build and maintain simple web pages.

JANGAN TUNGGU LAGI !!

**SEBARANG PERTANYAAN
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