



PREPARATORY COURSE FOR INTERNATIONAL STUDENTS

SCHOOL OF MANAGEMENT (SOM) UNIVERSITI SAINS MALAYSIA

PREPARATORY COURSE 预备课程 FOR INTERNATIONAL STUDENTS

Who should attend? 谁该参加?

International students who are going to pursue degrees in either Bachelor of Management or Bachelor of Accounting, School of Management, Universiti Sains Malaysia.

将要就读马来西亚理科大学管理学学士学位或会计学学士学位的国际学生。

What are the objectives of this course? 这课程的目的是什么?

This course is designed as a bridge for international students who are registered with the School of Management (SOM). It prepares the students for the main program, especially to those without Accounting, Statistics, and Management background.

本课程是为在管理学院 (SOM) 注册的国际学生设计的桥梁。它为学生准备主要课程，特别是那些没有会计，统计和管理背景和基础的学生。

Duration and nature of the course? 课程的时间和性质?

Eight (8) weeks * 3 hours. Total of 24 hours.

This course will be conducted in English via lectures, tutorials, discussion, role-play, presentation, speaking, listening, writing, and communication.

8周* 3小时。共24小时。

本课程将用英语授课，通过讲座，辅导，讨论，角色扮演，演讲，口语，听力，写作和交流。

What will I study? 我将学习什么?

Three (3) subjects: Bookkeeping, Business Statistics, Introduction to Management & Communication.

三 (3) 科目：簿记，商业统计，管理与沟通概论。

What am I going to study in Bookkeeping? 我在“簿记”学习什么?

You will learn the importance of Bookkeeping as part of the Accounting process, accounting information users, business entity in Malaysia, assets and liabilities, equity, revenues, and expenditures identification. You will do the recording from journal to ledger, then prepare trial balance and final reports. You will also learn several simple adjustments to the accounts.

您将了解簿记作为会计流程，谁是会计信息用户，马来西亚业务实体，辨别资产和负债，股权，收入和支出。您将学习如何记录从日记帐到分类帐，然后准备试算表和最终报表。您还将学习几个简单的帐户调整。

What am I going to study in Business Statistics? 我将在“商业统计学”中学习什么?

You will learn the basic quantitative methods in Management, descriptive statistics, create, describe and manage data, basic probability, and probability distributions. You will also learn sampling methods.



您将学习管理中的基本定量方法，描述性统计，创建，描述和管理数据，基本概率和概率分布。您还将学习抽样方法。

What am I going to study in Introduction to Management & Communications? 我将在“管理与通信概论”中学习什么？

You will learn the four basic management functions of planning, organizing, leading, and controlling. You will also learn how to apply business communication methods, both orally and non-verbally, through role-plays in various business scenarios.

您将学习规划，组织，领导和控制的四个基本管理功能。您还将学习如何通过各种业务场景中的角色扮演来口头和非口头地应用业务沟通方法。

Do I need to sit for an exam? 我需要参加考试吗？

Yes. There is an assessment for each subject at the end of your study to test your understanding.
是的。在学习结束时每个科目都有评估，以测试您对课程的理解。

What is the passing mark for each of the assessment? 每项评估的及格分数是多少？

50 marks. 50分。

Do I receive a certificate of recognition if I pass all the assessments? 如果通过所有评估，我会收到认可证书吗？

Yes. You will be awarded a certificate from the School of Management upon passing all the subjects.
是的。通过所有科目后，您将获得管理学院颁发的证书。

FEES: RM8500.00 FOR THREE COURSES





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**Providing management
education for holistic
excellence**