

Courses Offered

By Subject

Note: 1) Both Employees and Employers do not have to make any payment as the training fees are fully borne by PERKESO/ Ministry of Human Resources, 2) Each participant is entitled to apply for one free course, 3) For newly hired Malaysian employees only

01

Accounting

8 days	IAAP Diploma in Financial Accounting & Bookkeeping (UK) (IAAP DFAB)	Professional Diploma
6 days	IAAP Diploma in Accounting (IAAP DIA)	Professional Diploma
3 days	IAAP Certificate (UK) in Cloud Accounting	Professional Certificate
4 days	IAAP Certificate (UK) on Handling Full Set of Accounts	Professional Certificate
4 days	IAAP Certificate (UK) in Bookkeeping	Professional Certificate
3 days	Basic Accounting Principles, Practices And Procedures	Certificate of Completion
3 days	Practical MBRS For Preparers Of Financial Statements Using MPERS	Certificate of Completion
2 days	Preparation Of Financial Statements In Compliance With MFRS	Certificate of Completion

02

Finance

4 days	IAAP Certificate (UK) in Cash Management	Professional Certificate
3 days	Advanced Level Finance Skills For Accounts Executive	Certificate of Completion
3 days	Strategic Debt Collection	Certificate of Completion
2 days	How Bank Structure & Approve Application For Loans	Certificate of Completion

03

Human Resource

8 days	IAAP Diploma in Human Resources Management (IAAP DHRM)	<i>Professional Diploma</i>
4 days	IAAP Certificate (UK) in Practical Payroll & Remuneration	<i>Professional Certificate</i>
3 days	The Art of Handling Difficult Employees Effectively	<i>Certificate of Completion</i>
3 days	Employment Law Compliances and Documentations in Managing Employee and HR Procedures	<i>Certificate of Completion</i>
2 days	Developing Human Resource Documentations	<i>Certificate of Completion</i>
2 days	Developing Effective Human Resource Policies and Employee Handbook	<i>Certificate of Completion</i>
2 days	Employer's Responsibilities: Forms, Remunerations & Notifications	<i>Certificate of Completion</i>
2 days	Personality Profile Assessment For Managers - The Maxwell DISC Method	<i>Certificate of Completion</i>
2 days	Applications of Employment Act with Implications of Latest Amendments	<i>Certificate of Completion</i>
2 days	Effective Payroll Administration	<i>Certificate of Completion</i>

04

Taxation

6 days	IAAP Diploma in Taxation Management (IAAP DTM)	<i>Professional Diploma</i>
4 days	IAAP Certificate (UK) in Taxation Planning	<i>Professional Certificate</i>
4 days	IAAP Certificate (UK) in Corporate Taxation	<i>Professional Certificate</i>
3 days	Strategic Malaysian Corporate Tax Planning	<i>Certificate of Completion</i>
2 days	SST 2.0: Mekanisma Pelaksanaan & Pematuhan 2018	<i>Certificate of Completion</i>
2 days	Submission of Forms 2019: Form C, PT, B & E/EA	<i>Certificate of Completion</i>
2 days	Taxation and Individuals Planning for it	<i>Certificate of Completion</i>

05

Business Administration

*9 days*IAAP Diploma in Business Administration
(IAAP DBA)*Professional Diploma***06**

Entrepreneurial Management

*8 days*IAAP Diploma in Entrepreneurial Management
(IAAP DEM)*Professional Diploma***07**

Marketing and Sales

8 days

IAE Diploma in Marketing and Sales

*Professional Diploma***08**

Supply Chain Management

8 days

IAAP Diploma in Supply Chain Management

*Professional Diploma**4 days*Mastering INCOTERMS 2020 (ICC) In Import
Export Management*Certificate of Completion**4 days*

Managing The Bill Of Lading in Shipping

*Certificate of Completion**3 days*Effective Warehouse and Inventory
Management*Certificate of Completion**2 days*Implementing Purchasing & Negotiating
Effectiveness in Supply Chains*Certificate of Completion**2 days*Developing Effective Logistics Operations in
Supply Chain Management*Certificate of Completion**2 days*Import Export Trade Management - Incoterms,
Carriage, Rulings*Certificate of Completion*

09

Data Analytics

2 days

Learning Data Analytics with Tableau

Certificate of Completion

2 days

Powerful Data Analytics with Power BI for Beginner

Certificate of Completion

10

Microsoft Excel

2 days

Microsoft Excel Course - Intermediate Level

Certificate of Completion

Courses Offered

By Certification Level

01

Professional Diploma

- 8 days IAAP Diploma in Financial Accounting & Bookkeeping (UK) (IAAP DFAB)
- 6 days IAAP Diploma in Accounting (IAAP DIA)
- 6 days IAAP Diploma in Taxation Management (IAAP DTM)
- 8 days IAAP Diploma in Human Resources Management (IAAP DHRM)
- 8 days IAAP Diploma in Supply Chain Management
- 9 days IAAP Diploma in Business Administration (IAAP DBA)
- 8 days IAAP Diploma in Entrepreneurial Management (IAAP DEM)
- 8 days IAE Diploma in Marketing and Sales

02

Professional Certificate

- 3 days IAAP Certificate (UK) in Cloud Accounting
- 4 days IAAP Certificate (UK) on Handling Full Set of Accounts
- 4 days IAAP Certificate (UK) in Taxation Planning
- 4 days IAAP Certificate (UK) in Corporate Taxation
- 4 days IAAP Certificate (UK) in Cash Management
- 4 days IAAP Certificate (UK) in Bookkeeping
- 4 days IAAP Certificate (UK) in Practical Payroll & Remuneration

3 days	Basic Accounting Principles, Practices And Procedures
3 days	Advanced Level Finance Skills For Accounts Executive
3 days	Strategic Debt Collection
3 days	Practical MBRS For Preparers Of Financial Statements Using MPERS
2 days	Preparation Of Financial Statements In Compliance With MFRS
2 days	How Bank Structure & Approve Application For Loans
3 days	Strategic Malaysian Corporate Tax Planning
2 days	Submission of Forms 2019: Form C, PT, B & E/EA
2 days	Taxation and Individuals Planning for it
2 days	Developing Human Resource Documentations
2 days	Applications of Employment Act with Implications of Latest Amendments
2 hours	Effective Payroll Administration
3 days	The Art of Handling Difficult Employees Effectively
3 days	Employment Law Compliances and Documentations in Managing Employee and HR Procedures
2 days	Developing Effective Human Resource Policies and Employee Handbook
2 days	Employer's Responsibilities: Forms, Remunerations & Notifications
2 days	Personality Profile Assessment For Managers- The Maxwell DISC Method
2 days	Import Export Trade Management - Incoterms, Carriage, Rulings
4 days	Mastering INCOTERMS 2020 (ICC) In Import Export Management
4 days	Managing The Bill Of Lading in Shipping
2 days	Implementing Purchasing & Negotiating Effectiveness in Supply Chains
2 days	Developing Effective Logistics Operations in Supply Chain Management
2 days	Learning Data Analytics with Tableau
2 days	Powerful Data Analytics with Power BI for Beginner
2 days	SST 2.0: Mekanisma Perlaksanaan & Pematuhan 2018
3 days	Effective Warehouse and Inventory Management
3 days	Microsoft Excel Course - Intermediate Level