



DIPLOMA IN MANAGEMENT

(R/0414/4/0379) 06/30 (MQA/FA 13087)

INTRODUCTION

The Diploma in Management programme is offered to school leavers who are interested in pursuing a career in business management. This programme will provide students with the skills and knowledge in total and integrated aspects of business management and is suitable for those wishing to acquire a sound understanding of all aspects of the management of business. Students are taught functional areas of management of a business such as accounting, management, marketing, and human resource management that can be beneficial for career development and organisational development and foster a spirit of entrepreneurship among the students.

Program Structure

Year 1

- Bahasa Kebangsaan (A) OR Skills Enhancement
- Penghayatan Etika dan Peradaban
- English 1
- Introduction to Management
- Introduction to Business Information Systems
- English 2
- Fundamentals of Marketing
- Business Mathematics
- English 3
- Introduction to Finance
- Fundamentals of E-Commerce
- Business Communication
- Introduction to Human Resource Management
- Introduction to Organizational Behaviour

Year 2

- Khidmat Masyarakat
- Business Statistics
- Leadership, Innovation and Change
- Microeconomics
- Introduction to Cross Cultural Management
- Workplace Issue
- Social Entrepreneurship
- Macroeconomics
- Introduction to Business Law
- Introduction to Accounting
- Problem Solving and Decision
- Entrepreneurship
- Fundamentals of Quality Management
- Introduction to Cost Management Accounting
- Introduction to Business Ethics and Values
- International Business

Year 3

- Industrial Training

CAREER PROSPECTS

- Administrative Assistant
- Junior Customer Relations Officer
- Junior Human Resource Officer
- Entrepreneur

Entry Requirements

Pass in Sijil Pelajaran Malaysia (SPM) with a minimum of THREE (3) credits in any subject ;

OR

Sijil Vokasional Malaysia (SVM) with Minimum Academic CGPA 2.00 Minimum Vocational CGPA 2.67

OR

Accreditation of Prior Experiential learning (APEL) applicants must fulfill the following criteria;

- 20 years and above in year of application
- Possess relevant working experience/ prior experiential learning
- PASS the APEL Assessment for Diploma



+6088-712 560 / +6088-732 000

SIDMA College DK326(S)

No. 6-10, Blok B & No. 11-15, Blok C, Aras Bawah, 1,2 & 3
Bundusan Commercial Centre 2 Penampang
88300 Kota Kinabalu, Sabah

www.sidma.edu.my
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