



**SPECTRUM**  
International University College



# DIPLOMA IN MANAGEMENT

(R2/345/4/0166)(MQA/FA1494)

Our Partners



Recognition / Membership



**Spectrum International University College (DKU055(B))**

Lot 2F - 26A, The Main Place Mall, Level 2, Jalan USJ 21/10,  
Persiaran Kewajipan, 47630, Subang Jaya, Selangor, Malaysia

Unit 13 - G, Jalan op1/2, One Puchong Business Park, 47160, Puchong, Selangor

No 3-02 & 5-02, Jalan Setia Tropika 1/3, Taman Setia Tropika, 81200, Johor Bahru, Johor, Malaysia



SIUC aims to create leaders, innovative thinkers, and problem solvers – people capable of tackling the most pressing world challenges. We aim to produce quality graduates capable of performing in demanding work environments.

Each of our academic, vocational and adult learning programmes are designed to equip students with the knowledge and skills they need for a rewarding and successful career. We constantly review and renew our courses based on the local and international industry requirements, so that they are relevant, modern and qualify students for careers throughout in the world. We are proud to have 24 years' experience in delivering education service and currently have more than 1,000 students and staffs working together, exploring new ways of thinking and engaging with significant social and scientific challenges of our time.



## Chairman Board Of Directors Message

**Prof. Emeritus Tan Sri Dato' Dr. Mohamed Salleh Mohamed Yasin**

I am indeed honoured to be officially leading this young and gallant team, comprising some formidable professionals who have had extensive administrative and teaching experience. Together we will push SIUC to another height and work tirelessly to make SIUC the chosen place for young generations to pursue their Dreams'. This, of course requires hard work, determination, resilience, no compromises on standards and quality as well as active involvement of all parties involved. As we have great plans for the future ahead, God willing with His Blessing, SIUC will serve you **'A Better Education For A Better Future'.**

## Vice Chancellor Message

**Prof. Emeritus Dr. Mak Chai**

In our rapidly changing world, education transcends the mere acquisition of knowledge. It's the art of moulding individuals capable of flourishing in a diverse and ever-evolving global landscape. At SIUC our unwavering commitment is to foster an inclusive, welcoming environment for all students, regardless of their background nor circumstances.

Our core belief is in the untapped potential within every individual, and we're here to guide our students on their path to academic excellence and personal growth. To empower you for the professional world, we offer a comprehensive range of courses, focusing on both technical and interpersonal skills, alongside immersive experiences within industry settings.



## DIPLOMA IN MANAGEMENT

This programme aims to produce future administrators, managers and ultimately business owners and entrepreneurs that are capable to be sustainable in a challenging industry. This is an open and distance learning programme where students will be able to perform their study at their own pace through our own learning portal, Spectrum2U.



## ENTRY REQUIREMENT

1

### LOCAL STUDENTS ONLY

A Pass in SPM / GCE "O level" with minimum 3 credits in ANY subject

OR

A Pass in SPM/ GCE "O Level" with 1 credit AND Sijil Kemahiran Malaysia (Level 3) in related field

Note\*

Pass SPM = Pass BAHASA MALAYSIA and SEJARAH

2

### APELA ENTRY

- Malaysian; and
- 20 years old and above in the year of application; and
- Possess relevant previous working experience/learning; and
- Pass APELA assessment by MQA for entry into Diploma programmes.

3

### INTERNATIONAL STUDENTS ENTRY

The current applied academic criteria for international students may vary for different countries. The admission criteria will be analysed for its equivalence with MQA standards.

- English Competency Requirement (International Student):
- Achieve a minimum Band 3 in MUET OR equivalent to CEFR (High B1)\*\*.

## PROGRAMME OBJECTIVES

4

- To develop an appreciation of the management functions within the organisation.
- It provides a general introduction to the relevance of the systems approach.
- It exposes students to consider management in its wider organisational context.

## PROGRAMME STRUCTURE

### Semester 1

(FDL1110) English Proficiency  
(DBA1110) Introduction to Business  
(FDC1110) Computer Applications  
(DBA1120) Principles of Management  
(DBA1150) Principles of Marketing  
(MPU2203) Creativity and Innovation Skills /  
(MPU2213) Bahasa Kebangsaan A

### Semester 3

(FDL1120) English for Communication  
(FDC1120) Management Information System  
(MPU2113) Penghayatan Etika dan Peradaban (warganegara) /  
(MPU2163) Bahasa Melayu Komunikasi 1 (bukan warganegara)

### Semester 5

(DBA2170) Fundamentals of Financial Management  
(DBA2190) International Business  
(DBA2130) Principles of Operations Management  
(DBA2140) Customer Service  
(DBA1170) Fundamentals of Economics

### Semester 7

(DBA3340) Industrial Placement

### Semester 2

(MPU2402) Public Speaking  
(DBA1180) Business Statistics  
(DBA2110) Organizational Behaviour  
(DBA2150) Human Resource Management  
(DBA1130) Business Mathematics

### Semester 4

(DBA2120) Financial Accounting  
(FDC1130) E-Commerce  
(DBA2200) Entrepreneurship  
(DBA1140) Business Ethics  
(MPU2302) Integrity and Anti - Corruption

### Semester 6

(DBA1160) Business Law  
(DBA2160) Malaysian Economics  
(DBA2180) Management Accounting  
(DBA3500) Critical Thinking  
(DBA2210) Research Methodology

## ASSESSMENT\*

### Continuous Assessment (60%)

Individual Assignment  
Group Assignment  
Case Study

### Final Assessment (40%)

Final Exam

\*Some subjects may have different weightage



## CAREER OPPORTUNITY & RECOGNITION

- ◆ Administrator
- ◆ Executive Administrator
- ◆ Administrative Assistant
- ◆ Human Resource Assistant
- ◆ Purchasing Assistant
- ◆ Finance Assistant
- ◆ Marketing Assistant




 [www.siuc.edu.my](http://www.siuc.edu.my)

 [info@siuc.edu.my](mailto:info@siuc.edu.my)


 +603.5878.9978




# WHY STUDY @ SPECTRUM




**FREE Digital Library**




**FREE Micro-Credential Courses**




**FREE Linguaskill English Intensive Classes**




**SPECTRUM2U Online Portal**




**Reasonable Fees**



**Qualified & Engaging Lecturers**



**Faster Completion via APEL.C**



**Flexible Teaching & Learning**

## PROGRAMME KNOWLEDGE



## WHAT MAKES SPECTRUM DIFFERENT?

**01 APEL Centre**

**APEL A**

1) Access, for the purpose of admission to Spectrum Academic programme.

**APEL C**

1) The purpose of credit award to students enrolled to Spectrum programme.



**02 Reasonable Programme Fee**

- Subsidised Tuition Fee including waiver on Administration Fee and Resource Fee for ALL Malaysians regardless of Race, Religion, Ethnicity & Financial background.



**03 Pathway to Bachelor Programme**

- Spectrum International University College (SIUC) - Bachelor in Business Administration (BBA) (Conventional)
- Bachelor in Business Administration (BBA) (ODL) - SIUC
- Bachelor in Business Administration (Technology Management) (BBA) (TM) (ODL) - SIUC



**04 SPECTRUM2U Portal**

All study materials (notes, pre-recorded lectures), live webinars and assessments encompassed into one Spectrum2U Portal to ease the teaching & learning processes at Spectrum.



**05 Employability**

Graduates of our Diploma in Management program are sought after by various employers due to their well-rounded understanding of key management disciplines. From strategic planning and decision-making to financial management and human resource development, our curriculum covers the critical aspects of modern business operations.







No. SIRI: **09600**

No. PENDAFTARAN:

**MQA/FA1494**

# PERAKUAN AKREDITASI

AGENSI KELAYAKAN MALAYSIA DENGAN INI MEMPERAKUKAN BAHAWA PROGRAM

**Diploma Pengurusan**

YANG DIKENDALIKAN OLEH

**Kolej Antarabangsa Teknologi Spektrum**

DI ALAMAT

**Ground Floor & 1st Floor**

**No. 13, Jalan OP 1/2 Off Jalan Puchong, Puchong Business Park  
47160 Puchong, Selangor**

TELAH MENCAPAI STANDARD JAMINAN KUALITI YANG DITETAPKAN OLEH AGENSI DAN  
MEMATUHI KERANGKA KELAYAKAN MALAYSIA

**Tahap 4**

TARIKH AKREDITASI: **12/03/2014**

KETUA PEGAWAI EKSEKUTIF





Ruj Kami: JPT/BPP(K)1000-600/B2116 Jld. 3 ( 22)  
Tarikh : 09 Jun 2022

Ketua Eksekutif  
Kolej Antarabangsa Teknologi Spektrum  
Ground Floor dan 1<sup>st</sup> Floor  
No.13 Jalan OP 1/2, Off Jalan Puchong  
Puchong Business Park  
47160, Puchong  
**SELANGOR**

Tuan,

## KELULUSAN MEMPERBAHARUI KURSUS PENGAJIAN

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa permohonan tuan untuk memperbaharui pengendalian kursus pengajian adalah **diluluskan** di bawah Seksyen 40 (A) Akta Institusi Pendidikan Tinggi Swasta 1996 [Akta 555]:

### 2.1 Nama Kursus: Diploma in Management (R2/345/4/0166)

Bidang Kursus	345 – Management and Administration
Tahap kursus	Diploma / Tahap 4 (Kelayakan ini untuk kemasukan ke program tahap lebih tinggi)
Jenis program	Sendiri
Kaedah penawaran	Konvensional
Kaedah pengendalian	Kuliah dan Tutorial
Skim Pengajian	Sepenuh Masa

