



# INSTITUT FMM

## DIPLOMA IN BUSINESS MANAGEMENT

(Full Time/Part Time)

The **FMM Diploma in Business Management** is developed by the industry and conducted entirely by practitioners who have both academic and professional qualifications and relevant industry experience.

### COURSE OBJECTIVES

The main objectives of the programme are to develop potential management and marketing practitioners who will be prime movers and contribute significantly to the development of the manufacturing industry. The diploma programme offers challenging inter and multi disciplinary perspectives and practical orientations that will integrate theories and practices in a modern business environment.

### CURRICULUM AND SCHEDULE

The curriculum is developed in accordance with MQA (LAN) academic requirement. The Diploma is conducted over a period of 7 semesters with students enrolling in 2 to 4 modules per semester. For the working adults- Classes are conducted on Saturdays and Sundays  
For Full Time students- Classes are conducted on weekdays and weekends

### ADMISSION

The desired educational requirement is 3 credits in SPM/SPVM or MCE. Graduates are encouraged to apply as exemptions are given to recognised qualifications.

### ACADEMIC QUALITY STANDARDS

Approved by Ministry of Higher Education (MoHE) and Malaysian Qualification Agency (MQA) or formerly known as LAN

### COURSE FEES

**Registration Fee:** RM300\*

**Examination Fee:** RM720

\*Payable upon registration. Fee is refundable if application is rejected. Fee is forfeited if applicant cancels/withdraws from the programme.

**PROLUS SCHEME \*\***

#### **Tuition Fee:**

- RM 11,280.00 (FMM member companies and self self-sponsored students)
- RM 12,480.00 (Non-member companies)

\*\* Claimable at the end of each semester.

Note : Different fee is applicable for weekday classes for full time studies.

- Tuition fee is non-refundable if the participant withdraws from the programme once the semester has commenced.
- Fees shown here are correct at the time of printing. Institut FMM reserves the right to revise the fees without prior notice.

**34<sup>th</sup> INTAKE**

**Date**  
7<sup>th</sup> April 2012

**Venue**  
Institut FMM,  
Wisma FMM, Kuala Lumpur.

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**Visit us at:**  
[www.fmm.edu.my](http://www.fmm.edu.my)

## MODULES \* OFFERED

### CORE MODULE

#### **Module 01 Principles of Management**

An introductory module emphasising major functions of management such as planning, organising, leading and control and defining the fundamental management theories.

#### **Module 02 Information and Communication Technology**

Introductory module in ICT that is divided into two sections: Information System covering file/database management and logical data organisation; and Communication Technology covering communication systems and channels.

#### **Module 03 Principles of Accounting**

Introduces basic accounting principles and procedures, and the role of accounting information and financial reporting, managing costs and cost behaviour and short-term decision making. Interpreting financial statement and the concepts of CVP analysis, marginal analysis and budgeting.

#### **Module 04 Business Law**

Introduction Contract Law and to understand the laws governing commercial contracts in the area of Sales of Goods, Consumer Goods, Hire-Purchase, Agency & Insurance. To understand law relating to negotiations, partnership and basic elements of law of negligence.

#### **Module 05 Human Resource Management**

Definitions of Human Resource Management and its relationship to management and distinguish the difference between operational and strategic duties of HR in the various sector.

#### **Module 06 Managing Information Systems**

This module covers the role of information system in the business world. It covers the process of decision-making, approaches to systems building security and Marketing Information Systems.

#### **Module 07 Principles of Marketing**

Defining marketing and outline the marketing processes. Assessing the impact of macro and micro environments in the marketing functions. Marketing segmentation, target marketing and functioning.

#### **Module 08 Business Communication**

Focuses on business communication process in a business environment and introduction of the various communication channels. Effective business writing and presentation techniques.

#### **Module 09 Quality & Management Systems**

Introduces the evolution of quality management and principles, which includes implementing an effective Integrated Management Systems to realise customer satisfaction through quality products/services.

#### **Module 10 Quantitative Methods**

An understanding of the basic principles, which are used in Quantitative Methods and how they are used in decision-making. This module will cover two areas i.e. Business Statistics and Business Maths.

#### **Module 11 Organisational Behaviour**

This module covers the various aspects of organisations, which includes individual and group behaviour and organisation behaviour as a whole. Discussion will focus on introduction to organisational behaviour concepts, types of individual behaviour, motivation theories, communication in organisation, decision making, organisational change and development and organisational culture.

#### **Module 12 Research Project (Individual)**

Requires students to prepare Business Research Project related to problems and situations at their work place and presenting the research topic.

#### **Module 13 Microeconomics**

Covers the definition of economic, theory of demand and supply, market and welfare, consumer behaviour, theory of cost, profit maximising, theory of firm- perfect competition, monopoly, monopolistic competition and oligopoly, alternative theory of the firm, government and market failure.

#### **Module 14 Macroeconomics**

This module introduces the concept of macroeconomics, theory of income determination, money and banking, fiscal policy, monetary policy, unemployment, inflation and economic growth, macroeconomic policies and international trade, exchange rate and balance of payment.

#### **Module 15 Marketing Environment**

This module covers the introduction to organisation and the related environment- micro and macro and its importance to marketing and managing the future environment.

### **Module 16 Managing Small Businesses**

This module emphasises on the role of small businesses and ways of identifying business opportunities. It also covers the legal forms of ownership, business ownership options, business plan, personnel function, financing function, accounting function and taking small business global.

### **Module 17 Business Finance**

An understanding of financial systems, financial issues faced by organizations and understanding the financial markets and making business investment and financing decisions

### **Module 18 International Business Management**

This module covers the complex issues faced in the International business scenario. Concepts and theories in the field of international business and various export promotions and international business strategy and preparing of international business plan.

### **Module 19 Strategic Management and Decision Making**

To develop an understanding between strategy and strategic planning, Porter's 3 generic strategies and strategic formulation process, developing a strategic plan and decision making process. analytical tools for decision making and strategy plan.

### **Module 20 Operations Management**

Covers the background of Operations Management, operations functions and layout, issues pertaining to operations management improvement, planning and control, MRP, TQM, JIT and operation strategy

### **Module 21 Company Law**

This module covers incorporation of companies and legal personality, constitutional documents, share capital, duties and liabilities of directors and other officers, membership, dividends, meetings, accounts and audit, duties of controlling shareholders and minority interests, loan capital, arrangement and reconstruction, receivership and winding-up.

*Besides the above modules, all students are required to complete Malaysian Qualification Agency (MQA) compulsory subjects, which are:*

### **Module 22 Pengajian Malaysia**

Subjects covers the formation of Malaysia, Constitution, policies and developments, and multi-ethnicity of the country populations.

### **Module 23 Pendidikan Moral**

Only for Non Muslim students. Covers the understanding of value systems, overview of various religion and moral issues

### **Or Pengajian Islam**

Only for Muslim students. Covers the basic concepts of Islam and Islamic Institutions.

### **Module 24 Bahasa Malaysia A**

Covers grammar and sentence structure.

*Note: Students who obtained C6 or better for their SPM Bahasa Malaysia are exempted from taking Bahasa Malaysia A. However there are no exemption for Pengajian Malaysia and Pendidikan Moral / Pengajian Islam*

*Institut FMM reserves the right to revise or change the modules offered.*



**FMM DIPLOMA IN BUSINESS MANAGEMENT**  
**34<sup>th</sup> Intake : 7<sup>th</sup> April 2012**

**Course Schedule**

<b>Semester/ Duration</b>	<b>Begin</b>	<b>End</b>	<b>Examination</b>
I: 12 weeks	Apr 7, 2012	June 30, 2012	July 14 & 15, 2012
II: 12 weeks	July 21, 2012	Oct 20, 2012	Oct 27 & 28, 2012
III:12 weeks	Nov 3, 2012	Feb 15, 2013	Feb 22 & Feb 23, 2013
IV:12 weeks	Mar 3, 2013	June 1, 2013	June 15 & 22, 2013
V: 12 weeks	July 6, 2013	Oct 5, 2013	Oct 19 & 20, 2013
VI: 7 weeks	Oct 26, 2013	Dec 7, 2013	Dec 21 & 22, 2013
VII:12 weeks	Jan 4, 2014	March 31, 2014	Apr 7 & 8, 2014

**Note:**

- *Classes are held on*
  - Saturday : 9.00 am – 12.00 noon, and 2.00 pm – 5.00 pm;*
  - Sunday : 9.00 am – 12.00 noon; and 2.00pm – 5.00 pm.*
  - Weekday Classes for Full Time Studies*
  
- *The above time table is subject to change. However, every effort will be taken to inform students of any changes*

**Fees**

	<b>FMM Member/Self-sponsored</b>	<b>Non-Member</b>
<i>Tuition Fee</i>	<i>RM11,280.00</i>	<i>RM12,480.00</i>
<i>Registration Fee</i>	<i>RM300.00</i>	<i>RM300.00</i>
<i>Examination Fee</i>	<i>RM720.00</i>	<i>RM720.00</i>
<b>TOTAL FEES</b>	<b>RM 12,300.00</b>	<b>RM 13,500.00</b>

*The above self sponsored fee is applicable for students paying fees via EPF withdrawal or loan or full payment. Self-sponsored students, who wish to opt for instalment scheme, please refer to the academic office for further information.*

**Note:**

- *Fees are inclusive of course materials. The examination fee shown here is only for one sitting.*
- *Upon application, a registration fee of RM300.00 is applicable. Registration fee is refunded if application is rejected.*
- *Tuition fee is non-refundable if the student withdraws from the programme one week after the semester has commenced.*
- *Registration fee will be forfeited if applicant cancels/withdraws from the programme.*
- *This programme is offered under the **PROLUS** scheme from **PSMB***
- *Repeat fee of RM450 per module will charged should students repeat any module.*
- *Fees shown here are correct at the time of printing. Institut FMM reserves the right to revise the fees without prior notice.*