



INSTITUT FMM

DIPLOMA IN MANUFACTURING MANAGEMENT

(Full Time/Part Time)

The **FMM Diploma in Manufacturing 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 team-leaders and managers 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 industrial 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

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

PROGRESSION*

Students who complete our Diploma in Manufacturing Management can progress to the 3rd year of B.Sc in Product Design and Innovation* or B.Sc in Enterprise and Technology Management* at the University of Strathclyde, UK.

*Subject to students achieving good CGPA

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.

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.

PROLUS SCHEME **

45th INTAKE

Date
7th April 2012

Venue
Institut FMM,
Wisma FMM, Kuala Lumpur.

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Visit us at:

www.fmm.edu.my

MODULES * OFFERED

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 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 03 Production Planning and Control

Focuses on the approaches and techniques needed to schedule, control, measure and evaluate the effectiveness of production operations and quality control.

Module 04 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 05 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 06 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 07 Quality Management and 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 08 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 09 Research Project I (Group Project)

Divided into groups, students are expected to make an in-depth review of subjects learnt and prepare a complete written report based on an organisation (within their group)

Module 10 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 11 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 12 Occupational Safety and Health (OSHA)

Introduces the principles of Industrial Safety and Health with emphasis on Industrial Safety and OSHA Act 1994, environment regulations and Factories and Machinery Act 1967 and OSH documentation and procedures

Module 13 Strategic Management & 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 14 Procurement and Inventory Management

Provides an overview of purchasing and procurement modes. This module also covers documentation procedures & records, sourcing, cost price and value analysis, purchasing support tools (MRP, JIT, PERT & CPM), negotiation techniques, outsourcing and computer purchasing systems

Module 15 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 16 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 17 Industrial Engineering

Introduces capacity strategies that will meet future demands and help to develop plans for optimum facility utilisation and create better inventory management.

Module 18 Supply Chain Management

This module introduces the role of Supply Chain Management and its functions. It covers the supply chain management tools and improvement

Module 19 Introduction to Computer Aided Design Techniques**

This module focuses on the use of computer aided design techniques and their application to conceptual and details design phases of the design process

Module 20 Manufacturing Processes and Technology

Overview of Manufacturing and introduction to Manufacturing Processes. Includes overview of major classes of manufacturing processes applicable to metal, polymer and electronic industry.

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

Module 21 Pengajian Malaysia

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

Module 22 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 23 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.



INSTITUT FMM (B4P8146)
FMM Institute (475427-W)

FMM DIPLOMA IN MANUFACTURING MANAGEMENT
45th Intake : 7th April 2012

Course Schedule

Semester/ Duration	Begin	End	Examination
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 held are on*
 - Saturday : 9.00 am – 1.00 pm, and
2.00 pm – 5.00 pm;*
 - Sunday : 9.00 am – 1.00pm; and
2.00pm – 5.00 pm.*
- *The above time table is subject to change. However, every effort will be taken to inform students of any changes*

Fees

	<i>FMM Member/Self-sponsored</i>	<i>Non-Member</i>
<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>RM 720.00</i>	<i>RM720.00</i>
<i>TOTAL FEES</i>	<i>RM12,300.00</i>	<i>RM13,500.00</i>

The above self-sponsored fee is applicable for students who are paying fees via EPF withdrawal or loan or full payment. Self-sponsored students, who 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 only.*
- *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 be 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.*