INSTITUTE OF SCIENCE & MANAGEMENT

Diploma in BUSINESS STUDIES (R/340/4/0190)
Diploma in ACCOUNTING (N/344/4/0420)

Why Diploma?
• Equips students with fundamental knowledge and skills of business/accounting.
• In-built practical training and internship.
• Ready to work in 2 years with attractive starting salary.

Why ISM?
• Small student-lecturer ratio.
• Sophisticated learning environment.
• One of the lowest tuition fees in Malaysia.
• Advanced standing into degree programmes nationally & globally.
• Study with international students.

MyQUEST ★★★★★ Stars Cluster-based Rating in 2014/2015

* MyQUEST is a system developed by MOHE to measure the quality of higher education services of private colleges in Malaysia.
**PROGRAM DETAILS**
- 2 years program
- 4 long semester and 2 short semester
- 90 Credit Hours

**DIPLOMA IN BUSINESS STUDIES**
- Pass SPM/SPMV/O-Level with at least 3 credits or equivalent qualification recognized by the government PLUS
- A pass in Bahasa Malaysia and History (for Malaysians only)

**DIPLOMA IN ACCOUNTING**
- Pass SPM/SPMV/O-Level with at least 3 credits (including Mathematics) or equivalent qualification recognized by the government PLUS
- A pass in English
- A pass in Bahasa Malaysia & History (for Malaysians only)

**ASSESSMENT**
- i. Theory-Based subjects (40% Coursework; 60% Examination)
- ii. Skill-Based subjects (70% Coursework; 30% Examination)*

*Note: Forecast results are accepted. A conditional offer will be granted if the forecast results meet the entry requirements.

**YEAR 1**

<table>
<thead>
<tr>
<th>DIPLOMA IN BUSINESS STUDIES / ACCOUNTING (39 Credit Hours)</th>
<th>DIPLOMA IN BUSINESS STUDIES (40 Credit Hours)</th>
<th>DIPLOMA IN ACCOUNTING (40 Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting I</td>
<td>Organisational Behaviour</td>
<td>Financial Accounting III</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>Entrepreneurship*</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>Operations Management</td>
<td>Information for Control &amp; Decision</td>
</tr>
<tr>
<td>Statistics</td>
<td>Professional Sales Management</td>
<td>Financial Management</td>
</tr>
<tr>
<td>English I</td>
<td>Business Ethics</td>
<td>Company Law</td>
</tr>
<tr>
<td>English II</td>
<td>Communication for Business</td>
<td>E-Commerce*</td>
</tr>
<tr>
<td>Computer Application*</td>
<td>Introduction to Information Technology*</td>
<td>Business Law</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>E-Commerce*</td>
<td>Computerised Accounting Systems*</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Business Law</td>
<td>Introduction to Auditing</td>
</tr>
<tr>
<td>Management</td>
<td>Financial Management</td>
<td>Malaysian Taxation</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>English III</td>
<td>Business Law</td>
</tr>
<tr>
<td></td>
<td>Industrial Attachment</td>
<td>Company Law</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDENTS**
- Bahasa Melayu Komunikasi
- Critical Thinking Skills
- World Civilisation
- Co-curriculum

**ADDITIONAL COMPULSORY COURSES (11 CREDIT HOURS)**
- Pengajian Malaysia
- Critical Thinking Skills/Bahasa Kebangsaan
- World Civilisation
- Co-curriculum

**MALAYSIAN STUDENTS**
- Critical Thinking Skills
- World Civilisation
- Co-curriculum
<table>
<thead>
<tr>
<th>No.</th>
<th>Partner University</th>
<th>Degree Programme</th>
<th>Progression*</th>
</tr>
</thead>
</table>
| 1.  | Anglia Ruskin University, United Kingdom | BSc (Hons) Business Economics  
BSc (Hons) Accounting and Finance  
BA (Hons) Business Management  
BA (Hons) International Management  
BA (Hons) Human Resource Management  
BA (Hons) Marketing  
BA (Hons) International Business Strategy  
BSc (Hons) Tourism Management | Year 2 |
| 2.  | University College Birmingham, UK | BA (Hons) Business Enterprise  
BA (Hons) Marketing Management | Year 2 (110/360 cp) |
| 3.  | University of Cumbria, United Kingdom | BA (Hons) Business Management  
BA (Hons) Accounting and Finance  
BA (Hons) Business Management with Specialism: Marketing, Human Resources, Logistics & Supply Chains Management, IT, Entrepreneurship  
BA (Hons) Business Management (top-up) | Year 2 |
| 4.  | University of Lincoln, United Kingdom | BA (Hons) Business Studies | Year 2 |
| 5.  | Loughborough College, United Kingdom | BA (Hons) Leadership and Management (top-up)  
BA (Hons) Hospitality Management (top-up)  
BA (Hons) Leisure Management (top-up)  
BA (Hons) Tourism Management (top-up)  
BA (Hons) Events Management (top-up) | Final Year |
| 6.  | Middlesex University, UK | BA (Hons) Business Studies  
Business Related Degree's with relevant exemptions | Year 2 or 3 |
| 8.  | Studialis, France | BBA  
Paris School of Business (PSB) | Final Year |
| 9.  | Teesside University, UK | BA (Hons) Business Finance (top-up)  
BA (Hons) Applied Accounting (top-up)  
BA (Hons) Business Management (top-up)  
BA (Hons) International Management (top-up)  
BA (Hons) Marketing (top-up) | Final Year |

* Actual progression is granted on case-to-case basis and may vary from one individual to another.
Soon King Soon
Diploma with Distinction 2013 (Best Student Award)
Advanced Standing into Year 2 Degree Programme in Marketing, KBU International College

There are so many things to share about Diploma in Business Studies of ISM. All and all, I am proud to say that this is the best ever programme in town. It was absolutely a right decision for me to take up this programme few years ago. Thanks to all the dedicated and helpful lecturers who have led me all the way in achieving flying colour result. With 1½ years exemptions granted, it has indeed saved both money and time for me to complete the degree programme at KBU International College in 2015.

Raymond Chan Teck Ren
Diploma with Distinction 2014 (Best Student Award)
Advanced Standing into Year 2 Degree Programme in Finance, HELP University

Diploma in Business Studies of ISM is a great pathway to allow students to either continue their studies or pursue their careers upon graduation. I’ve learnt that communication skills and teamwork are very important here. Though this 2½-year programme has been challenging, I would say that it was the learning process that has improved my analytical skills. The lecturers here are very experienced, friendly and approachable. It is definitely the right choice for you to take up DBS in ISM!

Ng Yen Ching
Diploma with Merit 2014
Advanced Standing into Year 2 Degree Programme in Business, Inti International College Subang

Diploma in Business Studies of ISM is so distinctive compared to other programme as it has been designed to be industrial focused. This programme has been so flexible that it allows us to take our time to complete and exposes us to real working experience. Besides, the relatively small lecturer-student ratio fosters good relationships amongst the lecturers and students. I have learnt not only knowledge but also practical and soft skills which I believe that they will be valuable in my future undertakings.

Lam Pui Shan
Diploma with Merit 2014
Advanced Standing into Year 2 Degree Programme in Business, Inti College Sabah

I am glad that I made the right choice by taking up Diploma in Business Studies (DBS) two years ago as it has provided an opportunity for me to obtain a higher qualification. DBS of ISM has indeed laid a solid ground for me to acquire not only knowledge but also soft skills which would be valuable in my further studies and life-long learning. I have never dreamt that I could now pursue a degree programme on advanced standing. Thank you, ISM!