



ALMACREST
INTERNATIONAL COLLEGE

COMMITTED TO EXCELLENCE



Study Duration:
2 years 6 months



Entry Requirements:

▶▶ **International Students**

(Refer to MQA's List of Entry Qualifications for International Student):

- Japan - Upper Secondary School Leaving Certificate (Kotogakko Sotsugyo Shomeisho)
- IELTS 4.0

▶▶ **Local Students:**

- A pass in SPM with a minimum of 3 credits in any subject or its equivalent;
OR
- A pass in Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum of Grade C (GP 2.0) in any subject or its equivalent;
OR
- A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul;
OR
- A Certificate in any field or its equivalent.

DIPLOMA IN EARLY CHILDHOOD EDUCATION (MQA/ PA12192)

Description:

Young children from 0-6, are in need of educators who can provide proper care and guidance for them. At this crucial stage of physical and mental development of a child, how they experience success and challenges, the foundation that helps them reach their potential, and how they develop comprehensively. The importance of trained and qualified Early Childcare Educators (ECE) in the field is now being endorsed by policy makers, parents, and the general public at large.

These programmes are crafted with a firm foundation to assist in a child's effective growth and development, such as through the introduction of real-life activities in nation building, to help prepare them for primary school.

Programme Objectives:

- To train up well-rounded, committed, and versatile early childhood educators who are knowledgeable in theory and competent in practical skills in providing a safe, healthy and nurturing environment where children learn and develop.
- To produce highly qualified early childhood educators who can demonstrate commitment to professionalism (values, attitudes and ethics) in communicating effectively with children, colleagues, families and community.
- To offer opportunities to early years educators in basic managerial and entrepreneurial skills in early childhood, who can apply problem solving and scientific skills with the use of information management and lifelong learning skills.

What You Will be Learning:

- A firm understanding and expertise in child-centred education
- Well versed in the integrated DECE curriculum syllabus
- Strong grasp of hands-on and experiential learning
- Schedules regular observations in recording and implementing detailed progress reports of each child
- Application of best practices and principles based on DECE curriculum
- Active contributors to the development of early childhood education

Career Options/Pathway:

- Early Childhood Education Curriculum Developer
- Educational Toy Consultant
- Child Care Centre Manager / Owner
- Kindergarten (Tadika) Teacher
- Pre-school (Taska) Teacher
- Pre-school / Kindergarten Owner
- Pre-school / Kindergarten Principal
- Private / International School Teacher (Pre-school Level)

Courses:

- Bahasa Melayu Komunikasi 1 / Pengajian Malaysia 2
- English Language 1
- Growth And Development of Young Children
- Curriculum In Early Childhood Education
- Early Learning and Early Environment
- Ethics And Moral
- Physical Education in Early Childhood Education
- Bahasa Melayu Dalam Pendidikan Awal Kanak- Kanak
- Health, Safety and Nutrition in Early Childhood Education
- Guiding Early Childhood
- Language And Literacy in Early Childhood Education
- Play And Learning in Early Childhood Education
- Special Needs in Early Education
- Planning And Organising Early Childhood Centre
- Partnering With Families and Community in Early Childhood Education
- Management And Administration in Early Childhood Education
- Teaching Practicum (Child Care)
- Teaching Practicum (Preschool)
- Becoming An Early Childhood Professional
- Spiritual And Moral in Early Childhood Education
- Social Studies in Early Childhood Education
- Observation And Assessment in Early Childhood Education
- Early Mathematics in Early Education
- Early Science in Early Childhood Education
- Music And Movement in Early Childhood Education
- Arts And Craft in Early Childhood Education
- Information And Communication Technology in Early Childhood Education
- Children Literature
- Community Service
- English Language in Early Childhood Education/ Mandarin Language Pedagogy
- Language And Literacy in Early Childhood Education
- Play And Learning in Early Childhood Education
- Special Needs in Early Education
- Planning And Organising Early Childhood Centre
- Partnering With Families and Community in Early Childhood Education

DIPLOMA OF ACCOUNTANCY (MQA/ FA0867)

Description:

All companies have the need of an accountant in their setup. With a Diploma of Accountancy (DAC), you will have a wide employment prospect. You can venture into any industry of interest and assist the company with their financial accounts. DAC prepares and equips students with the competencies that are functional and provides a broad business perspective relating to the needs of the business organizations.

You will have a firm understanding of all the major accountancy areas, from basic skills in book-keeping to advanced accounting knowledge in preparing balance sheets, profit and loss accounts, trial balance, cash flow, bank reconciliation, adjustments and depreciation. Finally, how to prepare a financial statement for the company.

Our accredited DAC program also provides students with the opportunities to pursue the professional ACCA qualification with exemptions of the first 3 modules (F1, F2 & F3).

Programme Objectives:

- Accounting programme at certificate level aims to produce accounting assistants with the technical skills and the fundamental knowledge for an accounting career, in the industry and commerce, both in the public and private sectors.

What You Will be Learning:

- Basic maths, language, IT and communication skills
- Exposed to various terminologies and basic business and managerial concepts
- Develop knowledge and skills in basic and advanced financial accountancy
- Problem solving and Decision-making skills
- Introduce the latest accounting concepts, techniques, trends and issues
- Demonstrate cognitive and intellectual skills with techniques in business management, information technology, finance and accounting

Career Options/Pathway:

- Auditor
- Investment Banker
- Tax Consultant
- Finance Officer / Manager
- Entrepreneur
- Business Development Manager
- Commercial Banker

Courses:

- Bahasa Melayu Komunikasi 1 / Pengajian Malaysia 2
- Financial Accounting 1
- Cost And Management Accounting 1
- Business Mathematics
- Microeconomics
- Principles Of Finance
- Basic Computer Application
- Ethics And Moral
- English Language 1
- Financial Accounting 2
- English Language 2
- Decision Making Skills / Bahasa Kebangsaan A
- Cost And Management Accounting 2
- Macroeconomics
- Business Law
- Business Statistics
- Accounting Information System
- Company Law
- Taxation 1
- Auditing 1
- Financial Accounting 3
- Financial Accounting 4
- Financial Statement Analysis
- Community Service
- Entrepreneurship
- Auditing 2
- Accounting Software
- Taxation 2
- Financial Accounting 5
- Industrial Training

DIPLOMA IN LEISURE MANAGEMENT (MQA/ A5640)

Description:

In this Diploma course, you will be introduced to the study of business related to travel, tour operations and events. You will familiarize yourself with the services provided such as transportation, accommodation and entertainment for the local as well as the international market. You will also cover core areas such as Meetings, Incentives, Conventions and Exhibitions (MICE). This well-structured programme will provide sufficient hands-on skills for you to excel in the leisure and tourism industry.

Located in Sabah, we have a treasure trove of nature and cultural heritages and students who study with us will have the opportunity to be exposed to a diverse range of tourism products.

This Diploma is crafted with a firm foundation to assist in your development of technical knowledge on building effective communication skills, interpersonal relationships, negotiation and persuasion techniques and skills.

Programme Objectives:

- The programme aims at Diploma level are to provide students with broad-based knowledge, advanced skills and entrepreneurship to perform effectively and ethically, and to be culturally sensitive in their specialised areas of Leisure management, hence influencing personal achievement and lifelong learning, and industry development.

What You Will be Learning:

- Strong grasp of hands-on and experiential learning
- A firm understanding and expertise in travel and tours
- Active contributors to the development and sustainability of rural tourism
- In depth knowledge of service providers and visitor attractions
- Contribute to the tour, travel and hospitality industry
- Schedule travel and tour itineraries
- Manage an event with a team

Career Options/Pathway:

- Event planning and management
- Travel and Tour Operators / Company
- Tourism Marketing and Development
- Sustainable Tourism
- Rural Tourism Development
- Eco-Tourism

Courses:

- Bahasa Melayu Komunikasi 1 / Pengajian Malaysia 2
- English Language 1
- Introduction To Leisure Studies
- Introduction To Travel and Tourism
- Principles Of Management
- Business Communication
- Customer Service
- Ethics And Moral
- Basic Computer Application
- Business Mathematics
- Hospitality Marketing
- Principles In Accounting
- English Language 2
- Decision Making Skills / Bahasa Kebangsaan A
- Sport Event Management
- Legal Aspect in Hospitality Management
- Business Statistics
- Hospitality Entrepreneurship
- Countryside Recreation
- Arts And Entertainment
- Hospitality Environment
- Community Service
- Cultural Heritage and Tourism Management
- Principles Of Finance
- Tour Guiding
- Event Management
- Hospitality Supervision
- Health And Wellness Management
- Visitor Attraction Management
- Special Interest Tourism
- Industrial Training

DIPLOMA IN OFFICE ADMINISTRATION (MQA/ FA2035)

Description:

The Diploma in Office Administration (DOA) is a unique programme designed to train and prepare students for them to venture into any areas of administrative management (administration, management and operation) in private and government sectors.

Our programme provides students the hands-on training in various key administrative areas of a business or a working environment. You will be trained in word processing, spread sheets, PowerPoint and other relevant software, as well as bookkeeping concepts, computerized accounting and administrative skills.

Programme Objectives:

- The programme aims to provide students with broad-based knowledge, technical, operational and entrepreneurial skills to perform effectively and ethically within their specific areas of office administration, hence inculcating the desire for lifelong learning.

What You Will be Learning:

- Learn how to conduct administrative procedures
- Learn how to produce standard documents
- Report and letter writing including CV and cover letters
- How to master data management and record keeping
- Master key Microsoft Office software
- Improve typing skills and speed
- Manage employees and office environment
- Professional grooming

Career Options/Pathway:

- Job hunters & School leavers
- Personal assistant & Receptionist
- Assistant for company director
- Office Administrators & Office managers
- Office clerk, Marketing assistant & Administration Assistant
- Secretary or Executive
- Web content writers & Bloggers
- Technical, Business & Report writers

Courses:

- Bahasa Melayu Komunikasi 1 / Pengajian Malaysia 2
- English Language 1
- Principles Of Management
- Professional Grooming and Business Etiquette
- Keyboarding And Word Processing 1
- Decision Making Skills / Bahasa Kebangsaan A
- Ethics And Moral
- Basic Computer Application
- Interpersonal Communication for Office Professionals
- Principles In Accounting
- Business Mathematics
- English Language 2
- Keyboarding And Word Processing 2
- Business Law
- Organizational Behaviour
- English For the Workplace
- Executive Note Taking
- Office Administration 1
- Corporate Strategy
- Public Relation
- Management Information System
- Community Service
- Entrepreneurship
- Public Speaking
- Office Administration 2
- Event Management
- Record Management
- Law And Procedure of Meeting
- Industrial Training

DIPLOMA IN RETAIL MANAGEMENT (MQA/ A5795)

Description:

The Diploma in Retail Management (DRM) is fashioned to provide creative students with comprehensive understanding of the practical and theoretical aspects of the retail industry. This programme is ideal for individuals who are interested in managing or owning a business.

Students will be exposed to retail operations, events, fashion and grooming, diverse business sectors such as franchises, product development, fashion, tourism, travel and many more. Key perspectives that shape the retail industry and environment will be emphasized as well. Throughout the programme, important concepts such as consumer satisfaction, supply chain relationships, business ethics, corporate social responsibility (CSR) and the use of technology will be given special attention to.

Programme Objectives:

- The programme aims to provide students with board-based knowledge, technical, operational and entrepreneurial skills to perform effectively and ethically within their specific areas of retail management, hence inculcating the desire for lifelong learning

What You Will be Learning:

- Strong grasp of hands-on and experiential learning
- Exposed to basic and ethical retail practices
- Visual merchandising, product exposure, and pricing
- Develop skills and knowledge on public relations
- Supply chain management
- Retail advertising and promotional activities
- Fashion and grooming

Career Options/Pathway:

- Business Owner
- Purchasing Executive
- Marketing Executive
- Logistic Executive
- Store Supervisor/ Asst. Manager
- Retail Supervisor/ Asst. Manager
- Merchandise planner

Courses:

- Bahasa Melayu Komunikasi 1 / Pengajian Malaysia 2
- Microeconomics
- Principles In Accounting
- Business Mathematics
- Principles Of Management
- Decision Making Skills / Bahasa Kebangsaan A
- Customer Service
- Ethics And Moral
- Business Communication
- Business Law
- Principles Of Marketing
- E-Retailing
- Macroeconomics
- Retail Management
- Business Statistics
- Entrepreneurship
- Supply Chain Management
- Consumer Behaviour
- Human Resources Management
- Inventory Management
- Food Retailing
- Management Information System
- Community Service
- Principles Of Finance
- Visual Merchandising Management
- Retail Buying
- Operation Management
- Organizational Behaviour
- Franchise Management
- Fashion Retailing
- Industrial Training