

# SUNWAY MICROCREDENTIAL PROGRAMMES



# WHAT ARE MICROCREDENTIALS (MCs)?

Microcredentials are short courses that are designed to build professional skills relevant to your career in rapidly growing industries and allow you to pursue further study in a specialised field.

## HOW DO MICROCREDENTIALS WORK?



### Advance your career

Use your microcredential as evidence of your specialised skills to progress your career.



### Earn a professional credential

Finish your learning and pass your assessments to gain a certificate of completion.



### Project-based assessments

Test your understanding as you progress towards a final assessment.



### Learn with experts

Study courses over 10-12 weeks, created by subject experts and with dedicated support throughout.

## FREQUENTLY ASKED QUESTIONS

### Do the minimum entry requirements for academic programmes apply to MCs from?

No formal entry requirements to enrol in an MC. However, if the learners want to use the MC/MCs to gain an award/qualification, then he/she must meet the minimum qualification of the award.

### Must the MCs be offered as online courses?

No. MCs can be offered as conventional/traditional courses, online delivery, or a combination of both.

### Can a Higher Education Partner offer bundles of the academic programmes as a series of MCs to working adults?

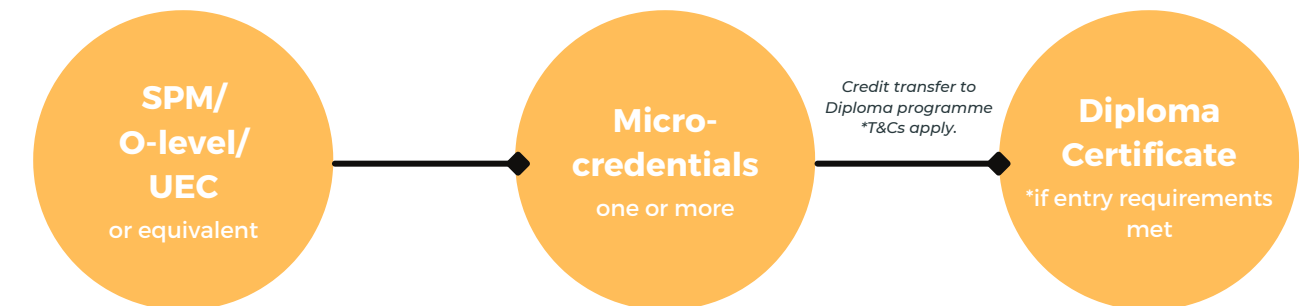
That is precisely the objective - to unbundle academic programmes and offer to non-traditional learners.

### Can MCs be recognised i.e. given credits if these learners enrol in academic programmes?

Yes, recognition can be given. The guideline describes different MC conditions and the recognition that can be provided.

- Where MCs are considered a part of an accredited programme, the MC is treated as completion of credit if tendered to the same HEP
- Where the MC is not considered a part of an accredited programme, it can be tendered to any HEP for credit transfer.
- Where the MC is standalone, it can be tendered under APEL C mechanism for credit recognition

## THE MICROCREDENTIAL PATHWAY



## PROGRAMME DETAILS

Duration (per programme)	: 12-16 weeks
Intake	: January, April, July, October
Credits (per programme)	: 3
Cost (per programme)	: RM1,150.00

## CHOOSE YOUR MICROCREDENTIAL

Sunway College Kuching has a series of Microcredential short courses that are designed to build professional skills relevant to your career in rapidly growing industries and allow you to pursue further study via credit transfer into our Diploma in Accounting or Diploma in Business Management programmes upon meeting all the terms and conditions.

### To Register:

**Sunway College Kuching, 082-451 221**  
**Priscilla Simon, 016-889 7813**  
**[www.swck.edu.my](http://www.swck.edu.my)**



# DIPLoma IN ACCOUNTING

Our Diploma in Accounting programme is designed to provide a strong foundation in business and accounting aspects. This programme also provides knowledge of business elements which prepare students for real-world working environments.

## CHOOSE YOUR MICROCREDENTIAL

### Introductory Certificate to Financial Accounting

To equip students with the knowledge of business process and the transactions involved in daily operations as well as recording of the transactions.

### Intermediate Certificate to Financial Accounting

To equip students with knowledge and understanding of the principles and concepts relating to financial records and preparation of final accounts.

### Advanced Certificate to Financial Accounting

The students will not only be able to understand and prepare the basic financial statements the students will also be able to interpret and analyse the results for decision making.

### Introductory Certificate to Cost and Management Accounting

To provide students with the knowledge of basic cost information in order to support business planning and decision-making process.

### Intermediate Certificate to Cost and Management Accounting

To provide students with skills in preparing, processing and presenting basic cost information in order to support business planning and decision making process.

### Computerised Accounting Certificate

To provide students with the skills required to work in an accounting role, which required computerized processing and completion of advanced accounting transaction and preparation of end period reports.

### Introductory Certificate to Marketing

To enable students to understand the fundamental concepts of theories of marketing and how they may be applied to the marketplace in a modern and dynamic environment.

### Introductory Certificate to Management

To expose students to the theories of management, organisational theory, and the practice of management in contemporary organisations from a conceptual, analytical, and pragmatic perspective. The course is a study of how to be better managers and aims at developing skills and knowledge needed to successfully manage an organisation.

### Entrepreneurship Certificate

To provide students with the knowledge that needed if they intend to startup their own business or to be involved in positions such as business development, management consulting, or as an entrepreneurial manager.

### Software Applications Certificate

To equip students with the computer skills that they will need in their future workplace in order to produce professional-looking documents, analyzing data by using formulae in Microsoft Excel, Managing Data by using Microsoft Access, and to do presentation with Microsoft PowerPoint.

### Human Resource Management Certificate

To help the students to understand the roles, functions and application of human resource management within an organisation.

### English for Specific Purpose - Academic English 1

To equip students with ENglish language and academic skills. This will enable students to express their ideas in well constructed sentences and improve academic writing skills, using skimming and scanning skills for reading of academic texts; be able to understand lectures and take effective notes; improve their accuracy and understanding of text; be more confident in using the language in their oral communications.

### English for Specific Purpose - Academic English 2

To provide students with writing for academic purposes skills to meet the demands of university courses.

### English for Specific Purpose - Business Communication

To help students to be able to communicate more effectively with less time and effort.

# DIPLOMA IN BUSINESS MANAGEMENT

Our Diploma in Business Management programme provides students with a broad understanding of business principles and practices. Students will learn administrative knowledge, key business skills, and organizational structure to help them navigate through the business world.

## CHOOSE YOUR MICROCREDENTIAL

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To equip students with the knowledge of business process and the transactions involved in daily operations as well as recording of the transactions.

### Introductory Certificate to Marketing

To enable students to understand the fundamental concepts of theories of marketing and how they may be applied to the marketplace in a modern and dynamic environment.

### Introductory Certificate to Management

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### Human Resource Management Certificate

To help the students to understand the roles, functions and application of human resource management within an organisation.

### Marketing - Consumer Behaviour Certificate

To understand the basic laws and principles of consumer behaviour in order to influence their purchasing decisions.

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To equip students with English language and academic skills. This will enable students to express their ideas in well constructed sentences and improve academic writing skills, using skimming and scanning skills for reading of academic texts; be able to understand lectures and take effective notes; improve their accuracy and understanding of text; be more confident in using the language in their oral communications.

### English for Specific Purpose - Academic English 2

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### English for Specific Purpose - Business Communication

To help students to be able to communicate more effectively with less time and effort.

### Marketing - Retail Marketing Certificate

To introduce students to the fundamental concepts of business law. This course also presents the basis and structure of Malaysian Legal System and introduces relevant areas of business regulations.

## SUNWAY COLLEGE KUCHING DK265-02(Q)

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Sunway College Kuching

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*Nurturing the Seeds of Wisdom*