

Diploma in Business Management (AB101)

Academic Session July Volume 1 (Issue1)



CERTIFIED TO ISO 9001 : 2015
CERT. NO. : QMS 02273



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ABOUT KPTM

Kolej Poly-Tech MARA (KPTM) is a private higher educational institution wholly owned by Majlis Amanah Rakyat (MARA). KPTM offers a wide range of educational Opportunities in the field of information technology, computer Sciences, accounting, business management, engineering and health sciences.

VISION

To be a Tertiary Education Institution with Excellent Reputation

MISSION

To cultivate academic and entrepreneurial excellence to achieve an optimal individual potential
To lead a holistic education through global acknowledgement and acceptance

SHARED VALUE

Trustworthy, Resilient, Blessed

MOTTO

A Centre of Learning, Centred on You

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MESSAGE FROM CHIEF EXECUTIVE OFFICER

Welcome to KPTM. I believe a college is a place for you to gain knowledge and skills that you will use for the rest of your life. Here at KPTM, we are committed in creating the right environment and culture for learning.

Developing the right culture is essential to create an environment that is conducive for learning. Faculty members and students as well as the college staff work together to build such environment. We provide learning opportunities through problem-based learning (PBL) that requires students to search for solutions and answers through discussions with the lecturers. This is unlike the conventional teaching where lecturers supply all inputs to the students.

KPTM is proud of its long years of academic pursuit. During these years we have engaged ourselves with students from all walks of lives, turning them from immature youngsters to well-rounded individuals ready to take on the world. We will do our best to develop and mould you towards having towering personalities.

As an educator, my professional roadmap has always directed me to work from a place of high standards, high expectations, and excellence. The KPTM team is dedicated to the same standards for our students. We strive to always motivate our students to achieve high academic achievement by providing outreach, academic support, and a climate that encourages self-empowerment. As a result, we reinforce successful enrolment, retention, academic success, and graduation of students from diverse backgrounds.

I graciously welcome you as higher education aspirants and look forward to the creation of new ventures and exemplary works from all of you.

Wishing you all the best!

Sincerely,

CHIEF EXECUTIVE OFFICER
Kolej Poly-Tech MARA

MESSAGE FROM DEAN, FACULTY OF BUSINESS MANAGEMENT

Dear Students,

This programme handbook has been prepared for your general information and guidance as students of Diploma in Business Management, to familiarize you with the programme structure and information related to the programme throughout your 3 years study at the college. It is important that you read through and understand the contents of this handbook as a source of reference.

Hopefully this programme handbook will enable you to understand and adapt yourself academically and socially as a college student. We are confident that you will be duly rewarded with a brighter future when you register with us provided that you have the right attitude and commitment towards your studies.

Make full use your time here, not only to find your passion and achieve your potentials, but also to develop skills that will see you through beyond college life.

I hope you will enjoy the course and experience a productive relationship with your lecturers as well as the support staff at KPTM.

DEAN
Faculty of Business Management
Kolej Poly-Tech MARA

PROGRAMME BRIEF

The Diploma in Business Management is a homegrown programme specifically designed to deliver a suitable level of theoretical and practical understanding in business management that is useful in the workplace. The Diploma in Business Management (AB101) programme was started in December 2003 and has achieved accreditation from the Malaysian Qualifications Agency (MQA) in 2005 (formerly known as Lembaga Akreditasi Negara)

This programme consists of various structures and covers different aspects such as Accounting, Business, Management, Marketing, Human Resource Management, Information Technology, Economics, Commercial Law, Entrepreneurship, Statistics and Business Mathematics.

At the end of the programme, graduates should be able to demonstrate specific skills in the areas of business as well as apply their knowledge and skills to solve problems and make decisions in different areas of business.

This programme is suitable for those who are interested in working with the government and private sector as human resource assistant, financial assistant, administration assistant, entrepreneur and others.

Graduates can also further their study at degree level in local higher institutions in specific field such as marketing, finance, administration, management or other professional qualifications.

PROGRAMME INFORMATION

1. **Programme Title** : Diploma in Business Management
2. **Programme Code** : AB101
3. **Duration** : 2 Years 4 Month
4. **Total Credit Hours** : 94
5. **Medium of Instruction** : English
6. **Entry Requirements** :

KPTM Alor Setar	<ol style="list-style-type: none"> i. Pass <i>Sijil Pelajaran Malaysia</i> (SPM) with at least Credits in any 3 subjects or any equivalent qualification; OR ii. Pass <i>Sijil Tinggi Persekolahan Malaysia</i> (STPM) with minimum Grade C (GP2.0) in any subjects, or any equivalent qualification; OR iii. Pass in <i>Sijil Tinggi Persekolahan Malaysia</i> (STAM), with minimum grade of Maqbul; OR iv. Pass in SKM level 3 in a related field and pass in SPM with minimum of 1 credits in any subject; OR v. Any qualifications equivalent to Certificate Level 3, MQF).
KPTM Bangi	
KPTM Kuantan	
KPTM Kota Baharu	
KPTM Semporna	
KPTM Kesedar	
KPTM Kesedar	

7. Programme Description:

This programme consists of various structures and covers different aspects such as Financial Accounting, Managerial Accounting, International Business, Operation Management, Career Management, Human Resource Management, Computerized Accounting, Economics, Business Law, Management, Entrepreneurship, Statistics and Business Mathematics

This programme is suitable for those who are interested in working with the government and private sector as human resource assistant, financial assistant, administration assistant, entrepreneur and others.

Graduates can also further study at degree level in local higher institutions in specific fields such as marketing, finance, administration, management or other professional qualifications.

This programme has obtained accreditation from the Lembaga Akreditasi Negara / Malaysian Qualifications Agency (KR 11493).

8. Programme Objectives:

The program educational objectives are to produce graduates with:

PEO1: the knowledge and skills in the business and management environment.

PEO2: the ability to solve problems by using effective communication, managerial and interpersonal skills individually or in group.

PEO3: professional and ethical conduct towards their profession & society.

PEO4: the ability to pursue study in related disciplines and aspire continuous improvement in career and life through life-long learning

9. Career Opportunities:

A diploma in business management prepares you for management positions and career paths within companies so that you can move up the corporate ladder. Additionally, a business management diploma can give you the skills you need to own, operate and expand your own business as well. There are many different paths you can take with a business management diploma, because this is a generic diploma that allows you to choose a niche or specialty, and prepares you for the business aspect.

There are far too many options available to a business management career path to explore them all, and depending on which path you take in a business management career, your income could range from average to very high.

10. Programme Outcomes:

Upon the completion of the programme, graduates should be able to:

- PO 1 -demonstrate competent knowledge and skills in business environment.
- PO 2 -employ skills, techniques and relevant tools in managing business.
- PO3 -perform social obligation through community services.
- PO4 -demonstrate professional ethics, holistic values and humanities in organizational management.
- PO5 -demonstrate communication, teamwork and leadership skills in related working environment.
- PO6 -apply practical and theoretical understanding to solve business problems.
- PO7 -pursue studies at higher level for successful career development and engage in life-long learning.
- PO8 -demonstrate effective entrepreneurial skills.

11. Awarding Body: Kolej Poly-Tech MARA

ACADEMIC PLANNER

ACTIVITY	ACADEMIC SESSION		
	April (day/week)	July (day/week)	November (day/week)
Registration (New Students)	Day 1	Day 1	Day 1
Induction	Day 2 - 4	Day 2 – 4	Day 2 - 4
Registration (Returning Students)	Day 3	Day 3	Day 3
Lectures and Add/Drop Session	Week 1 - 2	Week 1 - 2	Week 1 - 2
Lectures	Week 1 - 7	Week 1 - 14	Week 1 - 14
Revision Week	1 week	1 week	1 week
Final Examination	1 week	2 weeks	2 weeks
Semester Break	4 weeks	3 weeks	2 weeks

Note: Actual calendar will be distributed during registration.

The Academic Calendar for KPTM has the following features:

- A 7 weeks instruction for short semester (April) and 14 weeks for long semester (July and November) conducted in the academic year.
- A 7 days final examination period for short semester (April session) and 14 days for long semester (July and November), with 1 'revision week' for examination preparations.
- Class replacement will be done in cases where public holidays disrupt the teaching and learning activities.
- The College reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware for announcements regarding changes at all times.

ACADEMIC REGULATIONS

- All KPTM students are subjected to the Academic Rules and Regulations as outlined in the **Buku Peraturan Akademik Kolej Poly-Tech MARA (Pindaan 2017)**. A copy of this booklet will be given to every student upon registration.

PROGRAM STRUCTURE

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 1 (YEAR 1)									
1	PMG1123	Fundamentals of Management	Core	3	42	120	NONE	60	40
2	TTS1242	Enterprise IT Applications	Core	2	26	80	NONE	100	0
3	PAC1103	Principles of Financial Accounting I	Core	3	42	122	NONE	60	40
4	HPE1013	Proficiency English I	Compulsory	3	42	120	NONE	60	40
5	MPU2223	Study Skills	Compulsory (Choose any one)	3	42	120	NONE	70	30
	MPU2233	Pengucapan Awam			42	120	NONE	60	40
	MPU2243	Human Communication			42	120	NONE	60	40
	MPU2253	Kemahiran Menulis			42	126	NONE	60	40
	MPU2213	**Bahasa Kebangsaan A			42	127	NONE	70	30
6	MPU2313	Pengajian Islam	Compulsory (Choose any one)	3	42	120	NONE	70	30
	MPU2333	Etika dan Nilai			42	120	NONE	60	40
TOTAL				17					

**MPU2213 is COMPULSORY to students who did not obtain a credit in Bahasa Melayu at SPM level. Students who obtained a credit in Bahasa Melayu (SPM) are exempted from this course

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 2 (YEAR 1)									
1	HPE1023	Proficiency English II	Compulsory	3	42	120	HPE1013	60	40
2	MPU2163	Pengajian Malaysia 2	Compulsory (Choose any one)	3	42	120	NONE	70	30
	MPU2133	Bahasa Melayu Komunikasi 1 (Pelajar Luar Negara Sahaja)			42	120		70	30
3	TBM1063	Business Mathematics	Core	3	43	131	NONE	60	40
4	PAC1123	Principles of Financial Accounting II	Core	3	42	120	PAC1103	60	40
5	TTS2113	Concepts And Applications Of E-Commerce	Core	3	42	120	NONE	60	40
6	PMK1213	Fundamentals of Marketing	Core	3	42	132	NONE	60	40
TOTAL				18					

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 3 (YEAR 1)									
1	HOC2013	Organizational Communication	Core	3	42	120	NONE	100	0
2	PEC1133	Microeconomics	Core	3	42	120	NONE	60	40
3	PHR2143	Human Resource Management	Core	3	42	120	NONE	60	40
TOTAL				9					

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 1 (YEAR 2)									
1	MPU2412	Khidmat Masyarakat 1	Compulsory (Choose any one)	2	28	80	MPU22XX	100	0
	MPU2422	Pengurusan Masjid			28	80		100	0
	MPU2432	Sports Event Management 1			28	80		100	0
2	HFA1033	Bahasa Arab Asas	Compulsory (Choose any one)	3	42	120	NONE	100	0
	HFM 1023	Introduction to Mandarin			42	120		100	
	HPS2013	Basic Oratory			50	120		100	
3	PFN1223	Financial Management	Core	3	41	132	NONE	50	50
4	PEC2143	Macroeconomics	Core	3	42	120	PEC1133	60	40
5	TQM1063	Introduction to Statistics and Data Analysis	Core	3	56	120	NONE	60	40
6	POB2113	Organizational Behaviour	Core	3	42	120	NONE	60	40
TOTAL				17					

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 2 (YEAR 2)									
1	PBS3214	Business Etiquettes	Core	4	42	160	NONE	100	0
2	PMG3093	Operations Management	Core	3	42	120	NONE	60	40
3	HLB2013	Commercial Law	Core	3	42	132	NONE	60	40
4	PMA1113	Introduction to Cost and Management Accounting	Core	3	56	132	NONE	50	50
5	PEN2303	Digital Entrepreneurship	Core	3	42	120	NONE	100	0
TOTAL				16					

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 3 (YEAR 2)									
1	PBS2223	Fundamentals of Islamic Business	Elective	3	42	120	NONE	70	30
	HIM2033	Islamic Management and Administration			42	136	NONE	60	40
2	PBS3233	International Business	Core	3	42	120	NONE	70	30
3	PBS2093	Building Business Network	Core	3	42	120	NONE	100	0
TOTAL				9					

Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACETO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 1 (YEAR 3)									
1	PBS3088	Industrial Training	Industrial Training	8	5	320	Have taken and passed all courses in the previous semester as stated in the program structure	100	0
TOTAL				8					
GRAND TOTAL				94					

COURSE INFORMATION

<p style="text-align: center;">YEAR 1 SEMESTER 1</p>

<p>PMG1123 FUNDAMENTALS OF MANAGEMENT</p>
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Prerequisite : None

This subject will introduce the four basic principles of management to the students. It also helps the students to understand work responsibilities of a manager in a typical organization. The four basic principles of management include planning, organizing, leading and controlling.

<p>TTS1242 ENTERPRISE IT APPLICATIONS</p>
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Prerequisite : None

This subject covers the use of personal computers in terms of their software in theory and its usage through hands on. The student will be exposed to the system and application software such as windows operating system, word processor, spreadsheet, presentation software and database software.

<p>PAC1103 PRINCIPLES OF FINANCIAL ACCOUNTING I</p>
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Prerequisite : None

The course introduces students to the accounting principle such as fundamental concepts and basic principles in financial accounting. It is also designed to provide basic knowledge on the accounting equation, double entry system, recording process and financial statements with adjustment of a sole trader for service and merchandising business.

<p>HPE1013 PROFICIENCY ENGLISH I</p>

Prerequisite : None

This course/module is to introduce the students with the major aspects of learning English skills such as speaking, listening, reading and writing with major emphasis on grammar on a basic level. The classroom activities are conducted in a manner that enables the incorporation of all skills. It is designed to expose the standard of English language usage in classrooms. This module also exposes students with appropriate conversation/ interaction skills which allow them to present ideas effectively in group discussion.

<p>MPU2223 STUDY SKILLS</p>

Prerequisite : None

Study Skills is designed to help students improve their study skills and develop their ability to use it. This subject is also geared to provide the students with the awareness on the knowledge and tools that the students need in order to build the skills for lifelong learning. In addition, it will guide the students in understanding what they can do to be more efficient and effective learner. The learning strategies taught in this course are meant to be used for learning tasks in class, work and in their personal lives.

MPU2233 PENGUCAPAN AWAM

Prerequisite : None

Kursus ini menerangkan tentang aspek pengucapan awam yang merangkumi kemahiran penyampaian bahasa, penampilan diri, halangan dalam pengucapan awam dan etika berucap.

MPU2243 HUMAN COMMUNICATION

Prerequisite : None

This course is offered to expose the students with the types of human communication, how it occurs, the skills in interpersonal communication and communication in a small group as well as in the organization. Students also will learn the basic of managing conflicts in the organization and group.

MPU2253 KEMAHIRAN MENULIS

Prerequisite : None

Kursus ini ditawarkan kepada pelajar sebagai subjek elektif. Secara umumnya kursus ini merangkumi pengenalan kepada penulisan, proses asas penulisan, jenis-jenis penulisan dan penulisan dalam laman blog.

MPU2213 BAHASA KEBANGSAAN A

Prerequisite : None

Kursus ini menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar. Tujuan kursus ini adalah untuk meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, perbincangan, tugas, aktiviti kebahasaan, lakonan, ujian dan peperiksaan. Pada akhir kursus ini, pelajar diharapkan dapat menguasai kemahiran berbahasa secara lisan dan tulisan.

MPU2313 PENGAJIAN ISLAM

Prerequisite : None

Kursus ini disediakan untuk melahirkan warganegara yang faham taswwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tugas, peperiksaan, pengalaman pembelajaran atau pembelajaran berasaskan masalah.

MPU2333 ETIKA DAN NILAI

Prerequisite : None

Kursus ini bertujuan untuk menerapkan nilai-nilai moral, pengertian, teori dan sistem nilai, nilai-nilai moral dalam setiap agama, nilai kebangsaan dan patriotisme, nilai-nilai korporat dan isu-isu berkaitan etika dan nilai (keganasan, perkauman, diskriminasi, seksual, gejala media sosial dan penyalahgunaan dadah).

**YEAR 1
SEMESTER 2**

HPE1023 PROFICIENCY ENGLISH II

Prerequisite : HPE 1013

Proficiency English II is the second level of proficiency paper. This curriculum is designed to raise the standard of English language usage in classrooms. It focuses on the major aspects of learning English mainly grammar, speaking, listening, reading and writing in a more advance level. This course/module is to prepare them for the next level of the curriculum. The classroom activities are conducted in a manner that enables the incorporation of all skills and focuses high emphasis on effective writing.

MPU2163 PENGAJIAN MALAYSIA 2

Prerequisite: None

Kursus ini menghuraikan tentang warganegara Malaysia yang berwawasan dan mampu menghadapi cabaran ke arah mencapai kesejahteraan hidup serta dapat menghayati peranan Malaysia di peringkat antarabangsa. Kursus ini memberi penghayatan tentang sejarah dan politik, perlembagaan Malaysia, kemasyarakatan dan perpaduan, pembangunan negara dan isu-isu keprihatinan negara juga mendedahkan tentang kepentingan organisasi MARA dalam pembangunan negara.

MPU2133 BAHASA MELAYU KOMUNIKASI 1

Prerequisite: None

Kursus ini melatih pelajar antarabangsa untuk berkomunikasi dalam Bahasa melayu asas yang meliputi situasi kehidupan harian. Pelajar akan diperkenalkan dengan peraturan dan penulisan Bahasa melayu mudah. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tutorial, tugas dan pengalaman pembelajaran pelajar di dalam dan di luar kelas. Pada akhir kursus ini, pelajar diharap dapat berkomunikasi dan menulis karangan dengan menggunakan ayat mudah dengan berkesan.

TBM1063 BUSINESS MATHEMATICS

Prerequisite : None

This course develops competency in common business calculations with an emphasis on solving word problems related to financial decision-making. Students learn to calculate ratio, percentages, variation, linear programming, trade and cash discounts, markups and markdowns, simple and compound interest also present and future value of annuities. Students perform calculations with the aid of a calculator to solve problems.

PAC1123 PRINCIPLES OF FINANCIAL ACCOUNTING II

Prerequisite : PAC1103

This course is continuation of course PAC1103-Principles of Financial Accounting I. The level of the course is intermediate accounting which emphasis the issues on assets (receivables, cash and non-current assets); preparing financial statement and liquidation process for partnership.

TTS2113 CONCEPTS AND APPLICATIONS OF E-COMMERCE

Prerequisite : None

This course is important in order to recognize and understand closely e-commerce and how it is managed and also identify e-commerce chances, limitations, issues and risks. Students are exposed to the buying and selling transactions related to electronic communications and obtaining information. It cover about e-learning, e-government and others.

PMK1213 FUNDAMENTALS OF MARKETING

Prerequisite : None

This course provides an overview of marketing processes and marketing principles, and provides students with the opportunity to apply the key marketing concepts to practical business situations.

**YEAR 1
SEMESTER 3**

HOC2013 ORGANIZATIONAL COMMUNICATION

Prerequisite : None

This course introduces students to a variety of techniques of business writing theories and oral practices. They are designed to be applicable to the production of work-related communication in the real world. The learning of organizational communication subject involve the fundamentals of good business writing such as protocols for business letters, memoranda, emails, good and bad messages, formal reports and proposals.

PEC1133 MICROECONOMICS

Prerequisite : None

This course is designed to expose, prepare and equip students with the basic microeconomics techniques used in business and accounting. The topics covered in this course include introduction to economics, supply, demand and market equilibrium, elasticity, production theory and cost and theory of the firms and market structures.

PHR2143 HUMAN RESOURCE MANAGEMENT

Prerequisite : None

This module is designed to expose the student with effective human resource management which is crucial to the success of organization. The student will be equipped with sound knowledge on how Recruitment and Selection, Training and Development and Compensation and Benefit are being practiced in the organization. Moreover this course will expose the students with various aspects of industrial relation.

**YEAR 2
SEMESTER 1**

MPU2412 KHIDMAT MASYARAKAT 1

Prerequisite : MPU22XX

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek keterlibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

MPU2422 PENGURUSAN MASJID

Prerequisite : MPU22XX

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek ketelibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

MPU2432 SPORTS EVENT MANAGEMENT 1

Prerequisite : MPU22XX

The course introduces students to sports event management and focuses on the details required when planning a specific sports event. Emphasis is placed on the planning of events, beginning with research into selecting the right event, event themes, site selection, task and responsibility checklists, organizational committee structures, budgeting, advertising and promotion, and event administration.

HFA1033 BAHASA ARAB ASAS

Prerequisite : None

Kursus ini akan mendedahkan kepada pelajar perkara-perkara asas dalam bahasa Arab seperti huruf-huruf hijaiyyah, tatabahasa dan empat kemahiran bahasa (mendengar, membaca, menulis dan bertutur). Kursus ini juga melatih pelajar melengkap dan membina ayat-ayat mudah dan dialog-dialog ringkas dalam Bahasa Arab berdasarkan situasi tertentu.

HFM1023 INTRODUCTION TO MANDARIN

Prerequisite : None

This course covers information to the Chinese universal pronunciation system (Hanyu Pinyin) , Chinese simplified characters, basic speaking, listening, writing and reading skills for communicate purposes on selected topics in daily life.

HPS2013 BASIC ORATORY

Prerequisite : None

The course provides the overview of communication theory as well as incorporates extensive practical aspects of public speaking.

PFN1223 FINANCIAL MANAGEMENT

Prerequisite: None

The course focuses on the basic principles and techniques in making financial decision. It covers both the concept of financial management as well as the applications of financial techniques as tools for making decisions. The topics covered include financial statement analysis, working capital management, risk and return relationship, short and long term financing, the time value of money and its applications, cost of capital and leverage.

PEC2143 MACROECONOMICS

Prerequisite : PEC1133

The course introduces students to macroeconomics issues such as inflation, unemployment and international trade. It is designed to provide basic knowledge and understanding about fiscal as well as monetary policies and how these policy instruments can be used to influence macroeconomic activities and achieve macroeconomic objectives

TQM1063 INTRODUCTION TO STATISTICS AND DATA ANALYSIS

Prerequisite : None

A course designed to emphasize the basic concept of statistics and probability. Topics include descriptive statistics, data presentation, correlation, regression, probability, probability distribution and hypothesis testing.

POB2113 ORGANIZATIONAL BEHAVIOR

Prerequisite: None

This course is designed to expose students to the importance of organizational behaviour as a whole. This subject would prepare the students to become a key player in team and group. In depth knowledge regarding the foundation of organizational behaviour will help the students to deal with various problems such as turnover, absenteeism, job satisfaction and productivity level. The topics in this course include leaderships, perceptions, job satisfaction, group behaviour, work teams and organization culture.

**YEAR 2
SEMESTER 2**

PBS3214 BUSINESS ETIQUETTES

Prerequisite : None

It exposes the students the introduction on understanding the term of business etiquette, the establish convention in which business related to each other. It then goes on to investigate some of the different and important professional and cultural expectations in the business world.

PMG3093 OPERATIONS MANAGEMENT

Prerequisite : None

This subject introduces students to the basic concept methodologies, applications, and production of operations management. Topics discussed in this course are operations strategies, product, process and service design, process strategy and selections, aggregate planning, job design and work measurement, quality management, project management, and others.

HLB2013 COMMERCIAL LAW

Prerequisite: None

This is a fourth semester course for students in Diploma in Accountancy, Diploma in Business Management as well as in Diploma in Entrepreneurship. This course is at introductory level where students will learn the fundamental principles of law involved in business transactions related to contract, agency, sale of goods and hire purchase.

PMA1113 INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING

Prerequisite : None

This course is an introduction to cost and management accounting. Students will learn about the basic concepts of manufacturing cost including material, labour and overhead. Furthermore, students will calculate total cost and income statement to make a short term decision making and use it for planning and controlling process.

PEN2303 DIGITAL ENTREPRENEURSHIP

Prerequisite : None

This course examines the theory and practice of promoting online technologies in start-ups and existing firms. It explores successful frameworks, strategies, funding techniques, business models, risks, and barriers for introducing break-through products and services. Students will develop business folio for articulating, evaluating, refining, and pitching a new product or service offering, either as a start-up business plan or a new initiative at an existing firm.

**YEAR 2
SEMESTER 3**

PBS2223 FUNDAMENTALS OF ISLAMIC BUSINESS

Prerequisite : None

The course will expose the students to the concepts of basic business or trade in Islamic economy. The students will also be exposed to the applications of Islamic business in areas such as ethics, contracts of transactions, “khiyar”, managing of “zakat”, about the forbidden of corruption (riba’) and other topics related to the business activities.

HIM2033 ISLAMIC MANAGEMENT AND ADMINISTRATION

Prerequisite : None

This course is designed to provide an explanation to the students about the importance of understanding the philosophy, important elements, objectives, principles, methods and ethics in Islamic management and administration. The understanding is crucial in effective handling of a variety of challenges faced by the global community generally and Malaysians specifically.

PBS3233 INTERNATIONAL BUSINESS

Prerequisite : None

This course is an intermediate course. It exposes the students to develop a clear understanding of the basic concepts foreign market entry strategies and ethical issues in International operation. Students are provided with key knowledge to understand the concepts of International trade theory, foreign market entry strategies and strategic to expand product or service globally.

PBS2093 BUILDING BUSINESS NETWORK

Prerequisite : None

It exposes the students to the knowledge of building network, using the skills, tools and techniques learned.

**YEAR 3
SEMESTER 1**

PBS3088 INDUSTRIAL TRAINING

Prerequisite : Have taken and passed all courses in the previous semester as stated in the program structure

This course is to expose students to the real working environment. Students will be place in appropriate local industry or Government Corporation for 8 hours for 5 working days for 16 weeks in the final semester of their year of study. Students will be exposed to real life working environment relevant to their field of study. Students will have to present the task given during the industrial training to academic supervisor. A written

report has to be submitted on week 17-18. Students will be supervised by appointed Academic staff and industrial supervisor.

STUDY PATH

**LEARNING CHART
COURSE IN DIPLOMA IN BUSINESS MANAGEMENT (AB101)**

Graduates are expected to possess the skills necessary to undertake a variety of management and administration occupations in the private sector, public sector, government, and non-profit organizations. Graduates also will have the knowledge and able to work in a variety of positions such as business, administration, finance or research, retailing, entrepreneurship and others.

