Diploma in Business Management (AB101)

Cohort
January 2018
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

www.kptm.edu.my
## TABLE OF CONTENTS

1. Message From the Chief Executive Officer ............................................. 3
2. Message from the Dean, Faculty of Business Management ...................... 4
3. Programme Brief .................................................................................. 5
4. Programme Information ....................................................................... 6
5. Academic Planner ................................................................................ 9
6. Academic Regulations .......................................................................... 9
7. Programme Structure .......................................................................... 10
8. Course Information ............................................................................ 16
9. Study Path .......................................................................................... 24
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

Trustworthy, Resilient & Blessed
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

Trustworthy, Resilient & Blessed
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** : 3 Years
4. **Total Credit Hours** : 94
5. **Medium of Instruction** : English
6. **Entry Requirements** :

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<td>KPTM Alor Setar</td>
<td>i. Pass <em>Sijil Pelajaran Malaysia</em> (SPM) with at least credits in any 3 subjects or any equivalent qualification; OR</td>
</tr>
<tr>
<td>KPTM Bangi</td>
<td>ii. Pass <em>Sijil Tinggi Persekolahan Malaysia</em> (STPM) with minimum Grade C (GP2.0) in any subjects, or any equivalent qualification; OR</td>
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<tr>
<td>KPTM Kuantan</td>
<td>iii. Pass in <em>Sijil Tinggi Persekolahan Malaysia</em> (STAM), with minimum grade of Maqbul; OR</td>
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<td>KPTM Kota Baharu</td>
<td>iv. Pass in SKM level 3 in a related field and pass in SPM with minimum of 1 credits in any subject; OR</td>
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<td>KPTM Semporna</td>
<td>v. Any qualifications equivalent to Certificate Level 3, MQF.</td>
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<td>KPTM Kesedar</td>
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</table>
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.
- **PO 3** - perform social obligation through community services.
- **PO 4** - demonstrate professional ethics, holistic values and humanities in organizational management.
- **PO 5** - demonstrate communication, teamwork and leadership skills in related working environment.
- **PO 6** - apply practical and theoretical understanding to solve business problems.
- **PO 7** - pursue studies at higher level for successful career development and engage in life-long learning.
- **PO 8** - demonstrate effective entrepreneurial skills.

11. **Awarding Body:** Kolej Poly-Tech MARA
ACADEMIC PLANNER

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<th>ACTIVITY</th>
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<tr>
<td>Registration (New Students)</td>
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<td>Induction</td>
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<tr>
<td>Registration (Returning Students)</td>
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<tr>
<td>Lectures and Add/Drop Sessions</td>
<td>Week 1</td>
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<td>Week 2 – 7</td>
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<td><strong>Mid Semester Break</strong></td>
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<td>Lectures</td>
<td>Week 8 – 14</td>
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<td>Revision Week</td>
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<td>Final Examination</td>
<td>2 - 3 Weeks</td>
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<td>Semester Break</td>
<td>3 - 5 Weeks</td>
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Note: Actual calendar will be distributed during registration.

The Academic Calendar for KPTM has the following features:

- A 7 - 1 - 7 split of instruction weeks and semester break for both academic sessions in the academic year.

- The first semester of the academic year normally begins in June/July, while the second semester normally begins in December /January.

- Allocation of one week for exam preparation (revision week) between the end of instruction and the beginning of final examination.

- The semester break may be adjusted whenever possible to coincide with major long public holidays (such as Hari Raya and Chinese New Year Celebrations) to minimize class replacement.

- The College reserves the right to make any changes to the academic calendar whenever necessary. You are advised to read notices 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.
Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)

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*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)

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**Subject to college decision, refer to Buku Peraturan Akademik, pg 15, 3.3.5**
### Programme Structure – DIPLOMA IN BUSINESS MANAGEMENT (AB101)

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<td>HFA1033</td>
<td>Bahasa Arab Asas</td>
<td>Compulsory (Choose any one)</td>
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<td>HFM 1023</td>
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<td>HPS2013</td>
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<td><strong>GRAND TOTAL</strong></td>
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## COURSE INFORMATION

### YEAR 1

#### SEMESTER 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE1013</td>
<td>PROFICIENCY ENGLISH I</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>PAC1103</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING I</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>PMG1123</td>
<td>FUNDAMENTALS OF MANAGEMENT</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>TBM1063</td>
<td>BUSINESS MATHEMATICS</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>TTS1242</td>
<td>ENTERPRISE IT APPLICATIONS</td>
<td>None</td>
<td>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.</td>
</tr>
</tbody>
</table>
### 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.

### MPU2223 STUDY SKILLS
**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.

### MPU2223 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 eklektif. Secara umumnya kursus ini merangkumi pengenaan kepada penulisan, proses asas penulisan, jenis-jenis penulisan dan penulisan dalam laman blog.

### MPU2313 PENGAJIAN ISLAM
**Prerequisite:** None

### 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE1023</td>
<td>PROFICIENCY ENGLISH II</td>
<td>HPE 1013</td>
<td>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.</td>
</tr>
<tr>
<td>PAC1123</td>
<td>PRINCIPLES OF FINANCIAL ACCOUNTING II</td>
<td>PAC1103</td>
<td>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.</td>
</tr>
<tr>
<td>PEC1133</td>
<td>MICROECONOMICS</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>PMK1213</td>
<td>FUNDAMENTALS OF MARKETING</td>
<td>None</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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.

YEAR 2  
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.

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.

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.

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.

### MPU2133 BAHASA MELAYU KOMUNIKASI 1
**Prerequisite:** None

### 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.

### YEAR 2
#### SEMESTER 4

### 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.

### 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLB2013</td>
<td>COMMERCIAL LAW</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>PEN2303</td>
<td>DIGITAL ENTREPRENEURSHIP</td>
<td>None</td>
<td>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.</td>
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<tr>
<td>PBS2223</td>
<td>FUNDAMENTALS OF ISLAMIC BUSINESS</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>HIM2033</td>
<td>ISLAMIC MANAGEMENT AND ADMINISTRATION</td>
<td>None</td>
<td>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.</td>
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YEAR 3

SEMESTER 5

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<tr>
<td>MPU2412</td>
<td>KHIDMAT MASYARAKAT 1</td>
<td>MPU22XX</td>
<td>Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayaan 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.</td>
</tr>
</tbody>
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### 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 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.

### 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.

### 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.
**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.

**PBS2093  BUILDING BUSINESS NETWORK**  
**Prerequisite : None**  
It exposes the students to the knowledge of building network, using the skills, tools and techniques learned.

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### YEAR 3  
**SEMESTER 6**

**PBS3088  INDUSTRIAL TRAINING**  
**Prerequisite : Pass all subjects**  
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.