

Diploma in Entrepreneurship (AB108)

**Cohort
April 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

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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

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 Entrepreneurship, 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 Entrepreneurship is a home grown program specifically designed to deliver a suitable level of theoretical and practical understanding in entrepreneurship that is useful in managing a business with its first intake in July 2011.

This programme consists of various aspects such as entrepreneurship, creativity and innovation, information technology, Islamic entrepreneurship, financial accounting, economics, business mathematics, commercial law, management, human resource management, marketing and business.

At the end of the program, graduates are expected to possess relevant and necessary knowledge, skills and attitudes in order to become entrepreneurs. Furthermore, these competencies also enable graduates to undertake a variety of management and administration occupations in the private sector, public sector, government, and non-profit organizations. They are also can pursue to the next level of academic degree in any relevant field.

PROGRAMME INFORMATION

- 1. Programme Title** : Diploma in Entrepreneurship
- 2. Programme Code** : AB108
- 3. Duration** : 3 Years
- 4. Total Credit Hours** : 93
- 5. Medium of Instruction** : English
- 6. Entry Requirements** :

KPTM Bangi	<ul style="list-style-type: none"> i. Pass <i>Sijil Pelajaran Malaysia</i> (SPM) with at least Credits in any 3 subjects or any equivalent qualifications; OR ii. Pass STPM with minimum Grade C (GP2.0) in any subjects, or other equivalent qualification; OR iii. Pass in <i>Sijil Tinggi Agama Malaysia</i> (STAM), with minimum grade of Maqbul; OR iv. Pass in SKM level 3 in a related field and pass in SPM with credits in any 1 subject AND v. Other qualification that equivalent to certificate (Level 3, MQF)
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7. Program Description:

Diploma in Entrepreneurship is a program specifically designed to deliver a suitable level of theoretical and practical understanding in entrepreneurship that is useful in business. It covers different aspects such as entrepreneurship, creativity and innovation, information technology, Islamic entrepreneurship, financial accounting, economics, business mathematics, commercial law, management, human resource management, marketing and business.

8. Programme Objectives:

The program educational objectives are to produce entrepreneur with:

- PEO1 Integrated knowledge and skills in entrepreneurship.
- 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 Active involvement in entrepreneurial activities as part of their life-long learning.

9. Career Opportunities

This diploma programme is designed to produce a graduates are expected to possess relevant and necessary knowledge, skills and attitudes in order to become entrepreneurs. Furthermore, these competencies also enable graduates to undertake a variety of management and administration occupations in the private sector, public sector, government, and non-profit organizations

10. Programme Outcomes:

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

- PO1 Demonstrate competent knowledge and skills in entrepreneurship.
- PO2 Employ ICT skills and relevant tools for entrepreneurship activities.
- PO3 Perform social obligation through community services.
- PO4 Demonstrate professional ethics, holistic values and humanities in entrepreneurship environment.
- PO5 Demonstrate effective communication, teamwork and leadership skills in business environment.
- PO6 Analyze problem and making decision to entrepreneurship matters
- PO7 Pursue studies at higher level for successful career development and engage in long life learning.
- PO8 Demonstrate proper managerial and entrepreneurial skills.

11. Awarding Body: Kolej Poly-Tech MARA

ACADEMIC PLANNER

ACTIVITY	ACADEMIC SESSION		
	Trimester 1 (day/week)	Trimester 2 (day/week)	Trimester 3 (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 -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 ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE-REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 1								
1	PEN2244	Introduction to Entrepreneurship	Core	4	160	NONE	50	50
2	HPE1013	Proficiency English 1	Compulsory	3	120	NONE	60	40
3	TTS1242	Enterprise IT Application	Core	2	88	NONE	100	0
TOTAL				9				

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE-REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 2								
1	PMG1123	Fundamentals of Management	Core	3	120	NONE	60	40
2	MPU2313	Pengajian Islam	Compulsory (Choose any one)	3	140	NONE	70	30
	MPU2333	Etika dan Nilai			135	NONE	60	40
3	MPU2223	Study Skills	Compulsory (Choose any one)	3	126	NONE	70	30
	MPU2233	Pengucapan Awam			120	NONE	60	40
	MPU2243	Human Communication			128	NONE	60	40
	MPU2253	Kemahiran Menulis			126	NONE	60	40
	**MPU2213	Bahasa Kebangsaan A			127	NONE	70	30
4	PMK1204	Introduction to Marketing	Core	4	176	NONE	60	40
5	PEN2303	Digital Entrepreneurship	Core	3	120	NONE	100	0
TOTAL				16				

**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 ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE - REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 3								
1	HPE1023	Proficiency English II	Compulsory	3	120	HPE1013	60	40
2	PEN2314	Business Plan for Entrepreneur	Core	4	171	NONE	60	40
3	TBM1093	Introduction to Business Mathematic & Statistic	Core	3	125	NONE	60	40
4	MPU2163	Pengajian Malaysia 2	Compulsory (Choose any one)	3	120	NONE	70	30
	MPU2133	Bahasa Melayu Komunikasi 1 (Pelajar Luar Negara Sahaja)			120		70	30
5	PEN2284	Creative and Innovative Entrepreneurship	Core	4	160	NONE	50	50
TOTAL				17				

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE-REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 4								
1	PAC1133	Introduction to Business Accounting	Core	3	120	NONE	60	40
2	HPS2013	Basic Oratory	Compulsory	3	120	NONE	100	0
3	PEC1123	Principal of Economics	Core	3	120	NONE	60	40
TOTAL				9				

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE-REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 5								
1	MPU2412	Khidmat Masyarakat 1	Compulsory MQA (Choose any one)	2	80	MPU22XX	100	0
	MPU2422	Pengurusan Masjid			80			
	MPU2432	Sport Event Management 1			80			
2	PFN1243	Introduction to Financial Management	Core	3	127	NONE	60	40
3	PHR2143	Human Resource Management	Core	3	120	NONE	60	40
4	HLB2013	Commercial Law	Core	3	146	NONE	60	40
5	PEN2274	Prinsip Keusahawanan Islam	Core	4	160	NONE	60	40
6	PEN3324	Entrepreneurship Seminar	Core	4	160	NONE	80	20
TOTAL				19				

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE-REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 6								
1	PBS2243	Business Ethics	Core	3	120	NONE	60	40
2	PMG3144	Event Management	Core	4	160	NONE	100	0
3	PEN2264	Entrepreneurship Project	Core	4	177	NONE	100	0
4	HFA2014	Bahasa Arab Asas Muamalat	**Elective (choose any one)	4	160	NONE	60	40
	HFM1014	Mandarin for Business			160	NONE	60	40
TOTAL				15				

**Subject to college decision, refer to *Buku Peraturan Akademik*, pg 15, 3.3.5

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)								
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT VALUE	TOTAL SLT	PRE- REQ	ASSESSMENT	
							COURSE WORK	FINAL EXAMINATION
							%	%
SEMESTER 7								
1	PEN3298	Apprenticeship	Project	8	326	Pass all subjects	100	0
TOTAL				8				
GRAND TOTAL				93				

COURSE INFORMATION

YEAR 1 SEMESTER 1

PEN2244 INTRODUCTION TO ENTREPRENEURSHIP

Prerequisite : None

This course will expose the students with the basic knowledge of entrepreneurship environments. Students will learn basic areas that related to entrepreneurship areas such as creativity, innovation and ethical.

HPE1013 PROFICIENCY ENGLISH 1

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.

TTS1242 ENTREPRISE IT APPLICATION

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.

YEAR 1 SEMESTER 2

PMG1123 FUNDAMENTALS OF MANAGEMENT

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.

MPU2313 PENGAJIAN ISLAM

Prerequisite : None

Kursus ini merupakan antara mata pelajaran umum yang disyaratkan oleh Kementerian Pengajian Tinggi. Kursus ini merangkumi empat bahagian iaitu;

- A) Islam dan Konsep-konsep Asas.
- B) Islam Sebagai Peradaban dan Tamadun.
- C) Institusi-institusi yang terdapat di dalam Islam
- D) Islam dan Cabaran Semasa.

Selain itu, subjek ini memberi penerangan kepada pelajar mengenai tasawwur Islam secara tepat yang menyumbang kepada pembangunan ummah. Ia juga menghuraikan keupayaan Islam dalam menangani pelbagai cabaran yang dihadapi oleh masyarakat Malaysia.

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).

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 a 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

Mata pelajaran ini berkisar 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 gain students understanding with the types of human communication, how it occurs, the skills in interpersonal communication, comm in a small group as well as in the organization. Students also will learn basic on how to manage conflicts in the organization and group.

MPU2253 KEMAHIRAN MENULIS

Prerequisite : None

Kursus ini ditawarkan kepada pelajar sebagai subjek elektif. 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 mencakupi pengenalan kepada bahasa Melayu, prinsip sebutan dan intonasi, sistem ejaan dan tatabahasa Melayu, prinsip pengucapan awam, kepelbagaian teks, prosa, puisi dan penulisan teks atau wacana sama ada berformat atau tidak berformat.

PMK1204 INTRODUCTION TO MARKETING

Prerequisite : None

The students are exposed to an overview of theories and principles of marketing required for effective business practices which focuses on identifying the needs and wants of the target market, understand the buying behavior of their target markets, and develop a marketing mix (comprising product, price, promotion and placement strategies) to satisfy the needs and wants of markets.

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 1
SEMESTER 3**

HPE1023 PROFICIENCY ENGLISH II

Prerequisite : HPE1013

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.

PEN2314 BUSINESS PLAN FOR ENTREPRENEUR**Prerequisite : None**

This subject will expose the students with knowledge of entrepreneurship environment such as the evolution of entrepreneurship, the characteristics of successful entrepreneurship and the types of new business venture. This subject will also provide students with the knowledge on how to prepare a business plan and how to demonstrate their business idea. Students will learn basic areas which are related to entrepreneurship environment such as management, marketing, operation or production, business support system, human resource management and accounting. It also requires students to do research, analysis and consultation with their respective lecturers in preparing the business plan. Students also are required to demonstrate their business plan idea in group.

TBM1093 INTRODUCTION TO BUSINESS MATHEMATICS AND STATISTICS**Prerequisite : None**

This course is designed to equip students with the fundamental of Mathematical and Statistical techniques used in Business and Financial area. The topics in this course include data presentation, descriptive summary measure, correlation and regression analysis, simple, compound interest and annuity.

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(PELAJAR LUAR NEGARA SAHAJA)**Prerequisite : None**

Kursus ini ditawarkan kepada pelajar luar negara bagi membantu mereka dalam aspek berkomunikasi. Ia lebih menekankan kaedah penggunaan bahasa yang mudah serta dapat membantu dalam aktiviti kehidupan harian mereka. Pelajar juga akan dapat menggunakannya untuk membuat rujukan bahan-bahan akademik dalam bahasa Melayu.

PEN2284 CREATIVE AND INNOVATIVE ENTREPRENEURSHIP**Prerequisite : None**

This course is designed to provide students with importance areas of creative and innovation, which are closely related to entrepreneurship. Student will learn on how to generate new and creative ideas and how to be creative and innovative at individual and organizational level. This will help students to gain basic knowledge in methods and tools used during creativity and innovation processes.

**YEAR 2
SEMESTER 4**

PAC1133 INTRODUCTION TO BUSINESS ACCOUNTING

Prerequisite : None

This course introduces the basic accounting principles underlying the accounting equation, double entry system of recording process, adjustment and financial report and introduces the basic theory in managerial accounting. Exposure will be given on the accounting cycle including the preparation of financial statement through the accounting software.

HPS2013 BASIC ORATORY

Prerequisite : NONE

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

PEC1123 PRINCIPLE OF ECONOMICS

Prerequisite : None

This module is designed to provide students with an understanding of the basic concepts and principles of both microeconomics and macroeconomics at introductory level. Topics studied in Microeconomics include, demand and supply, costs of production and how market structure can determine price and output decisions. National income accounting, unemployment and inflation and international trade and finance are topics studied in Macroeconomics.

**YEAR 2
SEMESTER 5**

MPU2412 KHIDMAT MASYARAKAT 1

Prerequisite : MPU22XX

Modul ini memberi peluang kepada pelajar untuk memahami kursus khidmat masyarakat berdasarkan pengalaman praktikal bersama masyarakat setempat dengan melibatkan bersama agensi sukarelawan. Di akhir kursus ini pelajar memperolehi kecekapan dalam mengurus sesuatu program kemasyarakatan melalui kemahiran insaniah seperti menyelesaikan masalah dan kerjasama dalam kumpulan.

MPU2422 PENGURUSAN MASJID

Prerequisite : MPU22XX

Kursus ini memberi peluang kepada pelajar memahami secara mendalam peranan dan fungsi institusi masjid di samping memberi pendedahan kepada pelajar tentang peranan dan etika kerjaya pentadbiran institusi tersebut melalui aktiviti yang dijalankan.

MPU2432 SPORT 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.

PFN1243 INTRODUCTION TO FINANCIAL MANAGEMENT

Prerequisite : NONE

Foundations of financial management focus on the basic principles and techniques in making financial decisions. It covers both the concepts 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 application.

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.

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.

PEN2274 PRINSIP KEUSAHAWANAN ISLAM

Prerequisite : NONE

Kursus ini membincangkan konsep dan prinsip asas Keusahawanan Islam dan hubungannya dengan Ad-din, sejarah perkembangan, keadilan, kepentingan dan kelebihannya menurut Al-Quran dan Hadis. Kursus ini juga membincangkan tentang ciri dan tanggungjawab sebagai seorang usahawan Islam. Selain daripada itu, kursus ini juga menyentuh sumbangan usahawan kepada pembangunan sosial dan ekonomi negara. Kursus ini turut mengupas isu-isu keusahawanan Islam semasa.

PEN3324 ENTREPRENEURSHIP SEMINAR

Prerequisite : None

The course requires the students to organize a seminar related on the issues on entrepreneurship. The seminar conduct once in the semester and involve by all students Diploma in Entrepreneurship.

**YEAR 2
SEMESTER 6**

PBS2243 BUSINESS ETHICS

Prerequisite : NONE

It exposes the students the knowledge on ethical decision making and ethical business issues at individual, organizational, and societal levels.

PMG3144 EVENT MANAGEMENT

Prerequisite: NONE

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

PEN2264 ENTREPRENEURSHIP PROJECT

Prerequisite: NONE

This course exposes the students the experience of operating a real small business, where the students learn on doing business plan, organizing business activities are conducted as planned. At the same time, the students also develop their research, communication and problem-solving skills.

HFA2014 BAHASA ARAB ASAS MUAMALAT

Prerequisite: NONE

Kursus ini akan mendedahkan kepada pelajar Bahasa Arab dalam konteks muamalat, tatabahasa serta empat kemahiran bahasa (mendengar, membaca, menulis dan bertutur). Kandungan kursus ini selari dengan perkembangan zaman yang banyak menggunakan teknologi sebagai wasilah dalam bermuamalat. Melalui kursus ini, para pelajar akan didedahkan dengan istilah-istilah Bahasa Arab yang biasa digunakan dalam muamalat. Pendedahan kandungan kursus yang mudah dan sesuai diharap dapat memberi pengukuhan bahasa kepada para pelajar dalam menguasai kemahiran Bahasa Arab Asas Muamalat.

HFM1014 MANDARIN FOR BUSINESS

Prerequisite: NONE

This course covers introduction to the Chinese universal pronunciation system (Hanyu Pinyin), Chinese Simplified Characters, basic speaking, listening, writing and reading.

**YEAR 3
SEMESTER 7**

PEN3298 APPRENTICESHIP

Prerequisite: Pass all subjects

This course is to expose students to the real business environment. Students will run their own registered business 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 of business environment relevant to their field of study. Students will have to present the task given during the apprenticeship 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. The industrial supervisor must be a relevant business person in similar industry as students involved in.

STUDY PATH

LEARNING CHART COURSE IN DIPLOMA IN ENTREPRENEURSHIP (AB108)

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.

