

# Diploma in Sports Management (BS101)

# Cohort July 2017



# **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

Proactive, Progressive, Professional

# ΜΟΤΤΟ

A Center of Learning, Centered on You



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## MESSAGE FROM THE 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 input 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 life, 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 work from all of you.

Wishing you all the best!

Sincerely,

CHIEF EXECUTIVE OFFICER Kolej Poly-Tech MARA



#### MESSAGE FROM THE DEAN, FACULTY OF HUMANITIES AND SOCIAL SCIENCES

#### Dear Students,

This programme handbook is destined to guide and facilitate Diploma in Sports Management students to be familiar with the programme structure and other relevant details regarding this 3 year-programme. The handbook is also developed meticulously with a principled intention to provide general information and guidance to enable students to undergo and complete the programme effectively and within the allocated period.

It is very valuable for students of this programme to utterly recognize the contents of this handbook in order to avoid unnecessary glitches that might delay a successful and desired completion of studies.

It is also our hope that this programme handbook will be a functional guidance to enable you, students to acclimatize yourselves with the academic and social environment as college students to excel fittingly and achieve holistic accomplishments.

Furthermore, we sincerely and confidently believe that a promising future is guaranteed for students who choose to be enrolled here provided that the students are positive and committed towards your studies.

It has been a customary practice of successful students here to fully occupy their time not only to find their passion and achieve their potentials, but also to develop skills that will see them beyond college life.

We 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 Humanities and Social Sciences Kolej Poly-Tech MARA



#### PROGRAMME BRIEF

The Diploma in Sports Management is a homegrown programme specifically designed to deliver a suitable level of theoretical and practical understanding in sports management that is useful in the workplace. The Diploma in Sports Management (BS101) programme is started in July 2016 and has achieved accreditation from the Malaysian Qualifications Agency (MQA) in 2016.

This programme consists of various structures and covers different aspects such as Sports skills, Business, Management, Marketing, Human Resource Management, Information Technology and Entrepreneurship.

At the end of the programme, graduates should be able to demonstrate specific skills in the areas of sports management as well as apply their knowledge and skills to play specific sports and also managing event in sports areas.

This programme is suitable for those who are interested in working with the government and private sector as sports event manager, sports player, event manager in sports industry, business related to sports industry and sport facilities officer.

Graduates can also further their study at degree level in local higher institutions in specific field such as sports management, sports management and recreation, health and fitness management.



#### PROGRAMME INFORMATION

1.	Programme Title	: Diploma in Sports Management
2.	Programme Code	: BS101
3.	Duration	: 3 Years
4.	Total Credit Hours	: 91
5.	Medium of Instruction	: English and Bahasa Malaysia
6.	Entry Requirements	: Pass SPM/SMPV or equivalent with THREE (3) credits in any subject.

#### 7. **Programme Description:**

The Diploma in Sports Management is a diploma programme in which its core subjects are sports science and business management. All disciplines are enriched with a broad education in management of sports and business management information.

The programme features a mix of practical, theoretical, and applied subjects explored and developed over the three academic years. It is designed to develop a student's knowledge and understanding of key principles and practices in sports management.

The programme is intended to produce technically-assured graduates, who have acquired the management expertise and intellectual skills to embark on a rewarding career in the sports management profession, or to further studies at professional or post graduate level.

#### 8. **Programme Objectives:**

The program educational objectives are for the graduates to:

- PEO1 acquire and apply knowledge of sports management skills as required by the sports industry.
- PEO2 manage and demonstrate responsibilities in solving sports management problems through effective communication and interpersonal skills.
- PEO3 become knowledge workers or entrepreneurs with professionalism and ethics in relevant industries.
- PEO4 pursue studies in related disciplines and aspire continuous improvement in career and life through life-long learning.





# 9. Career Opportunities:

Graduates are expected to possess the skills necessary to undertake a variety of sports management and administration professions in the private sector, public sector, government, and non-profit organizations. Graduates also will have the knowledge and ability to work in a variety of positions such as sports officer, sports facilities officer, event management crew, fitness instructor, retailer, entrepreneur and others.

# **10. Programme Outcomes:**

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

- PO1 demonstrate competence, knowledge, and skills in sports management.
- PO2 employ ICT skills, techniques and other related business software for managing business.
- PO3 perform social obligations through community services.
- PO4 demonstrate professional ethics, holistic values, and humanities in organizational management.
- PO5 demonstrate oral and written communication skills, teamwork skills and leadership skills in related working environment.
- PO6 solve problems and assist in decision-making in matters pertaining to sports management.
- PO7 pursue studies at higher level for successful career development and engage in life-long learning.
- PO8 demonstrate effective managerial and entrepreneurial skills.
- 11. Awarding Body: Kolej Poly-Tech MARA





# ACADEMIC PLANNER

ACTIVITY	DAY / WEEK
Registration (New Students)	Day 1
Induction	Day 2 – 4
Registration (Returning Students)	Day 3
Lectures and Add/Drop Sessions	Week 1
Lectures	Week 2 – 7
Mid-Term Test	1 Week
Mid Semester Break	1 Week
Lectures	Week 8 – 14
Revision Week	1 Week
Final Examination	2 - 3 Weeks
Semester Break	3 - 5 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 2015).** A copy of this booklet will be given to every student upon registration.



	PROGRAM STRUCTURE JULY 2017										
	FACULTY OF HUMANITIES AND SOCIAL SCIENCES										
	DIPLOMA IN SPORTS MANAGEMENT (BS101)										
	GRADUATION CREDIT REQUIREMENT 95										
NO	COURSE	COURSE NAME	COURSE		TOTAL SLT	ASSESSMENT		PRE REQ			
						CONTINOUS	FINAL				
			YEAR 1								
		SEME	STER 1 (JULY 2017)		1	Г					
1	HSM1123	Basic Human Anatomy	Discipline Core	3	120	50	50	NONE			
2	TTS2233	Information Technology Skills and Application	Common Core	3	120	60	40	NONE			
3	MPU2163	Pengajian Malaysia 2	Compulsory MQA (Choose Any One)	3	120	70	30	NONE			
5	MPU2133	Bahasa Malaysia Komunikasi (Pelajar Antarabangsa)		5	120	70	30	NONE			
4	HSM2113	Physical Fitness and Health	Discipline Core	3	120	60	40	NONE			
5	HSM1013	Professional Activity 1: Swimming	Discipline Elective	3	120	100	0	NONE			
5	HSM1023	Professional Activity 1: Archery	(Choose Any One)	5	120	100	0	NONE			
			Total	15							
		SEME	STER 2 (JAN 2018)		1						
6	MPU2223	Study Skills	Compulsory MQA (Choose Any One)	3	120	70	30	NONE			
	*MPU2213	Bahasa Kebangsaan A		Ŭ	.20						
7	PMG1123	Fundamentals of Management	Discipline Core	3	120	60	40	NONE			



HSM2133	Introduction to Sports Nutrtion	Discipline Core	3	120	50	50	NONE
HSM2123	Sports Facilities Management	Discipline Core	3	120	60	40	NONE
HSM1033	Professional Activity 2: Kayak	Discipline Elective		100	100		
HSM1043	Professional Activity 2: Futsal	(Choose Any One)	3	120	100	0	NONE
		Total	15		I		I
		YEAR 2					
	SEMES	STER 3 (JULY 2018)					
HSM1053	Professional Activity 3: Tennis	Discipline Elective (Choose Any One)	2	100	100	0	NONE
HSM1063	Professional Activity 3: Badminton		3	120	100	0	NONE
PHR2143	Human Resource Management	Common Core	3	120	60	40	NONE
PAC1143	Foundation to Financial Accounting	Common Core	3	140	70	30	NONE
HSM3014	Sports Media	Discipline Core	3	120	60	40	NONE
HSM3024	Sports Industry	Common Core	4	160	60	40	NONE
MPU2313	Pengajian Islam	Compulsory MQA	2	140	70	30	NONE
MPU2333	Etika dan Nilai	(Choose Any One)	3	135	60	40	
		Total	19				
	SEMESTE	R 4 (NOVEMBER 201	8)				
HSM3114	Introduction to Sports Marketing	Discipline Core	4	160	60	40	NONE
HBE2044	Essential of English Business Communication	Compulsory IPT	4	160	100	0	NONE
	HSM2123 HSM1033 HSM1043 HSM1043 HSM1053 HSM1053 HSM1063 PHR2143 PAC1143 HSM3014 HSM3014 HSM3024 MPU2313 MPU2313	HSM2123Sports Facilities ManagementHSM1033Professional Activity 2: KayakHSM1043Professional Activity 2: FutsalHSM1043Professional Activity 2: FutsalHSM1053Professional Activity 3: TennisHSM1063Professional Activity 3: TennisHSM1063Professional Activity 3: BadmintonPHR2143Human Resource ManagementPAC1143Foundation to Financial AccountingHSM3014Sports MediaHSM3024Sports IndustryMPU2313Pengajian IslamMPU2333Etika dan NilaiHSM3114Introduction to Sports Marketing	HSM2123Sports Facilities ManagementDiscipline CoreHSM1033Professional Activity 2: KayakDiscipline Elective (Choose Any One)HSM1043Professional Activity 2: FutsalTotalHSM1043Professional Activity 2: FutsalTotalFreeFreeSEMESTER 3 (JULY 2018)HSM1053Professional Activity 3: TennisDiscipline Elective (Choose Any One)HSM1063Professional Activity 3: TennisDiscipline Elective (Choose Any One)HSM1063Professional Activity 3: BadmintonDiscipline Elective (Choose Any One)PHR2143Human Resource ManagementCommon CorePAC1143Foundation to Financial AccountingCommon CoreHSM3014Sports MediaDiscipline CoreHSM3024Sports IndustryCommon CoreMPU2313Pengajian Islam (Choose Any One)Compulsory MQA (Choose Any One)MPU2333Etika dan NilaiTotalSEMESTER 4 (NOVEMBER 207 Discipline CoreHSM3114Introduction to Sports MarketingDiscipline Core	HSM2123 Sports Facilities Management Discipline Core 3   HSM1033 Professional Activity 2: Kayak Discipline Elective (Choose Any One) 3   HSM1043 Professional Activity 2: Futsal Total 15   HSM1043 Professional Activity 2: Futsal Total 15   HSM1043 Professional Activity 2: Futsal Discipline Elective (Choose Any One) 3   HSM1053 Professional Activity 3: Tennis Discipline Elective (Choose Any One) 3   HSM1063 Professional Activity 3: Badminton Discipline Elective (Choose Any One) 3   HSM1063 Professional Activity 3: Badminton Discipline Core 3   PHR2143 Human Resource Management Common Core 3   PAC1143 Foundation to Financial Accounting Common Core 3   HSM3014 Sports Industry Common Core 3   HSM3024 Sports Industry Common Core 4   MPU2313 Pengajian Islam Compulsory MQA (Choose Any One) 3   MPU2333 Etika dan Nilai Total 19   SEMESTER 4 (NOVEMBER 2018)   SEMESTER 4 (NOVEMBER	HSM2123Sports Facilities ManagementDiscipline Core3120HSM1033Professional Activity 2: KayakDiscipline Elective (Choose Any One)3120HSM1043Professional Activity 2: FutsalTotal1515HSM1043Professional Activity 2: FutsalTotal15120HSM1053Professional Activity 3: TennisJULY 2018)3120HSM1053Professional Activity 3: TennisDiscipline Elective (Choose Any One)3120HSM1053Professional Activity 3: BadmintonDiscipline Elective (Choose Any One)3120PHR2143Human Resource ManagementCommon Core3140PK1143Foundation to Financial AccountingCommon Core3140HSM3014Sports IndustryCommon Core4160MPU2313Pengajian Islam (Choose Any One)Compulsory MQA (Choose Any One)140MPU2333Etika dan NilaiTotal19140HSM3114Introduction to Sports MarketingDiscipline Core4160	HSM2123Sports Facilities ManagementDiscipline Core312060HSM1033Professional Activity 2: KayakDiscipline Elective (Choose Any One)312060HSM1043Professional Activity 2: FutsalDiscipline Elective (Choose Any One)3120100HSM1043Professional Activity 2: FutsalTotal1515120100SEMESTER 3 (JULY 2018)HSM1053Professional Activity 3: TennisDiscipline Elective (Choose Any One)312060HSM1063Professional Activity 3: TennisDiscipline Elective (Choose Any One)312060PHR2143Human Resource ManagementCommon Core314070PHR2143Foundation to Financial AccountingCommon Core312060PAC1143Sports MediaDiscipline Core312060MS0244Sports IndustryCommon Core416060MPU2313Pengajian Islam (Choose Any One)314070MPU2333Etika dan NilaiCompulsory MQA (Choose Any One)13560SEMESTER 4 (NOVEMBER 2015)SEMESTER 4 (NOVEMBER 2015)SEMESTER 4 (NOVEMBER 2015)HSM3114Introduction to Sports MarketingDiscipline Core416060HSM3114Introduction to Sports MarketingDiscipline Core416060	HSM2123Sports Facilities ManagementDiscipline Core31206040HSM1033Professional Activity 2: KayakDiscipline Elective (Choose Any One)31201000HSM1043Professional Activity 2: FutsalTotal15 $120$ 1000VERA 2SEMESTER 3 (JULY 2018)HSM1053Professional Activity 3: TennisDiscipline Elective (Choose Any One)31206040HSM1063Professional Activity 3: BadmintonDiscipline Elective (Choose Any One)31206040PHR2143Human Resource ManagementCommon Core31206040PAC1143Foundation to Financial AccountingCommon Core31407030HSM3014Sports MediaDiscipline Core31206040HSM3024Sports IndustryCommon Core41606040MPU2313Pengajian IslamCompulsory MQA (Choose Any One)31407030MPU2333Etika dan NilaiTotal191356040SEMESTER 4 (NOVEMBER 2015)HSM3114Introduction to Sports MarketingDiscipline Core41606040HSM3114Introduction to Sports MarketingDiscipline Core41606040



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	HSM1073	Professional Activity 4: Golf	Discipline Elective (Choose Any One)					
19	HSM1083	Professional Activity 4: Softball		3	120	100	0	NONE
20	PEN2303	Digital Entrepreneurship	Common Core	3	120	60	40	NONE
	MPU2412	Khidmat Masyarakat 1						NONE
21	MPU2422	Pengurusan Masjid	Compulsory MQA (Choose Any One)	2	80	100	0	NONE
	MPU2432	Sports Event Management 1						NONE
			Total	16				
		SEMES	TER 5 (APRIL 2019)					
22	HSM3134	Current Issues in Sports Management	Discipline Core	4	160	60	40	NONE
23	PMG3144	Event Management	Discipline Core	4	160	100	0	NONE
			Total	8				
			YEAR 3					
		SEMES	STER 6 (JULY 2019)					
24	HSM3064	Sports Massage	Discipline Elective	3	120	100	0	NONE
24	HSM2043	Sports Injury	(Choose Any One)	3	120	100	0	NONE
25	HPS2013	Basic Oratory	Common Core	3	120	100	0	NONE
26	HSM3124	Sports Psychology	Discipline Core	4	160	60	40	NONE
27	HSM3034	Basic Recreational Activity	Discipline Core	4	160	100	0	NONE
			Total	14				



	YEAR 3									
		SEMESTE	R 7 (NOVEMBER 20	19)						
28	HSM3088	Industrial Training	Industrial Training	8	320	100	0	Pass all subjects up to semester 5 AND minimum CGPA 2.0		
	TOTAL			8						
		GRAND TOTAL		95						

\*\*Subject to college decision, refer to Buku Peraturan Akademik, pg 14, 3.3.5



# **COURSE INFORMATION**

## YEAR 1

#### SEMESTER 1

#### HSM1123 BASIC HUMAN ANATOMY

# This course is to expose students to human anatomy related to body system inclusive of respiratory system, digestive system and other related system in human body. Students should know the process of these systems in order to understand how does it relates to human fitness and health.

#### TTS2233 INFORMATION TECHNOLOGY SKILLS AND APPLICATION

#### Prerequisite : None

This course covers the integral knowledge of Information Technology in two parts: theory (the concept of IT) and practical (Office Suite software such as word processor, spreadsheet & graphic presentation).

## MPU2163 PENGAJIAN MALAYSIA 2

#### Prerequisite : None

Kursus ini mendedahkan pelajar tentang sejarah negara bangsa, perkembangan masyarakat dalam aspek sosio-budaya, politik dan ekonomi. Selain itu, penghargaan terhadap perjuangan tokoh-tokoh kemerdekaan terdahulu turut diterapkan kepada pelajar. Seterusnya pelajar akan mengetahui dengan jelas tentang Perlembagaan Persekutuan Malaysia, dasardasar kerajaan dan peranan Malaysia di peringkat serantau dan antarabangsa. Pelajar juga diterapkan dengan semangat patriotisme dan peka terhadap isu-isu semasa yang berlaku di Malaysia.

#### HSM2113 PHYSICAL FITNESS AND HEALTH

#### Prerequisite : None

This course is to exposed students to health and physical fitness components. Emphasis will be on the guidelines to practice proper exercise, types and method of training program. This course will also look at the exercise prescription for several health problems or diseases.

# HSM1023 PROFESSIONAL ACTIVITY 1 – ARCHERY

#### Prerequisite : None

This course is to expose students to archery games. Brief details on the history and rules of archery together with preparation to train students as an archery athletes are also explained in order to enable them to understand archery satisfactorily.

# HSM1013 PROFESSIONAL ACTIVITY 1 - SWIMMING

#### Prerequisite : None

This course exposed students to the basic skills, rules and techniques of swimming. Skills included in the syllabus are safe entries and exit, floating, breathing, and standing position. Besides that, students will be familiarized with four categories of swimming such as free-style, backstroke, breaststroke and butterfly.

# Prerequisite : None

# YEAR 1

#### SEMESTER 2

#### HSM2123 SPORT FACILITIES MANAGEMENT

Prerequisite : None The course introduced students to sport facilities management as they learn methods to manage sport facilities and differentiate the facilities. Plus, they also learn on how to execute the maintenance, supervise, access the facilities and equipment needs and conduct a facility planning.

## HSM2133 INTRODUCTION TO SPORTS NUTRITION

#### Prerequisite : None

In this course, students will learn on sports nutrition and food guide pyramid. In addition, the course also covers the nutrients, carbohydrate loading, supplement, and ergogenic aids. Apart from that, this subject will encourage them to eat properly and live a healthy lifestyle.

#### MPU2213 BAHASA KEBANGSAAN A

Prereguisite : None Kursus ini ditawarkan pada tahap pengenalan Bahasa Melayu khusus kepada pelajar warganegara yang belajar di Institusi Pengajian Tinggi Swasta (IPTS). Kursus ini mencakupi pengenalan kepada Bahasa Melayu, prinsip sebutan dan intonasi, sistem ejaan dan tatabahasa Melayu, prinsip pengucapan awam, kepelbagaian teks prosa dan puisi serta penulisan teks atau wacana sama ada berformat atau pun tidak berformat.

# MPU2223 STUDY SKILLS

Prerequisite : None Study skills is designed to help students to improve their study skills and develop ability to apply it in their study. 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 quide the students in understanding what they can do to be more efficient and effective learner.

# HSM1043 PROFESSIONAL ACTIVITY 2 - FUTSAL

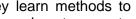
This course exposed the students to the basics of futsal. A brief exposure on the history and rules of futsal together with preparation to develop an individual as a futsal player is also delivered to the students in order to enable them to understand the sports satisfactorily.

# HSM1033 PROFESSIONAL ACTIVITY 2 - KAYAK

#### Prerequisite : None

This course is designed to expose the students to the basic skills of kayak. Emphasis will be placed on the types of kayak such as paddling stroke, stopping technique, and signs in kayak activities. Brief history and rules of kayak is exposed to the students as the basis knowledge so that they have the ability to practice the skills in the future.

# Prerequisite : None





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# PMG1123 FUNDAMENTALS OF MANAGEMENT

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.

# YEAR 2

# **SEMESTER 3**

# MPU2313 PENGAJIAN ISLAM

Prerequisite : None Kursus ini merangkumi empat bahagian iaitu; Islam dan Konsep-konsep Asas, Islam Sebagai Peradaban dan Tamadun, Institusi-institusi yang terdapat di dalam Islam dan 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.

# MPU2323 ETIKA DAN MORAL

## **Prerequisite : None**

Pendidikan Etika dan Moral bertujuan melahirkan insan berakhlak mulia, menghayati nilainilai murni secara bersepadu dalam kehidupan dan menyatupadukan masyarakat pelbagai kaum berdasarkan kepada nilai-nilai moral sejagat. Usaha ini selaras dengan Falsafah Pendidikan Negara yang berhasrat untuk melahirkan insan berilmu pengetahuan, berakhlak mulia, bertanggungjawab dan berkeupayaan dalam mencapai kebahagiaan diri serta memberi sumbangan berkesan kepada kesejahteraan masyarakat dan Negara.

# HSM3024 SPORTS INDUSTRY

This subject is planned to furnish students with basic knowledge of sports industry including the segmentation in sports business, marketing strategy, economics, legal issues and governing bodies in Malaysia in order to prepare them as marketable employees in sports related industry.

# HSM1063 PROFESSIONAL ACTIVITY 3 - BADMINTON

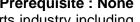
**Prerequisite : None** This course is designed to develop the basic skills necessary to play badminton game. Technical skills included in the syllabus are overheard and underhand, short and low serve, high and deep serve, drop shots and smash. The instruction will emphasis on the fundamental strategies and rules used in both singles and double play.

# PHR2143 HUMAN RESOURCE MANAGEMENT

#### **Prerequisite : None** This module is designed to expose the student with effective human resource management

# **Prerequisite : None**

# **Prerequisite : None**







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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 benefits are being practiced in the organization. Moreover this course will expose the students with various aspects of industrial relation.

# PAC1143 FOUNDATION TO FINANCIAL ACCOUNTING

#### Prerequisite : None

This course introduces students to the basic knowledge of accounting in recording and completing accounting cycle and preparing financial statements manually and also by using accounting software; and the concepts use in appraising a company's financial performance.

# HSM1053 PROFESSIONAL ACTIVITY 3 - TENNIS

# Prerequisite : None

This course is aimed to develop the basic necessary skills to play the game of tennis. Technical skills included in the syllabus are ground strokes, volleys, lobs, overheads, and the serve as well as proper footwork. Students also learn the fundamental rules, basic skills, and court position for single and double play.

# HSM3014 SPORTS MEDIA

# Prerequisite : None

This course is designed to enable students to acquire knowledge about sport media and develop their awareness about the growth and functions of media in sport field.

# YEAR 2

# SEMESTER 4

# HBE2044 ESSENTIAL OF ENGLISH BUSINESS COMMUNICATION

# Prerequisite : None

This course is designed on the premise that all elements of communication are interrelated. However, the emphasis is on effective writing and speaking in business communications. Students will be given the opportunity to apply practically the principles of communication in both writing and speaking through the different types of business correspondence within organizations.

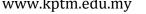
# PEN2303 DIGITAL ENTREPRENEURSHIP

# 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.

# MPU2412 KHIDMAT MASYARAKAT 1

Prerequisite : None



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Programme Handbook

Modul ini memberi peluang kepada pelajar untuk memahami kursus khidinat masyarakat berdasarkan pengalaman praktikal bersama masyarakat setempat dengan melibatkan

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

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.

# HSM1073 PROFESSIONAL ACTIVITY 4 – GOLF

Prerequisite : None This course is designed to expose the students to the basic golf skills especially the mechanics and techniques of the full golf swing, pitching, chipping, bunker play, putting, basic rules of golf and proper golf etiquette.

# HSM1083 PROFESSIONAL ACTIVITY 4 – SOFTBALL

**Prerequisite : None** This course is aimed to develop the basic skills necessary to play the game of softball. Technical skills include catching, throwing, batting as well as proper footwork. Students will also learn the fundamental rules, basic skills of softball, and field position for game play.

# HSM3114 INTRODUCTION TO SPORTS MARKETING

**Prerequisite : None** This course will build upon the marketing knowledge base and provide an overview of all the issues faced by marketing managers within the sports industry and outside the industry. Students will be introduced to the qualities of sports product and also examine the promotion mix, pricing and distribution issues and relates to sports industry.

#### MPU2432 SPORTS EVENT MANAGEMENT 1

This course is designed to enable students to acquire knowledge on how to manage a special sports event plus develop their awareness and skills in making sure the proposed plan run smoothly.

# YEAR 2

# SEMESTER 5

#### HSM3134 CURRENT ISSUES IN SPORT MANAGEMENT

#### Prerequisite : None

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This course is to provide students with the knowledge of current issues in related to sports management. Students are given a chances to express their views on these issues and explore many other problems that exist in sports industry.

# **Prerequisite : None**

# **Prerequisite : None**

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#### PMG3144 EVENT MANAGEMENT

#### Prerequisite : None

The course introduces students to event management and focuses on the details required when planning a special event. Emphasis is placed on planning of the events by taking into account the event selection, themes, site selection, task and responsibility checklists, organizational committee structures, budgeting, and finance, advertising and promotion, and event administration.

# YEAR 2

#### SEMESTER 6

#### HSM3064 SPORTS MASSAGE

# This course is developed to expose to students to sports massage. It's good for student to recognize a proper techniques and skills in sport massage related to sports injury. Students should also know the muscular system in human body.

#### HSM2043 SPORTS INJURY

#### Prerequisite : None

This course is designed to enable students to understand the holistic knowledge of sports injuries and how this may be adapted in different sports. Students can get exposure to the best practice of current concepts and issues of injuries management.

# HPS2013 BASIC ORATORY

**Prerequisite : None** The course provides the overview of communication theory as well as incorporates extensive practical aspects of public speaking and discussion relevant to specific a program.

# HSM3034 BASIC RECREATIONAL ACTIVITY

#### Prerequisite : None

Basic Recreational Activity is designed to furnish the students with basic knowledge of recreational activities, rope knots skills, camping techniques, treasure hunt activity, water sport activities, flying fox and abseiling activity. Topic on basic treatment for common injuries is also included in this syllabus in order to prepare them as an individual who possess both skills; physical and aid.

# HSM3124 SPORTS PSYCHOLOGY

#### Prerequisite : None

This course is devised to expose the students to the foundation of sports psychology, motivation in sports and exercise, effects of arousal and anxiety on performances, and cognitive and behavioral interventions.

# Prerequisite : None



# YEAR 3

# **SEMESTER 7**

# HSM3084 INDUSTRIAL TRAINING

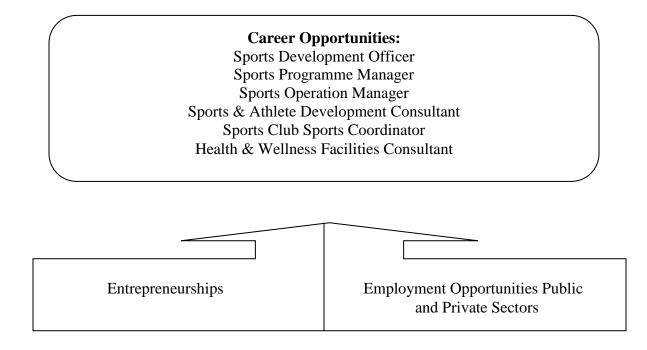
**Prerequisite : Pass all subjects up to semester 5 AND minimum CGPA 2.0** This course is to expose students to the real working environment as they will be placed in appropriate local industry or government and deal with the real working environment relevant to their field of study.

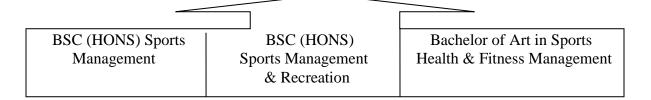


# STUDY PATH

#### **LEARNING CHART**

## COURSE IN DIPLOMA IN SPORTS MANAGEMENT (BS101)







# SIJIL PELAJARAN MALAYSIA (SPM)