

Diploma in Entrepreneurship (AB108)

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ABOUT KPTM

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

VISION

To become an institution that provide high quality education to produce credible human capital.

MISSION

Leading academic and personality excellence towards the optimum individual potential.

SHARED VALUE

Trustworthy | Synergistic | Caring

SLOGAN

Developing Potential, Driving Achievement

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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

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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. 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

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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** : 2 Years 4 Month
4. **Total Credit Hours** : 93
5. **Medium of Instruction** : English
6. **Entry Requirements** :

AB108 (Bangi)	
ENTRY REQUIREMENT	ENGLISH COMPETENCY REQUIREMENT (INTERNATIONAL STUDENT)
i. Possesses SPM with at least credit in THREE subjects;	Achieve minimum Band 3 in MUET OR Equivalent to CEFR (High B1)
OR	
ii. Possesses SKM Level 3 in the related field;	
OR	
iii. A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.00;	
OR	
iv. A pass in <i>Sijil Tinggi Pelajaran Malaysia</i> (STPM) with at least Grade C (GP 2.0) in any subject;	
OR	
v. A pass in <i>Sijil Tinggi Agama Malaysia</i> (STAM) with at least Grade <i>Maqbul</i> ;	
OR	
vi. Other equivalent qualifications recognised by the Malaysian Government.	

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 graduates with:

- PEO 1 The theoretical and practical knowledge in entrepreneurship. (LO1,LO2, LO3)
- PEO 2 The ability to demonstrate teamwork(LO8), interpersonal communication(LO4),(LO5), creativity and innovation skills.(LO9)
- PEO 3 The numerical (LO7) and digital skills (LO6) to support business and entrepreneurship
- PEO 4 The capability of demonstrating entrepreneurial skills (LO10) and pursuing education in related fields for life-long learning and career advancement.(LO11)

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:

- PLO1: Describe broad-based principles, theories and concepts in entrepreneurship.
- PLO2: Apply broad based entrepreneurship knowledge to solve routine and non-routine problems in organisations.
- PLO3: Perform a range of essential entrepreneurship tasks and procedures ethically and flexibly within business organisations.
- PLO4: Work together with various people in a diverse working environment.
- PLO5: Demonstrate effective written and oral communication skills
- PLO6: Demonstrate relevant digital skills for work or study.
- PLO7: Interpret numerical and graphical data with relevant tools
- PLO8: Demonstrate decision making capabilities, accountabilities and leadership in the organization.
- PLO9: Demonstrate self-improvement, creativity and innovation for academic and career development.
- PLO10: Demonstrate managerial and entrepreneurship skills.
- PLO11: Identify ethical issues and act professionally within various business environments

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

ACADEMIC REGULATIONS

- All KPTM students are subjected to the Academic Rules and Regulations as outlined in the **Buku Peraturan Akademik Kolej Poly-Tech MARA 2022**. A copy of this booklet will be given to every student upon registration

PROGRAMME STRUCTURE

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 1 (YEAR 1)									
1	HPE1043	Proficiency English	Compulsory	3	42	120	None	60	40
2	PMG1123	Fundamentals of Management	Common Core	3	45	120	None	60	40
3	TBM1063	Business Mathematics	Common Core	3	54	120	None	60	40
4	TTS1363	Introduction to Information Technology	Common Core	3	42	120	None	100	0
5	PEN2244	Introduction to Entrepreneurship	Discipline Core	4	58	160	None None	50	50
6	MPU2182	Penghayatan Etika dan Peradaban	Compulsory	2	28	80		100	0
	MPU2132	Bahasa Melayu Komunikasi 1 (Bukan Warganegara)			28	80	None	100	0
TOTAL				18					

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 2 (YEAR 1)									
1	PEN2274	Prinsip Keusahawanan Islam	Discipline Core	4	58	160	None	60	40
2	HOC2013	Organizational Communication	Common Core	3	42	120	None	100	0
3	MPU2212	Bahasa Kebangsaan A	Compulsory	2	52	80	None	100	0
	MPU2312	Pengajian Islam			45	80	None	100	0
	MPU2342	Pembangunan Pemuda			45	80	None	100	0
TOTAL				9					

* MPU2212 Bahasa Kebangsaan A is COMPULSORY to students who did not obtained a credit in Bahasa Melayu at SPM level
Students who obtained a credit in Bahasa Melayu (SPM) are exempted from this course and to be replaced by other MPU2XXX course.

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 3 (YEAR 1)									
1	TQM1063	Introduction to Statistics and Data Analysis	Common Core	3	58	120	None	60	40
2	PMK1213	Fundamentals of Marketing	Common Core	3	44	120	None	60	40
3	PAC1163	Principles of Business Accounting	Common Core	3	54	120	None	60	40
4	PEC2174	Business Economics	Common Core	4	58	160	None	60	40
5	PEN2394	Business Plan For Entrepreneur	Discipline Core	4	56	160	None	100	0
TOTAL				17					

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 1(YEAR 2)									
1	POB2113	Organizational Behavior	Common Core	3	45	120	None	60	40
2	PEN2264	Entrepreneurship Project	Discipline Core	4	56	160	None	100	0
3	PFN2143	Fundamentals of Financial Management	Common Core	3	52	120	None	50	50
4	PEN2284	Creative and Innovative Entrepreneurship	Discipline Core	4	52	160	None	100	0
5	PEN2383	Digital Entrepreneurship	Discipline Core	3	42	120	None	100	0
TOTAL				17					

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 2(YEAR 2)									
1	PBS3233	International Business	Common Core	3	45	120	None	70	30
2	PHR2143	Human Resource Management	Common Core	3	45	120	None	60	40
TOTAL				6					

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 3(YEAR 2)									
1	PMG3093	Operations Management	Common Core	3	44.5	120	None	60	40
2	HLB2023	Business law	Common Core	3	57	120	None	50	50
3	PEN3404	Entrepreneurship Seminar	Discipline Core	4	56	160	None	100	0
4	PBS2243	Business Ethics	Common Core	3	44	120	None	60	40
5	MPU2412	Khidmat Masyarakat 1	Compulsory	2	42	80	None	100	0
	MPU2422	Pengurusan Masjid			42	80	None	100	0
	MPU2432	Sports Event Management			45	80	None	100	0
6	HFA2014	Bahasa Arab Asas Muamalat	Common Core	4	56	160	None	100	0
TOTAL				19					

Programme Structure – DIPLOMA IN ENTREPRENEURSHIP (AB108)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		Course Work %	Final Examination %
SEMESTER 1(YEAR 3)									
1	PEN3357	Apprenticeship	Industrial Training	7	3	280	Pass all courses	100	0
TOTAL				7					
GRAND TOTAL				93					

COURSE INFORMATION

YEAR 1 SEMESTER 1

HPE1043 PROFICIENCY ENGLISH

Prerequisite: None

This course introduces the students to the basic aspects of English language. It also allows students to incorporate skills related with English language. Students will have skills to converse and present effectively.

PMG1123 FUNDAMENTALS OF MANAGEMENT

Prerequisite: None

This subject will introduce the fundamental key managerial components in organizations to the students. It also helps the students to understand how the management functions work in the organizations.

TBM1063 BUSINESS MATHEMATICS

Prerequisite: None

This course develops competency in common business calculations with an emphasis on solving word problems related to financial decision-making. Students learn to calculate ratio, percentages, variation, and 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.

TTS1363 INTRODUCTION TO INFORMATION TECHNOLOGY

Prerequisite: None

This subject covers the use of personal computers in terms of their hardware and software in theory and its usage through hands on. The students will be exposed to the computer hardware, such as input output devices, system unit, secondary storage, communication media and its component, internet technologies and current issues in Information Technology. In the aspect of hands on, student will be exposed to the system and application software such as word processor, spreadsheet and presentation software.

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.

MPU2182 PENGHAYATAN ETIKA DAN PERADABAN

Prerequisite: None

Kursus ini mempersiapkan pelajar untuk menghayati etika dan peradaban yang wujud dalam masyarakat kepelbagaian etnik di Malaysia untuk memperteguhkan pemikiran kritikal dan analitikal mereka bagi menangani kehidupan yang lebih mencabar. Pengisian kursus ini memfokuskan kepada penghayatan etika dan peradaban dalam acuan Malaysia. Pelajar akan didedahkan dengan dinamika konsep etika dan peradaban yang menjadi kekuatan kepada pembentukan negara Malaysia berdasarkan susur masa evolusi sejarahnya dari era pra-kolonial sehingga ke pasca-kolonial. Kefahaman tentang pembentukan etika dan peradaban dalam masyarakat kepelbagaian dibincangkan bagi meningkatkan penghayatan etika dan peradaban ke arah pemantapan kesepaduan nasional dan bangsa Malaysia. Peradaban acuan Malaysia perlu dikupas serta diperdebatkan dalam aktiviti akademik berpandukan Perlembagaan Persekutuan sebagai tapak integrasi dan wahana etika dan peradaban. Pembinaan kesepaduan nasional amat dipengaruhi oleh globalisasi dan perkembangan teknologi maklumat dan komunikasi yang kompleks. Oleh kerana itu, penghayatan etika dan peradaban menzahirkan perilaku tanggungjawab sosial dan digerakkan pada peringkat individu, keluarga, komuniti, masyarakat, dan negara. Justeru, perubahan yang berlaku dalam masyarakat dan pembangunan langsung ekonomi telah membawa cabaran baru dalam mengukuhkan kelestarian etika dan peradaban di Malaysia. Amalan Pendidikan Berimpak Tinggi (HIEPs) dipraktikkan dalam pengajaran dan pembelajaran bagi mendalami kursus ini. (pengajaran & pembelajaran).

MPU2132 BAHASA MELAYU KOMUNIKASI

Prerequisite: None

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

YEAR 1 SEMESTER 2

PEN2274 PRINSIP KEUSAHAWANAN ISLAM

Prerequisite: None

Kursus ini membincangkan konsep dan prinsip asas keusahawanan Islam dan hubungan 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.

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 involves the fundamentals of good business writing. The students will be able to be proficient in handling organizational based documentations and efficient communication.

MPU2212 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, tugasan, aktiviti kebahasaan, lakonan, ujian dan peperiksaan. Pada akhir kursus ini, pelajar diharapkan dapat menguasai kemahiran berbahasa secara lisan dan tulisan.

MPU2312 PENGAJIAN ISLAM

Prerequisite: None

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

MPU2342 PEMBANGUNAN PEMUDA

Prerequisite: None

Kursus ini bertujuan melahirkan insan berakhlak mulia, menghayati nilai-nilai murni secara bersepadu dalam kehidupan dan menyatupadukan masyarakat pelbagai kaum berdasarkan kepada nilai-nilai moral sejagat.

Terbahagi kepada 5 bahagian:

1. Konsep Pembangunan Belia
2. Asas Etika dan Nilai serta Kepentingan
3. Asas Etika dan Nilai Menurut Perspektif Pelbagai Agama
4. Ciri-ciri Belia Negara
5. Cabaran dan Masalah semasa Pembangunan Negara

Usaha ini selaras dengan falsafah Pendidikan Negara yang berhasrat melahirkan insan berilmu pengetahuan, berakhlak mulia, bertanggungjawab dan berkeupayaan mencapai kebahagiaan diri serta memberi sumbangan berkesan kepada kesejahteraan masyarakat dan Negara.

**YEAR 1
SEMESTER 3**

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.

PMK1213 FUNDAMENTALS OF MARKETING

Prerequisite: None

The students will be equipped to the basic principles of marketing to satisfy consumer market.

PAC1163 PRINCIPLES OF BUSINESS ACCOUNTING

Prerequisite: None

The course introduces students to the basic knowledge on the financial accounting including analysis on financial statement. It is also provide the basic knowledge in cost and management accounting.

PEC2174 BUSINESS ECONOMICS

Prerequisite: None

This module is designed to provide students with the basic concepts and principles of both microeconomics and macroeconomics. Topics covered in microeconomics are demand and supply, costs of production and market structure. Topics covered in macroeconomics are national income accounting and equilibrium and public finance. Digital and knowledge economy covers Industrial Revolution 4.0 (IR4).

PEN2394 BUSINESS PLAN FOR ENTREPRENEUR

Prerequisite: None

This subject provides students with the knowledge on how to prepare a business plan and 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 are also required to demonstrate their business plan idea in group.

**YEAR 2
SEMESTER 1**

POB2113 ORGANIZATIONAL BEHAVIOR

Prerequisite: None

This course introduces the theoretical knowledge of organizational behavior. The course covers the three main influential factors of organizational behavior including the individual behavior, group behavior, and organizational system.

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.

PFN2143 FUNDAMENTALS OF FINANCIAL MANAGEMENT

Prerequisite: None

In this course the students able to learn the basic concept of financial management and the impact of fintech. It also cover the time value of money. It also elaborates on the financial techniques used to help firms in making financial decision relating to risk and return, capital budgeting, capital structure and dividend policy.

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.

PEN2383 DIGITAL ENTREPRENEURSHIP

Prerequisite: None

This course examines the theory and practices of promoting online businesses in new and existing firms. It explores means to gain break through products and services. Students will develop business folios as a useful tool in designing business plan.

**YEAR 2
SEMESTER 2**

PBS3233 INTERNATIONAL BUSINESS

Prerequisite: None

This course is an intermediate course. It allows the students to understand the basic concepts of foreign market entry strategies to expand product or service globally.

PHR2143 HUMAN RESOURCE MANAGEMENT

Prerequisite: None

Human resource management is a course about the activities in human resource management. Students will gain an understanding on how the human resource functions as a primary organization components, links the continuing development of individual employees to the organization effectiveness.

**YEAR 2
SEMESTER 3**

PMG3093 OPERATIONS MANAGEMENT

Prerequisite: None

This subject introduce students to the basic of operations management. Students will be equipped to understand the conversion of material and labor to maximize profits.

HLB2023 BUSINESS LAW

Prerequisite:

This course introduces the basic principles of Malaysian business law. It provides student knowledge on the complexity of legal environment and court decision affecting the business operations.

PEN3404 ENTREPRENEURSHIP SEMINAR

Prerequisite: None

The course requires the students to organize a seminar related on entrepreneurship issues.

PBS2243 BUSINESS ETHICS

Prerequisite: None

This subjects is intermediate level of subject. It exposes the comprehensive knowledge on ethical decision making, ethical business and the ethical issues at individual, organizational, and societal levels. This subject will contribute the student's ability to make a decision with ethical and professional manners.

MPU2412 KHIDMAT MASYARAKAT 1

Prerequisite:

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 ketelibat komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

MPU2422 PENGURUSAN MASJID

Prerequisite : None

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 ketelibat 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: None

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.

HFA2014 BAHASA ARAB ASAS MUAMALAT

Prerequisite: None

Kursus ini akan mendedahkan pelajar kepada bahasa Arab dalam urusan Muamalat dan seterusnya membantu pelajar menggunakan teknologi sebagai wasilah.

**YEAR 3
SEMESTER 1**

PEN3357 APPRENTICESHIP

Prerequisite: Passed all courses

This course is to expose students to the real business environment. Students will run their own registered business for 16 weeks in the final semester of their 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.

