

1st YEAR
1st SEMESTER

UMA 1132 ISLAMIC STUDIES

SYNOPSIS :

This course explains about Islamic concepts which cover aqidah, syariah and akhlak. The scope of the discussion involves the Islamic principles, iman's principles and Ihsan. Focus will also be given on the basic of Islam that emphasizes on the concept of tauhid, ibadah and akhlak. This course also clarifies about the foundation of Islam (*maqasid al syariah*), current issues and the interrelation with akhlak.

REFERENCES :

1. Abdul Rahman I. Doi, (1995), *Undang-undang Syariah, terjemahan*, Rohani Abdul Rahim, Kuala Lumpur m: Dewan Bahasa dan Pustaka
2. Harun Din, (Dr.), (2001), *Manusia dan Islam*, Kuala Lumpur, Dewan Bahasa dan Pustaka
3. Mohd. Sulaiman Haji Yasin, (1988), *Pengantar Aqidah*, Kuala Lumpur : Dewan Bahasa dan Pustaka.
4. Mustafa Hj. Daun, (1996), *Tamadun Islam*, Kuala Lumpur : Utusan Publications dan Distribution
5. Wahbah al-Zuhaily, (Dr.), (1984), *Fiqh al-Islami wa Adillatuhu*, Damsyik : Dar al-Fikr
6. Yusuf al-Qardawi, (1993), *Ibadah Dalam Islam*, Kuala Lumpur : Pustaka Suhaba

UMA 1142 MORAL STUDIES

SYNOPSIS :

This subject explores the moral concepts, some aspects related to the morality and its importance in our daily lives, some western moral theories, moral values in great religions of the world, morality and ethics in professional careers and contemporary moral issues.

REFERENCES :

1. Eow Boon Hin. 2002. *Moral Education*. Longman.
2. Ahmad Khamis. 1999. *Etika Untuk Institusi Pengajian Tinggi*. Kuala Lumpur. Kumpulan Budiman.
3. Mohd Nasir Omar. 1986. *Falsafah Etika; Perbandingan Islam dan Barat*. Kuala Lumpur. JPM.
4. Hussain Othman. 2009. *Wacana Asasi Agama dan Sains*, B. Pahat. Penerbit UTHM.
5. Hussain Othman, S.M. Dawilah Al-Edrus, Berhannudin M. Salleh, Abdullah Sulaiman, 2009. *PBL Untuk Pembangunan Komuniti Lestari*, Batu Pahat, Penerbit UTHM.

SYNOPSIS :

Mata pelajaran ini ditawarkan dalam bentuk pelbagai aktiviti pilihan untuk pelajar peringkat Sarjana Muda dan Diploma. Tiga bidang aktiviti yang ditawarkan adalah Sukan & Rekreasi, Kelab/Persatuan dan Persatuan Beruniform.

BSM 1813**MATHEMATICS FOR MANAGEMENT****SYNOPSIS :**

Inequalities. Logic: Connectives, truth tables, arguments. **Combinatorics:** sample, permutations, combinations, selection. **Vectors in R^3 :** operations on vectors. **Matrices:** Elementary row operations, solving linear equations, inverse matrix, Markov chain. **Linear Programming:** Geometric approach. Linear programming : algebraic approach. **Differentiation:** Techniques of derivatives, related rates, maximum and minimum problems. **Integration:** By substitution, finding areas. Double integration.

REFERENCES :

1. Sullivan, Mizrahi. (2004) *Mathematics – An Applied Approach*. Wiley International Edition.
2. Goodman, A.W., Ratti, J.S. (1979) *Finite Mathematics With Application*. Macmillan Publishing New York.
3. Tan, S.T. (1987) *Applied Finite Mathematics*, 2nd Ed. PWS-Kent Publishing, Boston.
4. Anton, H. , Rorres, C. (1992) *Elementary Linear Algebra with Applications*. 6th Ed. John Wiley & Sons, Inc. USA.
5. Barnett, Raymond (2000). *Applied Mathematics* 7th Ed. Prentice Hall , New Jersey.
6. Berkey, D.D., Blanchard, P. (1992) *Calculus* 3rd Ed. Saunders College Publishing New York.

BPA 1023**PRINCIPLES OF MANAGEMENT****SYNOPSIS :**

This is an introductory course on practical concepts of organization management. This course covers basic organizational management, people management, project management and leadership.

REFERENCES :

1. Williams, C.R., (2008), *Principles of Management*, 5th ed. South-Western
2. Kinicki, A, and Williams, K.W., (2007), *Management: A Practical Introduction*, 3rd ed., Irwin-McGraw Hill
3. Robbins, S.P., and Coulter M., (2007), *Management*, 9th ed. Person-Prentice Hall
4. Schermerhon, J.R., (2007), *Management*, 9th ed., John Wiley & Son, Inc.

BPA 1053**PRINCIPLES OF MARKETING****SYNOPSIS :**

This course expose the students to the basic marketing concepts, the activities of marketing includes market environment analysis, strategy and marketing mix, marketing channels, customer relationships management, 4 P's management, ethics and marketing social responsibilities and it also marketing scenario in Asia and multi-nationals.

REFERENCES :

1. Armstrong ,G., Kotler, P. and Da Silva, G.,(2006), *Marketing: An Introduction: An Asian Perspective*, 1st ed. Pearson-Prentice Hall.
2. Kotler, P., Armstrong, G., Ang,S.H, Leong,S.M., Tan, C.T. and Tse, D.K., (2005), *Principles of Marketing : An Asian Perspective*. 1st Ed. Pearson-Prentice Hall
3. Kurtz, D.L., and Boone, L.E., (2006), *Principles of Marketing*, 12th ed, Thompson South-Western
4. Kerin, A.K., (2005), *Marketing: An Introduction*, 7th ed. Pearson-Prentice Hall

BPA 2083**TECHNOLOGY MANAGEMENT****SYNOPSIS :**

This course address issues related to managing technology in business. It covers topics: a review of technology management, history of technology management, development of technological capabilities, critical factors in managing technology, management of technology: the new paradigms, technology life cycles, technology management and innovation, business strategy and technology strategy, competitiveness and organizational design.

REFERENCES :

1. Khalil, T. (2000), *Management of Technology : The Key to Competitiveness and Wealth Creation*. Mc Graw Hill.
2. Harrison N. and Samson, D., (2002), *Technology Management: Text and International Cases*.Mc Graw Hill.
3. White, M.A and Bruton, G.D., (2007). *The Management of Technology and Innovation: A Strategic Approach*. Thomson.
4. Gaynor, G.H., (1996), *Handbook of Technology management*. Mc Graw Hill.

1st YEAR
2nd SEMESTER

UM* 1312 FOREIGN LANGUAGE

UMF 1312 FRENCH LANGUAGE

SYNOPSIS :

This course is offered to students focusing on the learning of the basic of French. Students are exposed to the skills of listening, reading, speaking and writing with basic vocabulary, grammar and structure. Students are also provided with a lot of opportunities to practice their communication and writing skills.

REFERENCES :

1. Girardet, Jacky et Cridlig, Jean-Marie, 1996. Méthod de français: PANORAMA 1. Paris: CLE International.
2. Hatier, 1995. Le Nouveau Bescherelle Complete Guide 12 000 French Verbs. Paris: LIBRAIRIE HATIER.
3. Kaneman-Pougatch, Massia et al, (1997). Méthod de français: Café Crème 1. Paris: HACHETTE F.L.E.
4. Grégoir, Maïa et al, (1995). Grammaire Progressive du Français avec 500 exercices. Paris: CLE International.
5. Miquel, Claire Leroy et al, (1995). Vocabulaire Progressive du Français avec 250 exercices. Paris: CLE International.

UMG 1312 GERMAN LANGUAGE

SYNOPSIS :

This course is designed for students to learn the basic of German language. Students are exposed to the skills of listening, reading, speaking, and writing with basic vocabulary, grammar and structure. Students are also exposed to the real daily situations which will help them to communicate using German language.

REFERENCES :

1. Nur Zakiah binti Amir Hamzah, Guten Tag der deutschen sprache, Pejabat Penerbit UTHM
2. Angela Wilkes. 2006. *GERMAN FOR BEGINNERS*, London: Usborne Publishing Ltd.
3. Hartmurt Aufderstrasse. 1998. *Themen Neu 1*, Lehrwerk fuer Deutsch als Fremdsprache, Textbook. Muenchen: Max Hueber Verlag.
4. Dr. Albert H. Small. 1991. *German à la Cartoon*. German Grammar through Cartoons. Passports Books

UMJ 1312 JAPANESE LANGUAGE

SYNOPSIS :

This course is designed for students to learn basic Japanese language such as speaking, listening, reading, and writing. Students will be exposed to the real daily conversations which will enable them to communicate in basic Japanese language.

REFERENCES :

1. *Kodansya`s Furigana Japanese Dictionary(2005)*
2. *Minna no Nihongo Listening (2006) Second Published :3A Corporation Tokyo*
3. *Minna no Nihongo Jap-English (2006) Second Published :3A Corporation Tokyo*
4. *Japanese Conversation for Beginners (2006) Bonjinsha, Tokyo Japan*
5. *Japanese Language Center for International Students, Tokyo University of foreign Studies*
6. *Modul Pengajaran Bahasa Jepun Tahap 1 (2008) Penerbit UTHM*
7. *The AOTS Nihongo Dictionary for Practical Use (2005) 3A Corporation, Japan*
8. *Informative Japanese Dictionary (2005) Shinchousha Corporation, Japan*

UMK 1312 KOREAN LANGUAGE

SYNOPSIS :

This course is designed for students to learn basic Korean language such as speaking, listening, reading, and writing. Students will be exposed to the real daily conversations which will enable them to communicate in basic Korean language.

REFERENCES :

1. *Korean 1 (1993) Seoul National University Korea. Language Research Institute*
2. *Speaking Korean Revised Edition Book 1 (1994) Francis Y.T Park, Hollyn International Corp.*
3. *Korean 2 (1993) Seoul National University Korea. Language Research Institute*
4. *Dong-As New Little English Dictionary (1981)*

UMM 1312 MANDARIN LANGUAGE

SYNOPSIS :

This course is offered to students focusing on the learning of the basic of mandarin. Students are exposed to the skills of listening, reading, speaking and writing with basic vocabulary, grammar and structure. Students are also provided with a lot of opportunities to practice their communication and writing skills.

REFERENCES :

1. *Liang An Xiang. 2002. EPH Publishing (M) Sdn. Bhd. K.L.*
2. *Shi Yun. 2002. EPH Publishing (M) Sdn. Bhd. K.L.*

3. Claudia Ross & Jing-heng Sheng Ma. 2006. Routledge. London.
4. Dr.Lim Choon Bee. 2005. Universiti Putra Malaysia Press. Serdang.
5. Hui Jin Chang. 2002. United Publishing House(M) Sdn.Bhd. K.L.
6. Claudia Ross. 2002 .Press of Ohio. USA.
7. Duan Duan Li & Yanping Xie. 2002. Press of Ohio. USA.

UMP 1312 SPANISH LANGUAGE

SYNOPSIS :

This course is designed for students to learn the basic Spanish language. Students are exposed to the skills of listening, reading, speaking, and writing with basic vocabulary, grammar and structure. Students are also exposed to the real daily situations which will help them to communicate using Spanish language.

REFERENCES :

1. Nurul Sabrina Zan: Hola! Hablo español First Edition Batu Pahat: Penerbit UTHM.
2. Joy Renjilian - Burgay, Ana Beatriz Chiquito y Susan M. Mraz: Caminos

UMR 1312 ARABIC LANGUAGE

SYNOPSIS :

This course is designed for students to learn the basic Arabic. Students are exposed to the skills of listening, reading, speaking, and writing with basic vocabulary, grammar and structure. Students are also exposed to the real daily situations which will help them to communicate using Arabic language.

REFERENCES :

1. Mohd Hisyam Abdul Rahim; Ahmad Sharifuddin Mustapha; Mohd Zain Mubarak. 2008. *Bahasa Arab UMR 1312*. Batu Pahat: Penerbit UTHM.
2. Mohd Hisyam bin Abdul Rahim. 2005. *Senang Berbahasa Arab*. Batu Pahat: Penerbit KUiTTTHO.
3. Ab. Halim Mohammed; Rabiyah Hajimaming; Wan Muhammad Wan Sulong. 2007. *Bahasa Arab Permulaan*. Serdang: Penerbit UPM.
4. Mohd Khairudin Khudri. 2006. *Akar Umbi Pembelajaran Bahasa Arab*. Kajang: One Touch Creative.
5. Sini, Mahmud Ismail; Abd Aziz, Nasif Mustapha; Husayn, Mukhtar. T.th. *al-'Arabiyyah Lil Nashiin, Kitab al-Tilmiz*. al-Mamlakah al-Saudiah: Idarah al-Kutub al-Madrasiyah, Wizarah al-Taalim.

UMT 1312 TAMIL LANGUAGE

SYNOPSIS :

This course is designed for students to learn the basic Tamil language. Students are exposed to the skills of listening, reading, speaking, and writing with basic vocabulary,

grammar and structure. Students are also exposed to the real daily situations which will help them to communicate using Tamil language.

REFERENCES :

1. Tamil Akara¹. Beach, L.W. and Creamer, Feder Chris et., (1984): *Language; Skills and Use. 2nd. Edition.* Scott, Foresman and Company. Illinios
2. A.K. Paranthamanar, (1992) : *Nalla Tamil Ezhuta Venduma.* Orient Longman. Madras, India
3. Manogaran. R. et al., (1997): *Bahasa Tamil Thn. 3.* Jaya Bakti. Kementerian Pendidikan Malaysia, Kuala Lumpur
4. Nesamalar, C. et al., (1995): *ELT Methodology. Principles and Practice and Practice.* Penerbitan Fajar Bakti Sdn. Bhd., Shah Alam

UQ*11 CO-CURRICULAR II**

SYNOPSIS :

Mata pelajaran ini ditawarkan dalam bentuk pelbagai aktiviti pilihan untuk pelajar peringkat Sarjana Muda dan Diploma. Tiga bidang aktiviti yang ditawarkan adalah Sukan & Rekreasi, Kelab/Persatuan dan Persatuan Beruniform.

BSM 1823 STATISTICS FOR MANAGEMENT

PREREQUISITE : BSM 1813 (MATHEMATICS FOR MANAGEMENT)

SYNOPSIS :

This course integrates all the business functions; using case study, analyzing management decision and structure business strategy.

REFERENCES :

1. Shufaat Ismail. *Statistik Awalan. – Siri Nota Kuliah.* Cetakan Awal. Jabatan Matemaik, UTM. 1994
2. Wadpole – Mayer. *Statistik dan Kebarangkalian Untuk Ahli Sains & Jurutera.* Dewan Bahasa & Pustaka. Kuala Lumpur. 1984
3. Amir Hussin Baharuddin. *Kaedah Kuantitatif Suatu Pengenalan,* Dewan Bahasa dan Pustaka

BPA 1033 PRINCIPLES OF ACCOUNTING

SYNOPSIS :

This course expose students to basic financial and management accounting elements such as transaction recording interpreting basic financial statements, budgeting and application of accounting information for decision making.

REFERENCES :

1. Hongren, C.T, and Harrison, W.T, (2007), *Accounting*, Seventh Edition, Pearson Education, New Jersey
2. Weygandt, J.J, Kieso, D.E, and Kimmel, P.D., (2008), *Accounting Principles*, Eighth Edition, John Wiley & Sons Inc.,USA
3. Anthony, R.N, and Breitner, L.K, (2006), *Essentials of Accounting*, Ninth Edition, Pearson Education International, New Jersey
4. Fatimah Abd Rauf, Amla Abu and Radziah Mahmud, (2007), *Financial Accounting for Non-Accounting Students*, Ninth Edition, McGraw Hill Education, Malaysia

BPA 1013 ECONOMICS

SYNOPSIS :

This course comprises of two parts which are Microeconomics and Macroeconomics. Microeconomics includes economics units in detail such as a household, a firm and a government. It also covers economics problem, economics system, demand and supply theory, market equilibrium, theory of consumer behaviour, theory of production, cost of production, and market structure. Macroeconomics studies the aggregate behaviour of the entire economics, economics system as a whole such as the national income, the trade cycle, the unemployment rate, inflation and general price levels, fiscal and monetary policy, and balance of payment and international trade.

REFERENCES :

1. Vengedasalam, D and Karunagaran (2007). *Principles of Economics*, Oxford, Fajar.
2. Case K. E and Fair, R. C (2009). *Principles of Economics*, Prentice Hall.
3. Begg, D, Fischer, S and Dornbusch, R (2008), *Economics*, Mc Graw Hill
4. Bade, R and Parkin, M, (2008), *Foundations of Economics*, Pearson
5. Bank Negara Malaysia, *Economic Report*

BPA 2073 MANAGEMENT INFORMATION SYSTEMS

SYNOPSIS :

This course addresses issues that arise in dealing with management information as a business resource. The course covers both technical and managerial aspects of MIS. Major attention is given to the implications of information systems for achieving competitive advantage. As an introduction to the field of Management Information Systems (MIS), includes computer technologies, information development, and impact of information systems on business organization at a variety of levels, from personal information systems to organization information architectures.

REFERENCES :

1. Laudon, K.C and Laudon, J.P. (2007). *Essentials of Management Information Systems* the Eight Editions. Pearson International Edition, New Jersey.
2. Kroenke, D.M. (2007). *Using MIS*. Pearson International Edition, New Jersey.

3. Turban, McLean, and Wetherbe (2004). *Information Technology for Management*. John Wiley & Sons, Inc.
4. Effy, O. (2002). *Management Information Systems*. 3rd edition. Course technology, Thomson Learning.

BPB1192 COMPUTER APPLICATIONS IN BUSINESS

SYNOPSIS :

This course provide students with the skills to use computer-based systems to solve business problems and support business processes. It covers software solutions microcomputer course for problem solving at the business operational level, advanced concepts of word processing, electronic spreadsheets, presentation graphics, and database management. Besides that, students will also learn the communication network and Internet technologies to support business environment.

REFERENCES :

1. O'Leary, T. J. and O'Leary, L. (2008), *Computing Essentials*, Introduction Edition, McGraw-Hill
2. Evans, A., Martin, K. and Patsay, A. (2007), *Technology In Action, Complete*, 3rd Edition, Pearson Prentice Hall.
3. Hogan, P. (2005), *Practical Computing*, 1st Edition, Prentice Hall
4. Daley, B. (2005), *Computers Are Your Future*, 7th Edition, Prentice Hall
5. Capron and Johnson (2004), *Computers: Tools For An Information Age*, 8th Edition, Prentice Hall

2nd YEAR
1st SEMESTER

UMB 1052 EFFECTIVE COMMUNICATION

SYNOPSIS :

This course emphasizes upon problem based learning approach and focuses on developing students' delivery of speech in oral interactions and presentations confidently. Importance is given on mastery of self-directed learning, team-work, research, oral presentations, reasoning and creativity. Students will also be exposed to anticipate and deal with questions during job interview sessions. This course is to enable students to acquire knowledge and skills necessary for conducting and participating in meetings. It includes writing of meeting documents, letter writing and resume.

REFERENCES :

1. Davies, J.W. (1996), *Communication for Engineering Students*. Essex : Longman
2. Ellis, R. (1997). *Communication for Engineers. Bridge that Gap*. New York : Arnold
3. Dobson, A. (2000). *Writing Business Letter*. Kuala Lumpur; Golden Book Centre
4. Wee, K.N. (2004). *Jump Start Authentic Problem- Based Learning*. Singapore; Prentice Hall

UMA 1162 ISLAM CIVILIZATION AND ASIAN CIVILIZATION (TITAS)

SYNOPSIS :

The course discusses introduction to civilization, its development, interaction between civilization; the Islamic civilisation, Islam in the Malay civilisation; Indian and Chinese civilisations as well as contemporary civilisation issues and also the principles of Islam Hadhari.

REFERENCES :

1. Ahmad Hakimi Khairuddin dan Faridah Che Husain. 2006, Isu-isu Kontemporari Dalam Tamadun Islam dan Tamadun Melayu, dalam *Tamadun Islam dan Tamadun Melayu*. Siri Teks Pengajian Tinggi. Kuala Lumpur: Penerbit Universiti Malaya
2. Ibnu Khaldun, Muqaddimah Ibnu Khaldun.
3. Huntington, S. *The Clash of Civilizations and the Remaking of the World Order*.
4. Mahyuddin Hj. Yahaya, 1998 *Tamadun Islam*, Shah Alam: Penerbit Fajar Bakti Sdn. Bhd.
5. Bei Ye. 2001. *Zhongguo Wenming Lun – Zhongguo Gudai Wenming De Benzhi Yu Yuanli* (Bicara Tamadun Cina – Teori dan Asas Tamadun Kuno Cina), Penerbit: Zhongguo Shehui Kexue Chubanshe Beijing.
6. Iddaiqqadar. N.M. 1979. *Latar Belakang Kebudayaan Hindu*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
7. Azhar Hj. Mad Aros. 2001, *Tamadun Islam dan Tamadun Asia*, Kuala Lumpur: Penerbit Universiti Malaya.

8. Ismail Hussein, Wan Hashim Wan Teh, Ghazali Shafie 1997, *Tamadun Melayu Menyongsong abad ke-21*, Bangi: Penerbit UKM.
9. Sarkar, H.B. 1970. *Some Contribution of India to the Ancient Civilization of Indonesia and Malaysia*. Calcutta: Punthi Pustaka.
10. Wan Abdullah Hj Ismail Mahmood (ed.), 1999, *Tamadun Islam & Tamadun Alam Melayu Serta Sumbangannya Kepada Dunia*, Unit Tamadun Islam, Pusat Pendidikan Islam, UiTM Shah Alam.
11. Nasr, S.H. *A Young Muslim's Guide to the Modern World*.

BPA 2043

HUMAN RESOURCE MANAGEMENT

SYNOPSIS:

This course covers the needs to be competent in organizational management including: strategic role in human resource management, employee selection and recruitment, employee training and development, compensation system and policy, employee relations and safety, and global issues on human resource management.

REFERENCES :

1. Dessler, G. (2003). *Human Resource Management*. 9th. Edition, International Inc., Prentice Hall
2. Nankervis, A., Compton, R. and Baird, M. (2008). *Human Resource Management: Strategies and Processes*. 6th Edition. Thomson
3. Rue, W. L. and Byars, L. L. (2000). *Human Resource Management*. 6th. Edition, Irwin, McGraw Hill
4. Decenzo, D. A. and Robins, S. P. (1999). *Human Resource Management*. 6th. Edition, New York, John Wiley & Sons, Inc.

BPB 2203

FINANCE AND INVESTMENT MANAGEMENT

PRE-REQUIREMENT : PRINCIPLES OF ACCOUNTING

SYNOPSIS:

This course covers financial and investment management. It provides an exposure to students on the theory, concept and financial management practices with focus on investment and short term payment. Topics to be discussed include financial statement analysis, financial forecasting and planning, time values of money, working capital management and short term payment.

REFERENCES :

1. Pike, R. and Neale, B. (2006), *Corporate Finance and Investment: Decisions & Strategies*. 5th Ed., Prentice Hall.
2. Gitman, L.J. (2006). *Principles of Managerial Finance* (International 11th ed). Addison Wesley
3. Keown, A.J., Martin, J.D., Petty, J.W., and Scott, Jr., D.F. (2002) *Financial Management: Principles and Applications* (9th ed.). NJ : Prentice Hall

4. Faudziah Zainal Abidin, Nasruddin Zainuddin, Faizah Ismail, Nurwati Ashikin and Ahmad Zaluki. *Prinsip Pengurusan Kewangan*, 2nd ed. Prentice Hall
5. Ross, Westerfield and Jordan, (2004), *Essentials of Corporate Finance*. 4th Ed., McGraw Hill.
6. Bodie, Kane, Marcus (2008), *Essentials of Investments*. 7th Ed., McGraw Hill.

BPB 3113

PRODUCTION AND OPERATION MANAGEMENT

SYNOPSIS :

This course covers essential aspects of production and operation management such as operation strategy for competitive advantage, process and location strategies. Managing internal elements of production and operation are given major attention such as capacity planning, inventory management, just-in-time system (JIT), aggregate scheduling, material resource planning (MRP), short-term scheduling and maintenance management system. The course covers both tactical and managerial aspects of industrial production and operation.

REFERENCES :

1. Evans, J.R. and Collier, D.A., (2007). *Operations Management*. Thomson: Ohio, USA.
2. Schroeder, R.G. (2007), *Operations Management*. McGraw-Hill/Irwin: New York, USA.
3. Reid, R. D. and Sanders, N.R., (2005), *Operations Management*, Wiley: Hoboken: NJ.
4. Stevenson, J.W., (2005). *Operations Management*, McGraw-Hill Irwin: New York.
5. Gaither, N. and Frazier, G., (2002). *Operations Management*, Thomson Learning: Ohio, USA.

BPB 2043

MANAGEMENT SCIENCE I

SYNOPSIS :

This course is a quantitative mathematical technique and computer analysis for management decision making. The course covers the topics include general modeling issues, optimization model and probabilistic model.

REFERENCES :

1. Barry, R., Ralph, M.S. JR, Michael, E.H., (2006), *Quantitative Analysis for Management*, 9th ed., Person-Prentice Hall
2. Lawrence J. A., Jr. and Pasternack, B. A. (2002), *Applied Management Science: Modeling, Spreadsheet Analysis and Communication for Decision Making*. John Wiley & Son, Inc.
3. Hillier, F.S. and General Lieberman J. (2000). *Introduction to Management Science*, 8th ed. McGraw Hill

2nd YEAR
2nd SEMESTER

UMS 1122 ETHNIC RELATIONSHIP

SYNOPSIS:

This subject focus on the conceptual and practical of the ethnic relation in Malaysia's community. The discussions will comprise the concepts of ethnic relation and the history of plural society construction. The matter of constitution as the core of the societal life will also be covered. Discussions will also look at the relation ship between the development and the ethnicity in the aspect of economy, politics and social based on the approach of top-down and bottom-up by the government and the society.

REFERENCES:

1. Shamsul Amri Baharuddin (2007). "Modul Hubungan Etnik." Shah Alam: Universiti Teknologi MARA.
2. Zaid Ahmad, Ho Hui Ling, Sarjit Sing Gill, Ahmad Tarmizi Talib, Ku Halim Ku Arifin, Lee Yok Fee, Nazri Muslim dan Ruslan Zainuddin (2006). "Hubungan Etnik di Malaysia." Shah Alam : Oxford Fajar Sdn. Bhd.

UMB 1042 TECHNICAL WRITING

PRE-REQUIREMENT : UMB 1052 (EFFECTIVE COMMUNICATION)

SYNOPSIS :

This course introduces students to report writing skills needed at tertiary level. Students will learn basic report writing skills involving Proposals, Progress Report and Analytical Report. In order to do this, they will learn how to collect data using questionnaires. The data collected will be analyzed, transferred into graphic forms and presented orally and in writing. Prior to that, students will also be trained to polish up their skills in narrative and descriptive essays using accurate grammar, vocabulary and sentence structure.

REFERENCES :

1. Davies, J.W. (1996). *Communication for Engineering Students*. Essex : Longman
2. Ellis, R. (1997). *Communication for Engineers*. Bridge that Gap. New York : Arnold
3. Hybels, S. and Weaver, R.L. (1998). *Communicating Effectively*. Boston McGraw Hill
4. Wiley, T.G. and Wrigley, H.S. (1987). *Communicating in the Real World*. Prentice-Hall

BPB 2053 ORGANIZATIONAL BEHAVIOUR

SYNOPSIS :

This course organized around these three levels of focus: individuals, groups (or teams), and organizations. Organizational level discusses culture, which is the basis for much of

what happens in organizations. The individual level includes topics such as personality, interpersonal perception, values, ethics, and motivation, followed by how individuals fit together into groups and teams. Finally, discussion will be how concepts at all three levels fit together.

REFERENCES :

1. McShane, S.L and Von Glinov, M.A. (2008) *Organizational Behavior* (4th Ed.). Boston: McGraw-Hill International Edition
2. Champoux, J.E. *Organizational Behavior: Integrating Individuals, Groups and Organizations* (3rd Ed.). International Students Edition. Thomson South-Western
3. Robbins, S. (2001). *Organizational Behavior*, (9th Edition). Englewood Cliffs, NJ: Prentice-Hall.

BPB 2063 MANAGEMENT SCIENCE II

SYNOPSIS :

This course covers advance quantitative mathematical technique and computer analysis for management decision making. This include inventory, network model, markov analysis and game theory.

REFERENCES :

1. Barry, R, Ralph M.S. JR, and Michael, E.H. (2006). *Quantitative Analysis for Management*, 9th ed. Person-Prentice Hall
2. Lawrence J. A., Jr. and Pasternack B. A. (2002). *Applied Management Science: Modeling, Spreadsheet Analysis and Communication for Decision Making*. John Wiley & Son, Inc.
3. Hillier, F.S. and General Lieberman J. (2000). *Introduction to Management Science*, 8th ed. McGraw Hill

BPB 2213 TECHNOLOGY AND CULTURE

SYNOPSIS :

This course examines relationships among technology, culture, and politics in a variety of social and historical settings ranging from 19th century to 21st century. Central discussions include cultural effects and risks following the introduction of new technology. The effects of computers on human thinking technology impacts to social infrastructures.

REFERENCES:

1. Volti, R., (1995), *The Nature of Technology in Society and technological change*, New York: St (Martin's Press,).
2. Hughes, T.P., (2005), *Introduction: Complex Technology in Human-Built World: How to Think about Technology and Culture*, New Ed. (University Of Chicago Press

3. Bijker, W., Hughes, T.P. and Pinch, T. (1989), *General Introduction in The Social Construction of Technological Systems: New Directions in the Sociology and History of Technology*, The MIT Press.

BPB 2223

MANUFACTURING TECHNOLOGY

SYNOPSIS :

This course covers contents that arise in dealing with technologies that are implemented in contemporary manufacturing industries. As an introduction to the manufacturing technologies, it includes various topics such as material characteristics, metal alloys, ferrous metal production, foundations to foundry, metal works, welding, conventional lathe, conventional milling, injection moulding, soldering and pneumatic control. The course covers both the theoretical and practical aspects of manufacturing technology.

REFERENCES:

1. Kalpakjian S. and Schmid, S.R., (2005), *Manufacturing Engineering and Technology*, 5th Edition, Prentice-Hall. Upper Saddle River, New Jersey.
2. Rao, P.N., (2001), *Manufacturing Technology: Foundry, Forming and Welding*, McGraw-Hill International, Singapore.
3. Katsundo, H., (1996), *Manufacturing Systems Engineering*, Taylor and Francis Publishers.
4. Lindbeck, J.R., Williams, M.W., and Wygant, R.M. (1995). *Manufacturing Technology*. Prentice-Hall.

3rd YEAR

1st SEMESTER

UMS 1113

NATIONHOOD AND CURRENT DEVELOPMENT OF MALAYSIA

SYNOPSIS :

This course will provide students a fundamental concept, process of formation and development in Malaysia. The topics covered include the concept of state, Malacca Kingdom, implication of imperialism and colonisation, spirit of patriotism and nationalism, independence and formation of Malaysia. Besides, students will also be exposed to the constitutional of Malaysia, Malaysian Government System, Economic and Social Development Policy as a main policy in national development. At the end of the course students will be able to appreciate their roles and responsibilities as good citizens to the country.

REFERENCES :

1. Ahmad Esa dan Khairul Azman Mohd Suhaimy (2000). "Ikhtisar Sejarah Pembangunan Sosio Politik dan Ekonomi Malaysia." Johor Bahru: Muapakat Jaya Percetakan Sdn. Bhd.
2. Andaya, B.W. and Andaya, L.Y. (1982). "A History of Malaysia." London: Macmillan.
3. Aziz Deraman (1992). "Tamadun Melayu dan Pembinaan Bangsa Malaysia." Kuala Lumpur: Arena Ilmu Sdn. Bhd.
4. Chew Hock Thye (1979). "Masalah Perpaduan Nasional." Kuala Lumpur.
5. Francis Loh Kok Wah dan Khoo Boo Teik (2002). "Democracy in Malaysia." Cornwall: Curzon Press.
6. Ismail Ibrahim (2001). "Jihad Membasmi Kemiskinan." Kuala Lumpur: Institut Kefahaman Islam Malaysia.
7. Jurij Jalaludin (1991). "Wawasan 2020: Aspek Politik dan Sosial." Kuala Lumpur: Arena Ilmu Sdn. Bhd.
8. Mardiana Nordin dan Hasnah Hussiin (2000). "Pengajian Malaysia." Shah Alam: Penerbit Fajar Bakti Sdn. Bhd.
9. Lembaga Penyelidikan Undang-undang (2003). "Perlembagaan Persekutuan: (hingga 15hb Ogos 2003)." Petaling Jaya: International Law Book Services.
10. Siti Fatimah Abd. Rahman (1993). "Ke Arah Negara Maju Berdasarkan Sistem Nilai." Kuala Lumpur: Institut Kefahaman Islam Malaysia (IKIM).
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- 16.

BPB2083**TOTAL QUALITY MANAGEMENT****SYNOPSIS :**

This course highlighted the thrust of total quality. It covers several important topics including introduction to quality, total quality principles, quality inspection, various tools to measure and its application to quality. This course also covers topics such as statistical process control, various control chart and the implementation of total quality management in the organization.

REFERENCES :

1. Goesth, D.L. and Davis, S.B., (2000), *Quality Management: Introduction To Total Quality Management for Production and Services*, USA::, Prentice Hall Inc.
2. Adam, E.E. and Elbert, R.J. (1989), *Production and Operation Management*, 4th Edition, Prentice Hall, Inc.
3. Banks, J. (1989), *Principle of Quality Control and Reliability*, USA: John Wiley.
4. Saru Sigh Soin, (1993), *Total Quality Essentials: Key Elements Methodologies and Managing For Success*, London: McGraw Hills, Inc.
5. Banga, (1993), *Industrial Engineering and Management Science*, 8th Edition, Khanna Publisher.
6. Crosby, P.B., (1979), *Quality is Free*, New York.
7. Juran J.M., (1998), *Juran Secretary Quality Control Handbook*, USA: McGraw Hill.Inc.

BPB3233**SUPPLY CHAIN MANAGEMENT****SYNOPSIS :**

This course explores the key issues associated with the efficient integration of suppliers, factories, warehouse and stores. The topics include; understanding the Supply Chain concept, designing distribution network, demand and forecasting inventory, procurement, IT application and global supply chain.

REFERENCES :

1. Chopra S. and Meindl, P., (2007), *Supply Chain Management: Strategy, Planning and Operation*. Prentice Hall.
2. Vollman, T.E., Berry, W.L., Whybark, D.C. and Jacobs, F.R., (2005), *Manufacturing Planning and Control for Supply Chain Management*. Mc. Graw Hill.
3. Hugos, M. *Essentials of Supply Chain Management*, 2nd Edition .
4. Harvard Business Review on Supply Chain Management. Harvard Business Review Paperback Series. Harvard Business School Press.

BPB 3203 ENTREPRENEURSHIP

SYNOPSIS :

This course provide an understanding of fundamentals of entrepreneurship which include assessing economic environment for new business ventures, rules and regulation governing business entities in Malaysia, financial assistances and technical supports from various agencies, developing business plan, marketing plan, business operational plan and financing plan. Students will be exposed to various case studies on successful entrepreneurs, locally and internationally.

REFERENCES :

1. Modul Keusahawanan dan Perniagaan”, Penerbit UTHM.
2. UiTM Entrepreneurship Study Group, (2004), *Fundamentals of Entrepreneurship*, Pearson Malaysia Sdn Bhd
3. Ismail and Faidah, (2004), *Strategi Pengurusan Kewangan, Perniagaan Kecil dan Sederhana*, Pearson Malaysia Sdn Bhd.

BPB 3243 RESEARCH METHODS

SYNOPSIS :

This course covers on social science research methods. It includes four basic topics, namely, social science, research design, data collection and data analysis include ethical issues in research.

REFERENCES :

1. Neuman, W. L. (2003). *Social Research Methods – Qualitative and Quantitative Approaches*, 5th Edition, Allyn and Bacon Publication.
2. Sekaran, U. (2002). *Research Methods for Business – A Skill Building Approach*, 4th Edition, John Wiley Publication.
3. American Psychological Association (1994). Publication manual of the American Psychological Association (4th Ed.). Washington, D.C.: American Psychological Association
4. Supplementary (not required): Shaffer, Richard, et al. (2000), *SPSS for Windows*, Version 9: A Brief Tutorial.

BPB 3253 TECHNOLOGY ASSESSMENT

SYNOPSIS :

This course emphasizes at introducing the concepts, methodologies, tools and techniques of technology assessment along with their applications. The topics covered include: Basic Features of An Assessment, Impact Analysis Environmental Analysis, Environmental Analysis, Economic Impact Analysis, Impact Evaluation, Evaluation of Technology assessment and Environmental Impact Statements and methodology in Obtaining Technology

REFERENCES :

1. Stephan, S., Wutscher, F., Decker, M. and Ladikas, M. (2004). *Bridges Between Science, Society and Policy: Technology Assessment-Methods and Impacts*, Springer, October 2004.
2. Porter, A. L., Rosini F.A. and Carpenter, S.R., (1980). *A Guidebook for Technology Assessment and Impact Analysis*. North Holland.
3. Wyk, R.J.V., (2007), *Technology: A Unifying Code*. IAMOT Production.
4. Eskelin, A., (2001). *Technology Acquisition: Buying the Future of Your Business*. Addison Wiley.

3rd YEAR
2nd SEMESTER

UMC 1022 CREATIVITY AND INNOVATION

SYNOPSIS :

This course focuses on developing creative person who will eventually think strategically, creatively and critically. Through Problem-Based Learning (PBL) approach, students will be exposed to various creativity and problem solving techniques. The knowledge and skills acquired throughout the course will later be applied by the students in solving problems and making decisions in the future. Some of the areas to be covered throughout the course are : Problems Solving Skills, Techniques in Creativity, Techniques in Innovations, Case Studies, Exhibition and Designing Competition.

REFERENCES :

1. Bernacki, E., (2002), *Wow! That's a Great Idea!*. Singapore : Prentice Hall
2. Ceserani, J. and Greatwood, P., (1995). *Innovation and Creativity*. London : Kogan Page
3. Ceserani, J. and Greatwood, P. (2001). *Innovation and Creativity*. New Delhi: Creast Publishing House
4. Clegg, B. and Birch, P. (2002). *Crash Course in Creativity*. London : Kogan Page

BPA 3093 PROJECT MANAGEMENT

SYNOPSIS :

This course highlighted various important topics including the introduction to project management; definition and concept of project management; organization structure, communication and conflict arising from managing a project. Other salient topics also covers project planning which includes phases in project life cycle, project proposal, statement of work, project specification, project scheduling and work breakdown structure. The project planning comprise certain application of tools such as CPM/PERT, Bar/Gantt Chart and resource allocation; Cost Estimation and Budgeting: Payback Method, NPV, IRR; Project Management Information System and Monitoring; Project Closing and Audit: audit process, report and closing project.

REFERENCES :

1. Meredith J.R. and Mantel,S.J. Jr. (2000). *Project Management: A Managerial Approach*. New York:
2. Kerzner H. (2001). *Project Management: A System Approach to Planning, Scheduling and Controlling*. New York: John Wiley & Sons.
3. Walker A., (1999), *Project Management in Constuction*. United Kongdom: Blackwell Science.
4. Gould F.E. and Joyce N. E. (2000), *Contruction Project Management*, New Jersey: Prentice Hall.
5. Callahan, M.T., Quachkenbush, D.G. and Rowing, J.E. (1992), *Construction Project Scheduling*. New York: McGraw Hill..

6. Oberleernder, G.D., (1991), *Project Engineering Management*, New York: McGraw Hill.
7. O'Brien, J.J., *CPM in Construction Management*, New York: McGraw Hill.
8. Norlinda and Dayang Sopia, (1994), *Mengurus Projek Pembinaan*, Kuala Lumpur: Dewan Bahasa dan Pustaka

BPA 3123 STRATEGIC MANAGEMENT

SYNOPSIS :

This course integrates major aspects of business and managerial marketing, accounting, operations, individual and include organizational behavior, information technology and finance within a strategic framework. Thus students should be able to understand the key influences on the development of an organization's strategy, analyze those influences, propose appropriate strategic behavior for an organization and demonstrate an understanding of the important of strategy in organization

REFERENCES:

1. David, F.R. (2005) *Strategic Management : Concepts and Cases*, International Edition, 11th Edition, Pearson Prentice Hall.
2. Khoo Keng-Hor and Nigel Munro-Smith (2003), *Strategic Management*, 3rd Edition, Pelanduk Publications, Malaysia.
3. Pitts, R.A. and Lei, D. (2003), *Strategic Management: Building and Sustaining Competitive Advantages*, 3th Edition, Thomson South Western, Ohio USA.
4. Thomson, J. L., (2001), *Strategic Management*, 4th Edition: Thomson Learning, Holborn London.
5. Hisrich, R.D. and Peters, M.P. (2002), *Entrepreneurship*, 5th Edition, McGraw-Hill

BPB3102 : FINAL PROJECT I

SYNOPSIS :

Students are required to conduct an academic research in the field of Business and Technology Management, and supervised by a supervisor in developing a research proposal.

REFERENCES :

1. Baker, T. L. (1994), *Doing Social Research*, 2nd. Edition, New York, McGraw Hill
2. Paw, C. Y. (2006), *Kaedah Penyelidikan: Buku 1*, Malaysia, McGraw Hill Sdn. Bhd.
3. Rohana Yusof, (2003), *Penyelidikan Sains Sosial*, (HM48.R63 2003)
4. Panduan Menulis Tesis. Kolej Universiti Tun Hussein Onn Malaysia

BPB 3263**INNOVATION AND COMMERCIALISATION MANAGEMENT****SYNOPSIS :**

This course expose students to the importance of research processes, innovation, and intellectual property registration. It also covers commercialization covering prototype planning, pre-production, payment and preparation of product commercialization proposal.

REFERENCES :

1. Touhill, J., Touhill, G., and O'Riordan T., (2008) *Commercialization of Innovative Technologies: Bringing Good Ideas to the Marketplace*, John Willey & Sons
2. Perry, C. and Bacon, D. W., (2006), *Commercializing Great Products with Design for Six Sigma*, Prentice Hall
3. Rafinejad, D., (2007), *Innovation, Product Development and Commercialization Case Studies and Key Practices for Market Leadership*.
4. Akta Perbadanan Harta Intelek Malaysia 2000
5. Akta Cakera Optik 2000
6. Akta Rekabentuk Perindustrian 1996
7. Akta Hakcipta 1987
8. Akta Paten 1983
9. Akta Cap Dagang 1976

BPB 2293**BUSINESS LAW****SYNOPSIS :**

This course expose students to the general law related to business enforcement in Malaysia. It examines various aspects of business law including the Malaysian Legal System, the Law of Contract, the Law of Torts, the Company Law, the Partnership Law, the Hire and Purchase law and the Sales of Goods Law.

REFERENCES :

1. Nuraisyah Chua bt. Abdullah, (2003), *Business Law in Malaysia*, Universiti Teknologi Malaysia, Shah Alam.
2. Goldman et. al., (2004), *Business Law : Principles and Practices*, Houghton Mifflin, Boston.
3. Pamela and et. al., (2002), *Commercial Application of Company Law*, CCH Asia Ltd, Singapore.
4. Shaik Mohd Noor Alam, (2000), *Undang-Undang Komersil Malaysia*, Dewan Bahasa dan Pustaka, Kuala Lumpur.
5. Norchaya Talib, (2003), *Law of Torts in Malaysia*, Thomson Sweet and Maxwell Asia, Singapore.
6. Syed Ahmad Alsagoff, (1996), *Principles of the Law of Contract in Malaysia*, Malayan Law Journal, Malaysia.
7. Ahmad Ibrahim and et. al., (1987), *The Malaysian Legal System*, 2nd edition, Dewan Bahasa dan Pustaka, Kuala Lumpur.

4th YEAR
1st SEMESTER

BPF 3143 : INTERNATIONAL BUSINESS

SYNOPSIS :

This course covers types of economy system, International trade theories, Government involvement in trade, methods of encouraging and controlling trade, FDI patterns, FDI explanation, Regional economy integration and its effects, International market model, Foreign exchange market, the power of currency exchange. How Foreign exchange affects business activities, The evolution of international currency system, International strategy and planning, International organizational structure, Import and Export.

REFERENCES :

1. Daneils, Radebaugh and Sullivan (2007), *International Business; Environment and Operations*, 11th ed., Prentice Hall International Inc.
2. Cavusgil, Knight and Riesenberger, (2008), *International Business: Strategy, Management and The New Realities*, Pearson International
3. Shanker and Luo, (2004), *International Business*, John Wiley & Sons Inc
4. Czinkota, Ronkainen and Moffett (2002), *International Business*, 6th ed., Harcourt College Publisher Inc, Orlando

BPB 4294 : FINAL PROJECT II

SYNOPSIS :

This final project II requires students to write a complete report. The final project covers; data analysis, conclusion and recommendation.

REFERENCES :

1. Baker, T. L., (1994), *Doing Social Research*, 2nd Edition, New York, McGraw Hill
2. Paw, C. Y. (2006). *Kaedah Penyelidikan: Buku 1*, Malaysia, McGraw Hill Sdn. Bhd.
3. Rohana Yusof (2003), *Penyelidikan Sains Sosial*. (HM48.R63 2003)
4. Panduan Menulis Tesis. Kolej Universiti Tun Hussein Onn Malaysia

BPB 4303 : TECHNOLOGY STRATEGY

SYNOPSIS :

This course introduces conceptual framework in developing strategies for managing firms in industries. The topics include, Management of Technology and Innovation, Strategy and the management of Technology and Innovation, Innovation: Internal Strategy, Internal Innovation: Implementation, Innovation: Evaluation and Control, Building Capabilities for MTI Success, Managing Innovation Within the Product-

Development Cycle, Organizational Learning and Knowledge Management and Forecasting Market Conditions.

REFERENCES:

1. White, M.A. and Bruton, G.D., (2007), *The Management of Technology and Innovation: A Strategic Approach*. Thomson
2. Tidd, J., Bessant, J. And Pavitt, K., (1997), *Managing Innovation: Integrating Technological, Market and Organizational Change*, John Wiley.
3. Betz, F., (1994), *Strategic Technology Management*. Mc Graw-Hill.
4. Burgelman, R.A., Maidique, M.A. and Wheelwright, S.C., (2001), *Strategic management of Technology and Innovation*. Mc Graw-Hill.

BPB 4273 : TECHNOLOGY TRANSFER

SYNOPSIS :

This course addresses the issues and importance of technology transfer. Students need to identify, analyse and systematically discuss the major factors responsible for the effective transfer of new technology in businesses.

REFERENCES :

1. Cohen, G., (2004), *Technology Transfer: Strategic Management in Developing Countries*: Sage.
2. Speser, P.L., (2006), *The Art and Science of Technology Transfer*, Wiley Inc.
3. Libecap, G., (2005), *University Entrepreneurship and Technology Transfer: Process, Design and Intellectual Property (Advances in the Study of Entrepreneurship, Innovation.. Innovation and Economic Growth)*,
4. Razgaitis, R., (2003), *Valuation and Pricing of Technology – Based Intellectual Property*
5. Cooke, I. (1995), *Introduction to Innovation and Technology Transfer*.
6. Reddy, A.C., (1996), *A Macro Perspective on Technology Transfer*.
7. Hofer, F. (2007), *The Improvement of Technology Transfer*,
8. Megantz, R.C, (2002), *Technology Management: Developing and Implementing Effective Licensing Programs (Intellectual Property – General, Law, Accounting and Finance, Management, Licensing, Special Topics)*

BPB 4282 : INTELLECTUAL PROPERTY AND POLICY

SYNOPSIS :

This course explores on the importance of intellectual property and policies which are related to technology enforcement in Malaysia. As such, the emergence of protection rights and law like patent, trademark, copyrights and industrial design has given relief for the owner of such “property”. In addition, such policies issued by the government have significantly contributed towards enhancing the usage of technology in Malaysia.

Therefore, students are exposed on various tenets of intellectual property and policies such as the Copyrights Act, The Trademark Act, The Patents Act, The Industrial Design Act, The Malaysia's Science and Technology Policy, The National ICT roadmap, The National Biotechnology Policy as well as The National Cyber Security.

REFERENCES :

1. Bently, L. and Sherman, B., (2004), *Intellectual Property Law*, Oxford University Press, United States.
2. Ida Madieha Abdul Ghani, (2004), *Trade Marks Law in Malaysia : Cases and Commentary*, Sweet and Maxwell, Malaysia.
3. Ida Madieha Abdul Ghani, (2003), *Patents Law in Malaysia : Cases and Commentary*, Sweet and Maxwell, Malaysia.
4. Ida Madieha Abdul Ghani, (2004), *Copyrights Law in Malaysia : Cases and Commentary*, Sweet and Maxwell, Malaysia.
5. Juriah Abdul Jalil (2004), *Industrial Design Law in Malaysia : Cases and Commentary*, Sweet and Maxwell, Malaysia.

4th YEAR
2nd SEMESTER

BPF 3143 : PRACTICAL INDUSTRIAL TRAINING

SYNOPSIS :

REFERENCES :