

STUDENT PROGRAMME GUIDEBOOK

FOUNDATION IN ARTS

Fourth Edition

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Dean's Address

Welcome to the Foundation Programme, University College of Technology Sarawak (UCTS), and I am proud that you have taken the first step towards making the right decision when you chose UCTS.

The School of Foundation Studies (SFS) is home to the Foundation in Science (FIS) and Foundation in Arts (FIA). The SFS manages one-year comprehensive foundation programmes. The SFS also provides fundamental academic knowledge and training, to enable students to enroll into UCTS's degree programmes. Nevertheless, students who pass the programme to the required level are prepared academically and socially to enroll into other recognized universities locally or overseas.

With the full range of facilities for the academic, social, cultural and sports activities as well as dedicated and experienced lecturers, we believe that your stay as a student here will generate a rewarding learning experience for your personal growth. We do hope your study journey here allows you to be inspired and challenged in order to achieve your full potential.

All students are required to follow rules and regulations in Foundation Programmes Students Academic Handbook and UCTS Students Code of Conduct & Discipline Rules and at the jurisdiction of the Dean of SFS and UCTS Senate.

Wish you a success in your study in UCTS!

**Dean
School of Foundation Studies**

1.0 PROGRAMME DESCRIPTOR FOR FOUNDATION IN ARTS (FIA)

| | | |
|---|---|--|
| 1 | Programme: | Foundation in Arts (FIA) |
| 2 | Programme Code: | R/010/3/0124 |
| 3 | Full Accreditation Registration Number: | MQA/FA3075 |
| 4 | Final Award: | Certificate of Foundation in Arts |
| 5 | Teaching Institution | University College of Technology Sarawak |
| 6 | Study Duration | 1 year |

2.0 PROGRAMME OBJECTIVE

The objective of the Foundation in Arts Programme is to furnish the students with the fundamental knowledge and analytical skills in core Arts subjects such as Languages (Spoken and Written), Information Technology and Mathematics that enable them to undertake Bachelor's degree programmes in the fields of Business, Accountancy, Information Technology, Architecture, Communications, Languages and any Non-Science / Engineering fields.

3.0 PROGRAMME LEARNING OUTCOMES

Upon completion of the programmes, students will be able to:

1. To gain the mastery of the fundamental knowledge in the essential Pre-University level areas of Business, Communications, Languages (Spoken and Written), Information Technology and Basic Architectural Subjects.
2. To be armed with the capability of applying the fundamental knowledge gained in solving elementary Pre-University level problems in the areas stated above.
3. To think rationally, have sense of humanity, humility and responsibility and respect of lecturers
4. To learn that the quality and nature of coursework submitted must reflect the true level of maturity and demands of the subjects for the programme and to learn that the unethical conduct of plagiarism is prohibited in the academia.
5. To learn effective written and verbal communication skills as well as the development of teamwork spirit.
6. To be armed with scientific reasoning and critical analysis skills to solve scientific problems across the areas mentioned above.
7. To be equipped with necessary knowledge to pursue Bachelor's degree.
8. To gain time management skills essential for ensuring tasks are completed in time.

4.0 PROGRAMME STRUCTURE

| | Semester/ Year Offered | Name and Code of Course/Module | Classification (Core/Compulsory/ Elective/Audit) | Credit Value |
|---------------------|---------------------------|--|--|-----------------|
| 1 | Sem 1, Yr 1 | FIA 1214 Introductory Mathematical Analysis | Core | 4 |
| 2 | Sem 1, Yr 1 | FIA 1313 Principles of Economics | Core | 3 |
| 3 | Sem 1, Yr 1 | FIA 1324 Principles of Accounting | Core | 4 |
| 4 | Sem 1, Yr 1 | FIA 1343 Principles of Marketing | Core | 3 |
| 5 | Sem 1, Yr 1 | FIA 1373 Introduction to Business | Core | 3 |
| 6 | Sem 1, Yr 1 | UCS 1713 English I | Compulsory | 3 |
| 7 | Sem 1, Yr 1 | UCS 1752 Bahasa Kebangsaan | Audit | - |
| Credit | | | | 20 |
| 1 | Sem 2, Yr 1 | FIA 1153 Presentation Skills | Core | 3 |
| 2 | Sem 2, Yr 1 | FIA 1383 Business Communication | Core | 3 |
| 3 | Sem 2, Yr 1 | FIA 1393 Introduction to Finance | Core | 3 |
| 4 | Sem 2, Yr 1 | FIA 1413 Introduction to Computer Systems and Applications | Core | 3 |
| 5 | Sem 2, Yr 1 | UCS 1723 English II | Compulsory | 3 |
| 6 | Sem 2, Yr 1 | UCS 1742 Event Management | Compulsory | 2 |
| 7 | Sem 2, Yr 1 | FIA 1363 Introduction to Business Law | Elective | 3 |
| 8 | Sem 2, Yr 1 | FIA 1423 Introduction to Multimedia | Elective | 3 |
| 9 | Sem 2, Yr 1 | FIA 1513 Introduction to Construction | Elective | 3 |
| 10 | Sem 2, Yr 1 | FIA 1523 Introduction to Development | Elective | 3 |
| 11 | Sem 2, Yr 1 | FIA 1533 Introduction to Environmental Design | Elective | 3 |
| 12 | Sem 2, Yr 1 | FIA 1543 Introduction to Quantity Surveying | Elective | 3 |
| 13 | Sem 2, Yr 1 | FIA 1553 Applied Mathematics I | Elective | 3 |
| Credit | | | | 20 |
| 1 | Sem 3, Yr 1 | FIA 1163 Professional Writing | Core | 3 |
| 2 | Sem 3, Yr 1 | FIA 1224 Introduction to Statistics | Core | 4 |
| 3 | Sem 3, Yr 1 | UCS 1733 Introduction to Critical Thinking | Compulsory | 3 |
| Credit | | | | 10 |
| Total Credit | | | | 50 |

*Subjected to elective courses availability.

** Audit course (Bahasa Kebangsaan) result will not be calculated in the students' GPA or CGPA but students are compulsory to pass this course as part of the criteria to graduate from the programme. International students are excluded to take the Audit course.

5.0 COURSE SYNOPSIS

FIA 1214 Introductory Mathematical Analysis

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course covers algebra, function and graphs, sequences and series and matrices. It provides exposure and practice for students to gain mathematical skills that are useful in their future studies.

References:

1. Shariff, A. A., Manaf, F. A. & Mohamed, I. (2012). *College Mathematics*. Shah Alam, Selangor: IPTA Publications.
2. Haeussler, E. F., Paul, R. S. & Wood, R. J. (2010). *Introductory Mathematical Analysis for Business, Economics, and the Life and Social Sciences* (13th ed.). City: Pearson.
3. Ong, B. S., Young, Z. Z. & Lee, K. Y. (2012). *Mathematics for Matriculation Semester 1* (4th ed.). Shah Alam: Oxford Fajar.

FIA 1313 Principles of Economics

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This first part of the course exposes student to the main economic problem, and consumer behaviour in the context of the price system. The second part deals with the different market structures whereby students will understand the behaviour of firms in terms of pricing and output decision. The course concludes with a discussion of the labour market.

References:

1. Deviga, V. & Karunagaran, M. (2010). *Principles of Economics* (2nd ed.). Shah Alam: Oxford Fajar.
2. Roger, A. (2014). *Economics* (11th ed.). Melbourne, Vic: South-Western Cenage Learning.
3. Parkin, M. (2012). *Economics* (10th ed.). Harlow: Pearson.

FIA 1324 Principles of Accounting

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course covers on the introduction to the concept and practice of accounting, the recording process, transactions and accounting equation, the final accounts, adjustments and other accounts.

References:

1. Wood, F. & Sangster, A. (2012). *Frank Wood's Business Accounting 1*. (12th ed.). Harlow: Financial Times Prentice Hall.
2. Jaafar, S. B., Arif, N. & Hamzah, H. (2013). *Financial Accounting 1* (2nd ed.). Shah Alam: Oxford Fajar.

FIA 1343 Principles of Marketing

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course discusses on the definition of marketing, environmental factors in marketing, consumer behaviour, market research, market segmentation and product planning, pricing strategy, distribution and promotional strategy, ethical issues and social responsibility in marketing.

References:

1. Kamarulzaman, Y. & Abu, N. K. (2013). *Principles of Marketing* (2nd ed.). Shah Alam, Malaysia: Oxford Fajar.
2. Kotler, P., Armstrong, G., Ang, S. H., Leong, S. M., Tan, C. T. & Yau, O. (2013). *Principles of Marketing: an Asian Perspective*. Singapore: Pearson Education.

FIA 1373 Introduction to Business

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course is designed to explore the students to basic principles of business concepts. Students will be introduced to various topics related to business studies such as organization structure, marketing, human resources management, operation, accounting and finance.

References:

1. Pride, W. M., Hughes, R.J. & Kapoor, J.R. (2012). *Introduction to Business*. (11th ed.). Australia Singapore: South-Western Cengage Learning.
2. Williams, B. K., Sawyer, S. C. & Berston. S. (2013). *Business A Practical Introduction*. Upper Saddle River, NJ Singapore: Pearson.

UCS1713 English I

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course provides practice in analysing the textual organization of linear and non-linear texts, including subject-specific academic writing and lectures. Students are introduced to various approaches, strategies and techniques in academic reading. Students are also exposed to academic writing that will contribute towards the development of their study skills.

References:

1. Elder, J. & College, R. (2014). *New Worlds: An Introduction to College Reading* (5th ed.). Boston: McGraw-Hill.
2. Philpot, S. & Curnick, L. (2011). *Academic Skills: Reading, Writing and Study Skills* (L. Soars & J. Soars, Eds.). Oxford: Oxford University Press.
3. Lynn, S. (2011). *Q: Skills for Success, Reading and Writing*. Oxford New York: Oxford University Press.

UCS 1752 Bahasa Kebangsaan

Strategi pembelajaran dan Penilaian:

Kerja kursus (100%)

Sinopsis:

Kursus ini membolehkan pelajar mempertingkatkan kecekapan berbahasa sesuai dengan intelek pelajar untuk berkomunikasi secara lisan dan tulisan dalam konteks rasmi, kreatif dan bukan kreatif. Mata pelajaran ini disediakan untuk mempertingkatkan kecekapan berbahasa sesuai dengan intelek pelajar untuk berkomunikasi dengan lisan dan tulisan dalam konteks rasmi, kreatif dan bukan kreatif.

Rujukan:

1. Zarina Othman, Roosfa Hashim & Rusdi Abdullah (2012). *Modul Komunikasi Bahasa Melayu Antarabangsa*, KPT: Penerbit UKM Press.
2. Yong Chyn Chye, Rohaidah Mashudi, Maarof Abd Rahman (2012). *Bahasa Kebangsaan untuk pelajar luar negara: Malay language for international students*. Petaling Jaya
3. Adenan Ayob (2009) *Bahasa Kebangsaan Shah Alam*: Oxford Fajar.

FIA 1153 Presentation Skills

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course aims to help students to project credibility in their presentations through effective and skilful use of verbal structures, non verbal and gestures, humour, visuals and voice projection.

References:

1. Adler, R. B. & Elmhurst, J. M. (2013). *Communicating At Work: Strategies For Success In Business And The Professions*. New York: McGraw-Hill.
2. Mallett, A. & Hughes, J. (2012). *Successful Presentations*. Oxford, UK: Oxford University Press
3. Reynolds, G. (2012). *Presentation Zen: Simple Ideas on Presentation Design and Delivery*. Berkeley, CA: New Riders.

FIA 1383 Business Communication

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

Business Communications will focus on the development and enhancement of skills in written business communication, oral business communication, and non-verbal communication. Students will learn how to develop efficient use of verbal and non-verbal skills in business situations. It stresses the importance of becoming an effective communicator. It exposes students to effective ways of communicating with people from different cultures and overcoming communication barriers.

References:

1. Dwyer, J. (2012). *The Business Communication Handbook* (9th ed.). Frenchs Forest, N.S.W: Pearson Australia.
2. Krizan, A. C., Merrier, P., Logan, J. & Williams, K. (2011). *Business communication* (8th ed.). Australia Mason, OH: South-Western Cengage Learning.

FIA 1393 Introduction to Finance

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course covers on the Introduction to finance, financial environment, Working capital, cash flow, cash management inventories management, and management of payables.

References:

1. Ng Kean Kok, Z. W. (2018). *Financial Management Third Edition*. Shah Alam, Selangor: Oxford Fajar Sdn. Bhd.
2. Mayo. H. B. (2019). *Basic Finance: An Introduction to Financial Institutions, Investment and Management* (12th ed.). Mason, OH: Cengage Learning.

FIA 1413 Introduction to Computer Systems and Applications

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course is designed to introduce students to information technology in a form of hardware, software, application and input/output technology and data communication.

References:

1. O'Leary, T. J. & O'Leary, L. I. (2016). *Computing Essentials 2017*. New York: McGraw-Hill Higher Education.
2. Vermaat, M. E. (2017). *Enhanced Discovering Computers*. Australia: Course Technology.

UCS 1723 English II

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course provides practice in effective writing for academic purposes. The course content covers the general principles of effective writing, the structure and types of academic English. Students are also given practice in the general organisation of content, editing and word processing skills.

References:

1. Savage, A. & Shafiei, M. (2012). *Effective Academic Writing 1, The Paragraph*. (2nd ed.). New York: Oxford University Press.
2. Savage, A. & Mayer, P. (2012). *Effective Academic Writing 2, The Short Essay*. (2nd ed.). New York: Oxford University Press.
3. Davis, J. & Liss, R. (2012). *Effective Academic Writing 3, The Essay*. (2nd ed.). New York: Oxford University Press.
4. Bowden, J. (2011). *Writing a Report: How to Prepare, Write & Present Effective Reports*. (9th ed.). Oxford: How to Books Ltd.

UCS 1742 Event Management

Assessment Methods:

Coursework (100%)

Synopsis:

This course will provide participants with the practical skills and knowledge required to successfully plan, implement, organize, manage, monitor and evaluate special events (planning, development, management and implementation of festivals, entertainment events, corporate events, cultural events, and sports events). It provides practice in event field and develop their skills and knowledge relating to the management.

References:

1. Shone, A. & Parry, B. (2013). *Successful Event Management: A Practical Handbook* (4th ed.). Australia: Cengage Learning.
2. Wagen, L. & White, L. (2011). *Event Management for Tourism, Cultural, Business, and Sporting Events*. (4th ed.). Frenchs Forest, N.S.W: Pearson Australia.

FIA 1363 Introduction to Business Law

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course is intended to give students an overview of business law in Malaysia and how each applies to the various business transactions. Emphasis will be on the principle behind the law of contract and the law of agency. In addition this course will cover laws related to sales and hire purchase of goods.

References:

1. Alsagoff, A. S. A. (2010). *Principles of the Law of Contract in Malaysia* (3rd ed.). Petaling Jaya, Selangor Darul Ehsan, Malaysia: Lexis Nexis.
2. Lee, M.P & Detta I. J. (2014) *Business Law (2nd Edition)*. Shah Alam: Oxford Fajar/ Oxford University Press.

FIA 1423 Introduction to Multimedia

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course exposes students to introduction in making multimedia, multimedia elements such as sounds, images, animations and videos, and usage of multimedia authoring tools for multimedia development.

References:

1. Vaughan, T. (2011). *Multimedia: Making It Works* (8th ed.). New York: McGraw-Hill.
2. Roberts-Breslin, J. (2012). *Making Media: Foundations of Sound and Image Production* (3rd ed.). Amsterdam: Boston Focal Press.

FIA 1513 Introduction to Construction

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course equips students with sufficient knowledge covers main actors and processes in construction industry which is useful in pursuing Bachelor's degree in the fields of Built Environment.

References:

1. Chudley, R. & Greeno, R. (2014). *Building Construction Handbook*. London New York: Routledge.

FIA 1523 Introduction to Development

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course equips students with basic knowledge covers main actors and stages in property development which is useful in pursuing Bachelor's degree in the fields of Built Environment.

References:

1. Wilkinson, S. & Reed, R. (2014). *Property Development* (6th ed.). Hoboken: Taylor and Francis.

FIA 1533 Introduction to Environmental Design

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

The module encompasses the fundamental concepts, processes and skills required for environmental design through a series of basic design studies and representational exercises. These skills include the ability to make physical students' conceptual ideas, and to make graphic, oral and written representation of these design ideas.

References:

1. Ching, F. D. K. (2009). *Architectural Graphics* (5th ed.). Hoboken, N.J: John Wiley & Sons.
2. Karlen, M. (2009). *Space Planning Basics* (3rd ed.). Hoboken, N.J: John Wiley & Sons.
3. Mat Rani, R. (2010). *Sketching Masterclass*. Singapore: Page One.

FIA 1543 Introduction to Quantity Surveying

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course equips students with basic knowledge covers background and quantity surveying practices which is useful in pursuing Bachelor's degree in the fields of Built Environment.

References:

1. Seeley, I.H. (1997). *Quantity Surveying Practice* (2nd ed.). Houndmills, Basingstoke, England: Macmillan.
2. Cartlidge, D. P. (2011) *New Aspects of Quantity Surveying Practice* (3rd ed.). London New York: Spon Press/ Taylor & Francis.

FIA 1553 Applied Mathematics I

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course is designed to be offered as a SPM equivalent of Additional Mathematics to students in Foundation in Arts.

References:

1. Wong & Wong. (2017). *Success Additional Mathematics SPM*. Oxford Fajar. ISBN: 9789834723019.

FIA 1163 Professional Writing

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course aims to introduce the students to the basic writing process and skills required in professional settings. It covers techniques of communicating through business letters, memos, faxes, e-mail messages and other short messages. The students are given practice to develop and improve their written communication skills.

References:

1. Bovee, C. L. & Thill, J. V. (2015). *Business Communication Today* (13th ed.). Boston: Pearson.
2. Guffey, M. E. & Loewy, D. (2016). *Essentials of Business Communication*. Boston, MA: Cengage Learning.

FIA 1224 Introduction to Statistics

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

The module covers a range of areas relating to statistic, presentation data, numerical descriptive measures, measures of dispersion, correlation and regression, time series, index number and probability.

References:

1. Lau, T. K., Phang, Y. N. & Awang, Z. (2012). *Statistics For UiTM* (3rd ed.). Shah Alam: Oxford Fajar.
2. McClave, J. & Sincich, T. (2013). *A First Course in Statistics* (11th ed.). Boston: Pearson.
3. Levine, D. M., Krehbiel, T. C. & Berenson, M. L. (2014). *Business Statistics: A First Course* (7th ed.). Boston: Pearson.

UCS 1733 Introduction to Critical Thinking

Assessment Methods:

Coursework (50%) Final Examination (50%)

Synopsis:

This course introduces students to the process of critical thinking, a process that is indispensable for every educated person to use when confronting complex issues and difficult problems that need to be solved. This course includes oral and written practice in the construction of good definitions, the deployment of effective arguments, the recognition and deconstruction of bad arguments, and the presentation of reasonable support and evidence. It also provides the opportunity to apply critical thinking and problem solving in non-academic fields.

References:

1. Hills, D. (2012). *Student Essentials: Critical Thinking*. Richmond: Trotman.
2. Bassham, G., Irwin, W., Nardone, H. & Wallace, J. (2012). *Critical Thinking: A Student's Introduction* (5th ed.). New York: McGraw-Hill.
3. Waller, B. N. (2012). *Critical Thinking: A Concise Guide* (3rd ed.). London New York: Routledge.