Jadual 3: Ringkasan Maklumat Setiap Modul / Kursus

**Senarai Kursus Semester 4 / Tahun 2**

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| **BIL** | **KODKURSUS** | **NAMA KURSUS** |
| 1 | AQS 2163 | TAFSIR AYAT AL-AHKAM |
| 2 | AQS 2173 | MANAHIJ AL-MUFASSIRIN |
| 3 | AQS 2143 | ULUM AL-QURAN II |
| 4 | ARB 2142 | AL-LUGHAH AL-ARABIYAH IV |
| 5 | MPU 24X2 | MPU 4 (KHIDMAT MASYARAKAT) |
| 6 | PST 2041 | PEMB. SAHSIAH TERPUJI (PESAT V) |
| 7 | ELS 2232 | ENGLISH COMMUNICATIVE SKILLS III |

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| 1 | Nama Kursus | **TAFSIR AYAT AL-AHKAM** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Kod Kursus | AQS2163 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : AHMAD ZIKRI B . MOHAMED ASHARI  KELULUSAN : IJAZAH SARJANA MUDA USULUDDIN  UNIVERSITI : UNIVERSITI AL - AZHAR  TAHUN BERGRADUAT : 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini menyediakan pelajar yang dapat menggunakan pengetahuan dan kefahaman dalam bidang Tafsir Ayat Ahkam untuk memahami hukum syarak serta berkeupayaan menganalisis isu-isu yang berkaitan dengan sesuatu Ayat Ahkam. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 5, tahun 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  P: Praktikal  L: Lain-lain | Aktiviti Pengajaran dan Pembelajaran | | | | | | | | | | | | | | | | | Jam Belajar Pelajar (SLT) (jam) | | | | | | | | | | | |
| Pembelajaran Bersemuka | | | Tumpuan Pensyarah | | | | | | | Kuliah | | | | | | | 28 | | | | | 49 | | | | | | |
| Aktiviti Tumpuan Pelajar (*SCA*) | | | | | | | Praktikal/Makmal | | | | | | |  | | | | |
| Tutorial | | | | | | | 21 | | | | |
| Lain-lain | | | | | | |  | | | | |
| Lain-lain | | | | | | | | | | | | | |  | | | | |
| Pembelajaran Kendiri | | | Tidak bersemuka atau Pembelajaran Tumpuan Pelajar(SCL) | | | | | | | Manual | | | | | | | 28 | | | | | 66.5 | | | | | | |
| Tugasan | | | | | | | 10 | | | | |
| Modul | | | | | | |  | | | | |
| Kertas Kerja | | | | | | | 10 | | | | |
| Perbincangan Berkumpulan | | | | | | | 8.5 | | | | |
| Lain-lain | | | | | | | 10 | | | | |
| Ulangkaji | | | | | | | | | | | | | |  | | | | |
| Persediaan Penilaian | | | | | | | | | | | | | |  | | | | |
| Lain-lain | | | | | | | | | | | | | |  | | | | |
| Penilaian Formal | | | Penilaian Berterusan | | | | | | | Kuiz | | | | | | |  | | | | | 4.5 | | | | | | |
| Ujian | | | | | | | 2 | | | | |
| Makmal | | | | | | |  | | | | |
| Peperiksaan Akhir | | | | | | | | | | | | | | 2.5 | | | | |
| Lain-lain | | | | | | | | | | | | | |  | | | | |
| **Jumlah SLT** | | | | | | | | | | | | | | | | | | | | | | **120** | | | | | | |
| 7 | Nilai Kredit | 3 jam kredit (2 jam kredit kuliah + 1 jam kredit tutorial)  2 jam kontak kuliah x 14 minggu = 28 jam  1.5 jam kontak tutorial x 14 minggu = 21 jam  Jumlah jam kontak = 49 jam | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pra Syarat | Tiada | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Objektif Kursus | 1.Dapat mengistinbat hukum melaui tafsir yang dipelajari  2.Dapat mengenal pasti asbab nuzul ayat, hubungan ayat dengan ayat yang lain dan pemahaman terhadap bidang tafsir dalam memahami hukum syara’  3.Dapat menganalisis isu-isu berkaitan dengan sesuatu ayat ahkam | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Hasil Pembelajaran (CLO) | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:- | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No** | | **Hasil Pembelajaran (CLO)** | | | | | | | **Hasil Pembelajaran Program (PLO)** | | | | | | **Taksonomi dan Kemahiran Generik** | | | | | | | | | **Kaedah Penilaian** | | | | |
| 1 | | Menjelaskan maksud ayat, sebab-sebab turun ayat, hubungan ayat tersebut dengan ayat yang lepas dan *intinbat* hukum daripada ayat-ayat hukum yang dipelajari | | | | | | | Plo1, plo8 | | | | | | C2 | | | | | | | | | Kuiz, Ujian, Tugasan, Peperiksaan Akhir | | | | |
| 2 | | Menggunakan pengetahuan dan kefahaman dalam bidang Tafsir Ayat Ahkam untuk memahami hukum syarak; | | | | | | | Plo1,plo4,plo5,  Plo6, plo7, plo8 | | | | | | C2, c3 | | | | | | | | |
| 3 | | Menganalisis isu-isu yang berkaitan dengan sesuatu Ayat Ahkam. | | | | | | | Plo1,plo4,plo5 , plo7, plo8 | | | | | | C2,c3,c4 | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | | | | **Kaedah Penilaian** | | | | | | | | | | | | **Bentuk Penilaian** | | | | | | | | | |
| Menganalisa dan penyelesaian masalah Menyatakan hukum hakam dan pengajaran yang terdapat di dalam Tafsir | | | | | | | Ujian, latihan, tugasan, projek berkumpulan, peperiksaan akhir | | | | | | | | | | | | Individu & berkumpulan | | | | | | | | | |
| Pengurusan masa | | | | | | | Menyelesaikan masalah | | | | | | | | | | | | Individu& berkumpulan | | | | | | | | | |
| Kerja berpasukan | | | | | | | Projek berkumpulan | | | | | | | | | | | | Berkumpulan | | | | | | | | | |
| Komunikasi | | | | | | | Tugasan, projek berkumpulan | | | | | | | | | | | | Berkumpulan | | | | | | | | | |
|  | | | | | | | Soal jawab, perbentangan | | | | | | | | | | | | Individu & berkumpulan | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | | | | **Strategi Penilaian** | | | | | | | | | | | | | | | | | | | | | |
| Kuliah | | | | | | | Soal-jawab, latihan, kuiz, ujian, peperiksaan akhir | | | | | | | | | | | | | | | | | | | | | |
| Tutorial/SCL/Pembelajaran Aktif | | | | | | | Soal-jawab dan perbincangan | | | | | | | | | | | | | | | | | | | | | |
| Skil Praktikal | | | | | | | Pembahagian tugas, kerjasama ahli, penyampaian, kandungan | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Sinopsis | Kursus ini berkenaan tafsir beberapa ayat hukum pilihan yang mengandungi hukum syara’ meliputi aspek akidah, pendidikan dan sahsiah, keluarga, kemasyarakatan, kesihatan, pembangunan dan ekonomi, serta siasah/kepimpinan. Skop kajian ayat ialah a*sbab al-nuzul, munasabah al-ayat, syarh al-ayat* secara *ijmali* dan *tafsili, m*aksud ungkapan ayat, i*stinbat* hukum, dan *taujihat.* Setiap ayat yang dikaji dikaitkan dengan nas lain yang berkaitan dan realiti masyarakat masa kini. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Mod Penyampaian | Kuliah, perbincangan, latihan, tugasan, soal jawab, pertemuan bersemuka dalam kelas | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Jenis Dan kaedah Penilaian | Penilaian dibuat melalui Markah Kerja Kursus dan Peperiksaan Akhir.  Markah Kerja Kursus dinilai sepanjang semester melalui ujian, kuiz, perbentangan dan projek akhir manakala peperiksaan akhir dibuat secara formal di akhir semester dan dikendalikan oleh Unit atau Jawatankuasa Peperiksaan yang dilantik. Pecahan markah bagi kerja kursus dan peperiksaan akhir adalah seperti berikut:-   |  |  | | --- | --- | | **MARKAH KERJA KURSUS:-**  Kertas Kerja  Pembentangan  Ujian | **50%**  20%  10%  20% | | **PEPERIKSAAN AKHIR** | **50%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus Kepada Objektif Program (PEO) |  | PEO1 | | | | PEO2 | | | | | | *PEO3* | | | | | PEO4 | | | | | | | | | PEO5 | | | |
| CO1 | ✓ | | | |  | | | | | |  | | | | | ✓ | | | | | | | | |  | | | |
| CO2 | ✓ | | | | ✓ | | | | | |  | | | | | ✓ | | | | | | | | | ✓ | | | |
| CO3 | ✓ | | | | ✓ | | | | | |  | | | | | ✓ | | | | | | | | | ✓ | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PLO) |  | PLO1 | | | PLO2 | | PLO3 | | PLO4 | | | | PLO5 | | PLO6 | | | | | | PLO7 | | | PLO8 | | | | PLO9 | |
| CO1 | ✓ | | |  | |  | |  | | | |  | |  | | | | | |  | | | ✓ | | | |  | |
| CO2 | ✓ | | |  | |  | | ✓ | | | | ✓ | | ✓ | | | | | | ✓ | | | ✓ | | | |  | |
| CO3 | ✓ | | |  | |  | | ✓ | | | | ✓ | |  | | | | | | ✓ | | | ✓ | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Kandungan Kursus dan SLT  K: Kuliah  *SCA*: Tutorial/Praktikal  A : Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **M** | **TAJUK** | | | | | | | | | | | | **K** | | | | | ***SCA*** | | | **A** | | | | | **PK** | | **SLT** |
| 1 | Akidah  1.1 Surah Al-Fatihah | | | | | | | | | | | | 4 | | | | | 3 | | | 10.14 | | | | | 17.14 | | 1-2 |
| 2 | Pendidikan dan Sahsiah  2.1 Surah Al-An’am : ayat 151-152  2.2 Surah Al-Furqan : ayat 63-68 | | | | | | | | | | | | 4 | | | | | 3 | | | 10.14 | | | | | 17.14 | | 3-4 |
| 3 | Keluarga  3.1 Surah An-Nisa’ : 3-4  3.2 Surah An-Nisa’ 34-35 | | | | | | | | | | | | 4 | | | | | 3 | | | 10.14 | | | | | 17.14 | | 5-6 |
| 4 | Kemasyarakatan  4.1 Surah Ali Imran : 103-105  4.2 Surah Al-Hajj : 77-78 | | | | | | | | | | | | 4 | | | | | 3 | | | 10.14 | | | | | 17.14 | | 7-8 |
|  | Kesihatan  5.1 Surah Al-A’raf :31-35  5.2 Surah Al-Baqarah : 173-174 | | | | | | | | | | | | 4 | | | | | 3 | | | 10.14 | | | | | 17.14 | | 9-10 |
|  | Pembangunan dan ekonomi  6.1Surah Al-A’raf : 54-58  6.2 Surah Al-Nahl 10-16 | | | | | | | | | | | | 4 | | | | | 3 | | | 10.14 | | | | | 17.14 | | 11-12 |
|  | Siasah/kepimpinan  7.1 Surah Al-Nisa’ : 58-60  7.2 Surah Al-Nahl: 90-92 | | | | | | | | | | | | 4 | | | | | 3 | | | 10.16 | | | | | 17.16 | | 13-14 |
|  | JUMLAH JAM | | | | | | | | | | | | 28 | | | | | 21 | | | 71 | | | | | 120 | | 14 |
|  | JUMLAH KREDIT | | | | | | | | | | | |  | | | | |  | | |  | | | | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Rujukan | Utama  1. Muhammad Ali Al-Sabuni (1997), *Rawa’iul Bayan Tafsir Ayat Al-Ahkam min Al-Quran*,Kaherah : Dar As-Salam.Jilid 1 dan 2.  2. Wahbah Al-Zuhaili (2010) , *Tafsir Al-Munir,* Beirut : Dar Al-Fikr Al-Mu’asir. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Maklumat Tambahan | Rujukan tambahan :  1. Al-Qurtubi (1996), *Jami’ li Ahkam Al-Quran,* Beirut : Dar Ihya’ At-Turath Al-‘Arabi.  2. Al-Jasas (1998), *Ahkam Al-Quran*, Beirut : Dar Ihya’ At-Turath Al-‘Arabi.  3. Ibnu Al-‘Arabi (tt), *Ahkam Al-Quran*, Beirut : Dar Al-Ma’rifah.  4. Ibnu Kathir (1998), *Tafsir AL-Quran Al- ‘Azim,* Beirut : Dar Al-Fikr. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **MANAHIJ AL-MUFASSIRIN** | | | | | | | | | | | | | |
| 2 | Kod Kursus | AQS 2173 | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : MARIYAH BT ISHAK  KELULUSAN : IJAZAH SARJANA ILMU WAHYU (AL-QURAN & SUNNAH)  UNIVERSITI : UNIVERSITI ISLAM ANTARABANGSA MALAYSIA  TAHUN BERGRADUAT : 2015 | | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini merupakan asas kepada program supaya pelajar dapat mengenal kaedah mentafsirkan Al-Quran yang tepat berdasarkan sumber-sumber yang sahih disamping dapat menentukan kitab tafsir yang utama untuk dijadikan rujukan. | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | SEMESTER 4 / TAHUN 2 | | | | | | | | | | | | | |
| 6 | Jumlah Masa Belajar Pelajar (SLT)  K:Kuliah  T:Tutorial  P:Praktikal  L:lain-lain | Secara Bersemuka | | | | | | Pembelajaran Kendiri (PK) | | | | Jumlah Pembelajaran secara Bimbingan dan Kendiri (SLT) | | | |
| K | | T | P | L | |
| 28 | | 21 |  |  | | 71 | | | | 120 | | | |
| 7 | Nilai Kredit | 3 ( 2 + 1 )  3 jam kredit (2 jam kredit kuliah+ 1 jam kredit tutorial)  2 jam kuliah (2 jam kontak x 14 minggu) = 28  1 jam tutorial (1.5 jam kontak x 14 minggu) = 21  Jumlah jam kontak = 49 jam | | | | | | | | | | | | | |
| 8 | Pra Syarat | Tiada | | | | | | | | | | | | | |
| 9 | Objektif Kursus | 1. Pelajar mengetahui kitab-kitab tafsir yang utama sebagai rujukan.  2. Pelajar dapat memahami cara-cara mentafsirkan Al-Quran yang menepati syarat dan manhaj yang sahih.  3. Pelajar dapat membezakan ciri-ciri pentafsiran Al-Quran dari zaman sahabat r.a. hingga era tadwin.  4. Pelajar dapat mengetahui perbezaan antara tafsir dan takwil. | | | | | | | | | | | | | |
| 10 | Hasil Pembelajaran Kursus (CLO) | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:- | | | | | | **No** | **Hasil Pembelajaran (CLO)** | **Hasil Pembelajaran Program (PLO)** | **Taksonomi dan Kemahiran Generik** | **Kaedah Penilaian** | | 1 | Memilih dan menentukan keutamaan kitab-kitab tafsir dalam menjadikannya sebagai rujukan | PLO1, PLO4, PLO7 | C1, C3 | Ujian, Tugasan, Pembentangan, Peperiksaan Akhir | | 2 | Mengetahui cara-cara mentafsirkan al-Quran dengan menepati syarat –syarat dan manhaj yang sahih. | PLO1, PLO4, PLO7, PLO8 | C2, C3, C4 | | 3 | Membezakan ciri-ciri dan sumber-sumber pentafsiran al-Quran dari zaman sahabat r.a. hingga era tadwin (pembukuan)*.* | PLO1, PLO7 | C3 | | 4 | Menjelaskan konsep tafsir al-Quran dan perbezaannya dengan takwil | PLO1, PLO7 | C2 |   . | | | | | | | | | | | | | |
| 11 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | | **Kaedah Penilaian** | | | | | **Bentuk Penilaian** | | | |
| Menentukan keutamaan kitab tafsir dalam menjadikannya rujukan | | | | | Ujian, perbincangan, latihan | | | | | Individu | | | |
| Kemahiran Komunikasi | | | | | Soal jawab, perbincangan | | | | | Individu & kumpulan | | | |
| Kemahiran Berpasukan | | | | | Perbincangan, pembentangan & soal jawab | | | | | Individu & kumpulan | | | |
| 12 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | | | | | **Strategi Penilaian** | | | | | |
| Kuliah | | | | | | | | Soal jawab, latihan,tugasan, ujian,peperiksaan akhir | | | | | |
| Tutorial | | | | | | | | Perbincangan,soal jawab,latihan | | | | | |
| Kerja kumpulan | | | | | | | | Perbincangan,soal jawab | | | | | |
| Pembentangan | | | | | | | | Pembahagian tugas, kerjasama ahli,penyampaian dan kandungan | | | | | |
| 13 | Sinopsis | Pelajaran ini mengandungi pengetahuan tentang pengertian tafsir dan ta’wil serta perbezaan di antara kedua-duanya, sejarah perkembangan ilmu tafsir pada zaman Nabi Muhammad (s.a.w) dan sahabatnya, zaman tabi’in dan zaman *tadwin* di samping menganalisis metodologi pentafsiran beberapa karya tafsir yang terpilih. | | | | | | | | | | | | | |
| 14 | Mod Penyampaian | Kuliah, tutorial, soal jawab, perbincangan dua hala dan penerapan nilai secara bersemuka di dalam bilik kuliah. | | | | | | | | | | | | | |
| 15 | Jenis dan kaedah Penilaian | Penilaian dibuat melalui markah kerja kursus dan peperiksaan akhir. Markah kerja kursus dinilai sepanjang semester melalui tugasan, ujian dan kuiz, manakala peperiksaan akhir dibuat secara formal di akhir semester dan dikendalikan oleh unit atau Jawatankuasa Peperiksaan yang dilantik.  Pecahan markah bagi kerja kursus dan peperiksaan akhir adalah seperti berikut:-   |  |  | | --- | --- | | **MARKAH KERJA KURSUS:**  Kertas Kerja  Pembentangan  Ujian 1  Ujian 2 | **50%**  20%  10%  10%  10% | | **PEPERIKSAAN AKHIR** | **50%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus kepada Objektif Program (PEO) | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | PEO1 | PEO2 | *PEO3* | PEO4 | PEO5 | | CO1 | √ |  |  | √ |  | | CO2 | √ |  |  | √ |  | | CO3 | √ | √ |  | √ |  | | CO4 |  | √ |  | √ |  | | | | | | | | | | | | | | |
| 17 | Pemetaan Kursus kepada Hasil Pembelajaran Program (PLO) | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | | CO1 | ✓ |  |  | ✓ |  |  | ✓ |  |  | | CO2 | ✓ |  |  | ✓ |  |  | ✓ | ✓ |  | | CO3 | ✓ |  |  |  |  |  | ✓ |  |  | | CO4 | ✓ |  |  |  |  |  | ✓ |  |  | | | | | | | | | | | | | | |
| 18 | Kandungan  Kursus dan SLT  K: Kuliah  *SCA*: Tutorial/Praktikal  A: Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **M** | **TAJUK** | | | | | | **K** | | ***SCA*** | | **A** | **PK** | **SLT** |
| 1-2 | Pengertian Tafsir dan Ta’wil dan perbezaan di antara kedua-duanya.   * Syarat-syarat pentafsiran | | | | | | 4 | | 3 | |  | 10 | 17 |
| 3-5 | Perkembangan Tafsir pada zaman Rasulullah s.a.w dan sahabat r.a.   * Sumber-sumber tafsir * Ahli-ahli Tafsir di kalangan sahabat | | | | | | 6 | | 4 | |  | 20 | 30 |
| 6-9 | Perkembangan Tafsir pada zaman Tabi’in   * Sumber –sumber tafsir * Ciri-ciri * Tokoh-tokoh pentafsir | | | | | | 6 | | 4 | |  | 20 | 30 |
| 10-14 | Perkembangan Tafsir pada zaman tadwin   * Aliran-aliran Tafsir (Tafsir bi al-Ma’thur dan tafsir bi al-Ra’y) * Tokoh-tokoh dan Karya-karya tafsir * bi al-Ma`thur * bi al-ra`y * Metodologi pentafsiran | | | | | | 12 | | 10 | |  | 21 | 43 |
|  | Jumlah Jam Kontak | | | | | | 28 | | 21 | |  | 71 | 120 |
|  | Jumlah Kredit | | | | | | 3 | | | | | | |
| 19 | Rujukan | **Rujukan Utama:**  Al-Dhahabi. Muhammad Husayn. (Dr.) (2000). *Al-Tafsir wa al-Mufassirun,* Kaherah : Maktabah al-Wahbah. | | | | | | | | | | | | | |
| **Rujukan Tambahan:**   1. Al-Dawudi, Syamsuddin Muhammad bin Ali bin Ahmad (t.t). *Tabaqat al-Mufassirin*. Beirut : Dar al-Kutub al-Ilmiyyah 2. Ibn Taimiyah. (t.t.). *Muqaddimah fi Usul al-Tafsir*. Kaherah : Maktabah al-Turath al-Islami 3. Al-‘Ak, Khalid Abd. al-Rahman. (1994). Usul al-Tafsir wa Qawa’iduh. Beirut: Dar al-Nafa’is 4. Abu al-Fida’, Ismail bin Kathir. (2000). Tafsir al-Quran al-‘Azim. Beirut: al-Maktabah al-‘Asriyah 5. Al-Suyuti, Jalal al-Din Abd al-Rahman bin Abi Bakr. (1990). Al-Durr al-Manthur fi al-Tafsir bi al-Ma’thur. Beirut: Dar al-Kutub al-Ilmiyyah 6. Fakhr al-Din al-Razi. (t.t.). Mafatih al-Ghayb. Cet. 2. Tehran: Dar al-Kutub al-Ilmiyyah 7. Maina’ Abd al-Halim Mahmud. (1978). Manahij al-Mufassirin. Beirut: Dar al-Kutub al-Lubnani | | | | | | | | | | | | | |
| 20 | Maklumat Tambahan |  | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **ULUM AL-QURAN II** | | | | | | | | | | | | |
| 2 | Kod Kursus | AQS2143 | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : MARIYAH BT ISHAK  KELULUSAN : IJAZAH SARJANA ILMU WAHYU (AL-QURAN & SUNNAH)  UNIVERSITI : UNIVERSITI ISLAM ANTARABANGSA MALAYSIA  TAHUN BERGRADUAT : 2015 | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Mendedahkan pelajar kepada sejarah perkembangan Al-Quran dan Ulum Al-Quran serta konsep asas yang berkaitan dengannya. | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | SEMESTER 4 / TAHUN 2 | | | | | | | | | | | | |
| 6 | Jumlah Masa Belajar Pelajar (SLT)  K:Kuliah  T:Tutorial  P:Praktikal  L:lain-lain | Secara Bersemuka | | | | Pembelajaran Kendiri (PK) | | | Jumlah Pembelajaran secara Bimbingan dan Sendiri | | | | | |
| K | T | L | |
| 28 | 21 |  | | 71 | | | 120 | | | | | |
| 7 | Nilai Kredit | 3 jam kredit (2 jam kredit kuliah + 1 jam kredit tutorial)  2 jam kontak kuliah x 14 minggu = 28 jam  1.5 jam kontak tutorial x 14 minggu = 21 jam  Jumlah jam kontak = 49 jam | | | | | | | | | | | | |
| 8 | Pra Syarat | Ulum Al-Quran (AQS1123) | | | | | | | | | | | | |
| 9 | Objektif kursus | 1. Menerangkan definisi dan kepentingan al-Nasikh dan al-Mansukh dalam al-Quran  2. Menjelaskan konsep Qasam, Mathal, Jadal dan Qasas yang terdapat dalam al-Quran  3. Pelajar dapat memahami konsep dan bentuk kemukjizatan al-Quran  4. Pelajar dapat memahami konsep asas Ahruf Sab’ah dan qiraat serta membezakan keduanya. | | | | | | | | | | | | |
| 10 | Hasil  Pembelajaran  Kursus | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Hasil Pembelajaran (CLO)** | **Hasil Pembelajaran Program (PLO)** | **Taksonomi dan Kemahiran Generik** | **Kaedah Penilaian** | | 1 | Menjelaskan definisi dan kepentingan *al-Nasakh* dan *al-Mansukh* dalam al-Quran.  . | PLO1, PLO8 | C1, C2, C3 | Ujian, Tugasan, Pembentangan, Peperiksaan Akhir | | 2 | Menjelaskan konsep *Qasam, Mathal, Jadal* dan *Qasas* yang terdapat dalam al-Quran. | PLO1, PLO7, PLO8 | C1, C2, C3 | | 3 | Menjelaskan konsep dan bentuk-bentuk kemukjizatan al-Quran al-Karim. | PLO1, PLO7, PLO8 | C2, C3 | | 4 | Memahami konsep asas Ahruf Sab’ah dan Qiraat serta perbezaan antara keduanya | PLO1, PLO8 | C2, C4 |  |   Setelah menamatkan kursus ini, pelajar sepatutnya boleh : | | | | | | | | | | | | |
| 11 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | **Kaedah Penilaian** | | | | | | **Bentuk Penilaian** | | | |
| Pengetahuan | | | Ujian, perbincangan,latihan | | | | | | Individu | | | |
| Kemahiran Komunikasi | | | Soaljawab,perbincangan | | | | | | Individu& kumpulan | | | |
| Kemahiran Berpasukan | | | Perbincangan , pembentangan & soal jawab | | | | | | Individu & kumpulan | | | |
| 12 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | | **Strategi Penilaian** | | | | | | | |
| Kuliah | | | | | Soal jawab, latihan,tugasan, ujian,kuiz, peperiksaan akhir | | | | | | | |
| Tutorial | | | | | Perbincangan,soal jawab,latihan | | | | | | | |
| Kerja kumpulan | | | | | Perbincangan,soal jawab | | | | | | | |
| Pembentangan | | | | | Pembahagian tugas, kerjasama ahli, penyampaian dan kandungan | | | | | | | |
| 13 | Sinopsis | Kursus ini berkisar tentang topik-topik khas pengajian al-Quran iaitu *al-nasikh dan mansukh, amthal al-Quran, aqsam al-Quran, jadal al-Quran, Qasas* al-Quran, *I’jaz al-Quran, Ahruf Sab’ah* dan *Qiraat.* | | | | | | | | | | | | |
| 14 | Mod Penyampaian | Kuliah, tutorial, secara bersemuka di dalam bilik kuliah. | | | | | | | | | | | | |
| 15 | Jenis dan kaedah Penilaian | Penilaian dibuat melalui Markah Kerja Kursus dan Peperiksaan Akhir.  Markah Kerja Kursus adalah dinilai sepanjang semester melalui ujian, tugasan dan sebagainya, manakala peperiksaan akhir dibuat secara formal di akhir semester dan dikendalikan oleh Unit atau Jawatankuasa Peperiksaan yang dilantik. Pecahan markah bagi kerja kursus dan peperiksaan akhir adalah seperti berikut:-   |  |  | | --- | --- | | **MARKAH KERJA KURSUS:**  Ujian 1  Ujian 2  Tugasan & Pembentangan  Hafazan Ayat Al-Quran | **50 %**  10 %  10 %  20 %  10% | | **PEPERIKSAAN AKHIR** | **50%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | |
| 16 | Pemetaan Kursus kepada Matlamat Program | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | PEO1 | PEO2 | *PEO3* | PEO4 | PEO5 | | CO1 | √ |  |  | √ |  | | CO2 | √ |  |  | √ |  | | CO3 | √ |  |  | √ |  | | CO4 | √ |  |  | √ |  | | | | | | | | | | | | | |
| 17 | Pemetaan Kursus kepada Hasil Pembelajaran Program | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | | CO1 | √ |  |  |  |  |  |  | √ |  | | CO2 | √ |  |  |  |  |  |  | √ |  | | CO3 | √ |  |  |  |  |  | √ | √ |  | | CO4 | √ |  |  |  |  |  | √ | √ |  | | | | | | | | | | | | | |
| 18 | Kandungan Kursus dan SLT  K: Kuliah  T: Tutorial  PK: Pembelajaran Kendiri  M: Minggu | **M** | **TAJUK** | | | | | **K** | | **SCA** | | **A** | **PK** | **SLT** |
| 1-2 | *Al-Nasikh* dan *al-Mansukh*   * Pengertian * Kepentingan *al-Nasakh* * Bahagian-bahagian *nasakh* dan jenis-jenisnya * Hikmah adanya *nasakh mansukh* | | | | | 4 | | 3 | |  | 12 | 19 |
| 3-4 | *Amthal al-Quran*   * Pengertian *al-mathal* atau perumpamaan * Bentuk-bentuk perumpamaan al-Quran kepentingan * Contoh kajian perumpamaan | | | | | 4 | | 3 | |  | 10 | 17 |
| 5-6 | *Aqsam al-Quran*   * Pengertian *qasam* atau sumpah dan gaya bahasanya * Kepentingan *qasam* di dalam al-Quran * Jenis-jenis *qasam*. * Keadaan *al-Muqsam* *‘alayh* | | | | | 4 | | 3 | |  | 10 | 17 |
| 7-8 | *Jadal* al-Quran   * Pengertian *al-Jadal* * Method perdebatan al-Quran * Contoh kajian *jadal* di dalam al-Quran | | | | | 4 | | 3 | |  | 8 | 15 |
| 9-10 | *Qasas al-Quran*   * Pengertian *Qasas* * Bentuk-bentuk *Qsas* dan kepentingan * Pengulangan *Qasas* dan kepentingan | | | | | 4 | | 3 | |  | 9 | 16 |
| 11-12 | *I’jaz al-Quran*   * Pengertian *al-I’jaz* dan pembuktiannya * Bentuk-bentuk mukjizat al-Quran * Kemukjizatan dari aspek bahasa * Kemukjizatan dari aspek kandungan dan ilmu * Kemukjizatan dari aspek pensyariatan | | | | | 4 | | 2 | |  | 10 | 17 |
| 13 | Penurunan Al-Quran dalam tujuh *Huruf*   * Dalil Al-Quran diturunkan dalam 7 *Huruf* * Hikmahnya | | | | | 2 | | 2 | |  | 6 | 10 |
| 14 | *Qiraat*   * Sejarah * Jenis-jenis *Qiraat*, hukumnya dan ketetapannya. * Faedah perbezaan dalam *Qiraat* yang sahih | | | | | 2 | | 2 | |  | 6 | 10 |
|  | Jumlah Jam Kontak | | | | | 28 | | 21 | |  | 71 | 120 |
| 19 | Rujukan | Rujukan Utama:  Manna al-Qattan. (1991). *Mabahith fi Ulum al-Quran.* Beirut : Muassasah al-Risalah  Rujukan Tambahan   1. Al-Zarqani. Muhammad Abd al-‘Azim 1988. *Manahil al-‘Irfan fi Ulum al-Quran*. Beirut : Dar al-Kutub al-Ilmiyyah 2. Subhi al-Salih. 1990. *Mabahith fi Ulum al-Quran*. Beirut : Dar al-Ilm lil al-Malayin 3. Al-Sayuti. Jalal al-Din Abd al-Rahman. 1989. *Al-Itqan fi Ulum al-Qur’an.* Beirut : Dar Ibn Kathir 4. Al-Zarkashi. Badr al-Din Muhammad bin Abdullah. 1991. *Al-Burhan fi Ulum al-Qur’an*. (Tahqiq: Muhammad Abu Fadl Ibrahim). Beirut : Dar al-Jil 5. Muhammad Khalaf Allah dan Muhammad Zaghlul Salam. T.t. (sunt). *Thalatha Rasa’il fi I’jaz al-Quran. Mesir : Dar al-Ma’arif* 6. *Ibn al-Qayyim, Muhammad bin Qayyim.* 1988. *Al-Tibyan fi Aqsam al-Quran.* Beirut: Dar Ihya’ al-Ulum | | | | | | | | | | | | |
| 20 | Maklumat Tambahan |  | | | | | | | | | | | | |

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| 1 | Nama Kursus | **AL-LUGHAH AL-ARABIAH IV** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Kod Kursus | ARB2142 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : MOHAMMAD NURUL-AMIN BIN ABDUL RAHMAN  KELULUSAN : IJAZAH SARJANA MUDA BAHASA ARAB AM (KEPUJIAN)  UNIVERSITI : UNIVERSITI AL-AZHAR MESIR  TAHUN BERGRADUAT : 2014 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini sebagai lanjutan kepada kursus Al-Lughah Al-Arabiah 1 untuk membolehkan mereka memahami ajaran Islam secara mendalam kerana kitab-kitab Turath Islam kebanyakannya ditulis di dalam Bahasa Arab. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 5 / Tahun 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  P: Praktikal  L: Lain-lain | Aktiviti Pengajaran dan Pembelajaran | | | | | | | | | | | | | | | | | Jam Belajar Pelajar (SLT) (jam) | | | | | | | | | | |
| Pembelajaran Bersemuka | | | Tumpuan Pensyarah | | | | | | | Kuliah | | | | | | | 14 | | | | | 42 | | | | | |
| Aktiviti Tumpuan Pelajar (*SCA*) | | | | | | | Praktikal/Makmal | | | | | | |  | | | | |
| Tutorial | | | | | | | 21 | | | | |
| Lain-lain | | | | | | | 7 | | | | |
| Lain-lain | | | | | | | | | | | | | |  | | | | |
| Pembelajaran Kendiri | | | Tidak bersemuka atau Pembelajaran Tumpuan Pelajar(SCL) | | | | | | | Manual | | | | | | |  | | | | | 29 | | | | | |
| Tugasan | | | | | | | 5 | | | | |
| Modul | | | | | | |  | | | | |
| Projek | | | | | | |  | | | | |
| Perbincangan Berkumpulan | | | | | | | 10 | | | | |
| Lain-lain | | | | | | | 14 | | | | |
| Ulangkaji | | | | | | | | | | | | | |  | | | | |
| Persediaan Penilaian | | | | | | | | | | | | | |  | | | | |
| Lain-lain | | | | | | | | | | | | | |  | | | | |
| Penilaian Formal | | | Penilaian Berterusan | | | | | | | Kuiz | | | | | | | 1/2 | | | | | 9 | | | | | |
| Ujian | | | | | | | 2 | | | | |
| Makmal | | | | | | |  | | | | |
| Peperiksaan Akhir | | | | | | | | | | | | | | 3 | | | | |
| Lain-lain | | | | | | | | | | | | | | 3.5 | | | | |
| **Jumlah SLT** | | | | | | | | | | | | | | | | | | | | | | **80** | | | | | |
| 7 | Nilai Kredit | 2 jam kredit ( 1 jam kredit kuliah + 1 jam kredit *SCA*) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pra Syarat | Al-Lughah Al-Arabiah IV | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Objektif Kursus | 1. Pelajar mampu Membaca dan menyebut dengan betul perkataan-perkataan dalam bahasa Arab.  2. Pelajar mampu membina maksud struktur ayat dalam bahasa Arab.  3. Pelajar mampu membaca kitab-kitab agama atau sebagainya yang ditulis dengan menggunakan bahasa Arab. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Hasil Pembelajaran (CLO) | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:- | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No** | | **Hasil Pembelajaran (CLO)** | | | | | | | **Hasil Pembelajaran Program (PLO)** | | | | | | **Taksonomi dan Kemahiran Generik** | | | | | | | | | **Kaedah Penilaian** | | | |
| 1 | | Mencatat perkataan-perkataan dalam bahasa Arab melalui kemahiran mendengar. | | | | | | | PLO1 | | | | | | C2 | | | | | | | | | Kuiz, Ujian, Tugasan, Peperiksaan Akhir, Kehadiran | | | |
| 2 | | Membaca dan menyebut dengan betul perkataan-perkataan dalam bahasa Arab. | | | | | | | PLO8 | | | | | | C3 | | | | | | | | |
| 3 | | Membina maksud struktur ayat dalam bahasa Arab. | | | | | | | PLO7 | | | | | | C6 | | | | | | | | |
| 4 | | Mampu bertutur, membaca, dan menulis bahasa Arab dengan baik dan sempurna. | | | | | | | PLO8 | | | | | | C3 | | | | | | | | |
| 5 | | Mampu membentuk dan menyusun ayat dengan baik menggunakan bahasa Arab. | | | | | | | PLO8 | | | | | | C3,C6 | | | | | | | | |
| 6 | | Boleh membaca kitab-kitab agama atau sebagainya yang ditulis dengan menggunakan bahasa Arab. | | | | | | | PLO1 | | | | | | C3 | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | | | | **Kaedah Penilaian** | | | | | | | | | | | | **Bentuk Penilaian** | | | | | | | | |
| Mendengar, Menyebut, Membaca dan Menulis | | | | | | | Ujian, Latihan, Tugasan, Peperiksaan Akhir | | | | | | | | | | | | Individu & berkumpulan | | | | | | | | |
| Komunikasi | | | | | | | Soal – jawab, perbincangan, pembentangan | | | | | | | | | | | | Individu & berkumpulan | | | | | | | | |
| Kemahiran belajar | | | | | | | Ujian, tugasan, peperiksaan | | | | | | | | | | | | Individu | | | | | | | | |
| Kerja berpasukan | | | | | | | Tugasan | | | | | | | | | | | | Berkumpulan | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | | | | **Strategi Penilaian** | | | | | | | | | | | | | | | | | | | | |
| Kuliah | | | | | | | Soal-jawab, latihan, tugasan, Kuiz, Ujian, Peperiksaan akhir | | | | | | | | | | | | | | | | | | | | |
| Kerja kumpulan & pembentangan | | | | | | | Pembahagian tugas, kerjasama ahli, penyampaian, kandungan, | | | | | | | | | | | | | | | | | | | | |
| Tutorial | | | | | | | Perbincangan, soal-jawab, latihan | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Sinopsis | Kursus ini dapat memberi maklumat kepada pelajar berkaitan dengan teknik pembentukan ayat dengan menggunakan kata nama dan kata kerja, kata sifat atau sebagainya dan juga penggunaan nahu dan saraf.  Di samping menolong pelajar berkomunikasi, mengarang , ceramah serta berdialog dalam bahasa Arab dengan baik dan mampu merujuk dan memahami kitab-kitab Thuras Islamih yang kebanyakannya ditulis di dalam bahasa Arab. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Mod Penyampaian | Kuliah, tutorial, perbincangan, latihan, tugasan, dan soal-jawab secara bersemuka di dalam bilik kuliah. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Jenis Dan kaedah Penilaian | Penilaian dibuat melalui Markah Kerja Kursus dan Peperiksaan Akhir.  Markah Kerja Kursus adalah dinilai sepanjang semester melalui ujian, tugasan dan sebagainya, manakala peperiksaan akhir dibuat secara formal di akhir semester dan dikendalikan oleh Unit atau Jawatankuasa Peperiksaan yang dilantik. Pecahan markah bagi kerja kursus dan peperiksaan akhir adalah seperti berikut:-   |  |  | | --- | --- | | **MARKAH KERJA KURSUS:**  Ujian 1  Ujian 2  Tugasan  Pembentangan  Kuiz  Kehadiran | **50 %**  10 %  10 %  15 %  5%  5%  5% | | **PEPERIKSAAN AKHIR** | **50%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Peraturan Akademik Program Diploma KTD  . | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus Kepada Objektif Program (PEO) |  | PEO1 | | | | PEO2 | | | | | | *PEO3* | | | | | PEO4 | | | | | | | | | PEO5 | | |
| CO1 | ✓ | | | |  | | | | | |  | | | | |  | | | | | | | | |  | | |
| CO2 |  | | | |  | | | | | |  | | | | |  | | | | | | | | |  | | |
| CO3 |  | | | |  | | | | | |  | | | | |  | | | | | | | | |  | | |
| CO4 |  | | | |  | | | | | |  | | | | |  | | | | | | | | | ✓ | | |
| CO5 |  | | | |  | | | | | |  | | | | |  | | | | | | | | | ✓ | | |
| CO6 |  | | | |  | | | | | |  | | | | |  | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PLO) |  | PLO1 | | | PLO2 | | PLO3 | | PLO4 | | | | PLO5 | | PLO6 | | | | | | PLO7 | | | PLO8 | | | PLO9 | |
| CO1 | ✓ | | |  | |  | |  | | | |  | |  | | | | | |  | | |  | | |  | |
| CO2 |  | | |  | |  | |  | | | |  | |  | | | | | |  | | | ✓ | | |  | |
| CO3 |  | | |  | |  | |  | | | |  | |  | | | | | | ✓ | | |  | | |  | |
| CO4 |  | | |  | |  | |  | | | |  | |  | | | | | |  | | | ✓ | | |  | |
| CO5 |  | | |  | |  | |  | | | |  | |  | | | | | |  | | | ✓ | | |  | |
| CO6 | ✓ | | |  | |  | |  | | | |  | |  | | | | | |  | | |  | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Kandungan Kursus dan SLT  K: Kuliah  *SCA*: Tutorial/Praktikal  A : Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **M** | **TAJUK** | | | | | | | | | | | | **K** | | | | | ***SCA*** | | | **A** | | | **PK** | | | **SLT** |
| 1,2,3 | Petikan 1:  Risalah Ila Waladi  Nahu:al-Asma’ Al-Khamsiah | | | | | | | | | | | | 3 | | | | | 4.5 | | | 1 | | | 6 | | | 14.5 |
| 4,5 | Petikan 2:  Al- Unisku (UNESCO)  Nahu:Tawjjub | | | | | | | | | | | | 2 | | | | | 3 | | |  | | | 5 | | | 10 |
| 6,7 | Petikan 3:  Al-Asus Al-Ijtima’ieyah  Nahu: Al-Jumu’ | | | | | | | | | | | | 2 | | | | | 3 | | | 1 | | | 6 | | | 12 |
| 8,9 | Petikan 4:  Ibnu Sina  Nahu: Al- Badal | | | | | | | | | | | | 2 | | | | | 3 | | |  | | | 5 | | | 10 |
| 10,11 | Petikan 5:  Al- Riyadhah Al- Badaniah Wa atharuha fi  Takwim Al- Zumf al- mabniah  Nahu: Al- Af’al  Al- Muqarabah | | | | | | | | | | | | 2 | | | | | 3 | | | 1 | | | 6 | | | 12 |
| 12,13,14 | Petikan 6:  Al-Thaub al- Ahmal  Nahu: Al- Mustathana | | | | | | | | | | | | 3 | | | | | 4.5 | | | 1 | | | 6 | | | 14.5 |
| 16 | Peperiksaan | | | | | | | | | | | |  | | | | |  | | | 3 | | | 4 | | | 7 |
|  | **Jumlah** | | | | | | | | | | | | **14** | | | | | **21** | | | **7** | | | **38** | | | **80** |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Rujukan | Rujukan utama :   1. Buku pelajaran BAR 2102 2. Dr. Mahmud Ismail Sini, Nasif Mustsfa b. Ab. Aziz , Mokhtar al- Tahir , *al-Arabiah li al-Nasyin* 1983, Saudi Arabia, Wzara al- Ma’arif . 3. Dr. Imad Hatim*, al-Lughah al-Arabiah Qawaid wa Nusus*, 1980 Tripoli, Libya.   Rujukan tambahan:   1. Abbas Hassan 1971, *Al-Nahw al-Wafi*, Bairyut, dar al-Ma’arif. 2. Mahmud Husaini al-Mughalasah 1991, *al-Nahw al-Syai*, Kaherah. Dar al-Basyir. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | Maklumat Tambahan | Tiada | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **KEPIMPINAN KELAB, PERSATUAN DAN ORGANISASI** | | | | | | | | | | | | | | |
| 2 | Kod Kursus | MPU 2412 | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : AZLINA BINTI OTHMAN  KELULUSAN : IJAZAH SARJANA MUDA SAINS KEMASYARAKATAN (KEPUJIAN)  UNIVERSITI : UNIVERSITI SAINS MALAYSIA  TAHUN BERGRADUAT: 2008 | | | | | | | | | | | | | | |
| 4 | Objektif kursus | Kursus ini menekankan tentang bagaimana pelajar-pelajar diberi pendedahan kepada prinsip-prinsip pengurusan kelab dan persatuan. Ini bagi membolehkan mereka mendapat pengetahuan dan kemahiran khususnya bagi tujuan menubuhkan persatuan, merancang aktiviti persatuan, melaksana aktiviti dan mempelajari kemahiran-kemahiran sosial. | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 4, Tahun 2 | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  P: Praktikal  L: Lain-lain | Secara Bersemuka/Bimbingan | | | | | Pembelajaran Kendiri (PK) | | | | | | Jumlah Pembelajaran Secara Bimbingan Dan Kendiri (SLT) | | | |
| K | | T | P | L |
| 4 | | 12 |  | 12 | 52 | | | | | | 80 | | | |
|  | | | | | | | | | | | | | | |
| 7 | Nilai Kredit | 2 jam kredit (2 jam kredit kuliah)  4 jam kontak kuliah  1 jam kontak tutorial x 12 minggu = 12 jam  12 jam kontak lain-lain  Jumlah jam kontak = 28 jam | | | | | | | | | | | | | | |
| 8 | Pra Syarat | Tiada | | | | | | | | | | | | | | |
| 9 | Hasil Pembelajaran | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Hasil Pembelajaran (CLO)** | **Hasil Pembelajaran Program (PLO)** | **Taksonomi dan Kemahiran Generik** | **Kaedah Penilaian** | | 1 | menerangkan ciri-ciri asas mengenai penubuhan kelab atau persatuan | PO1, PO2 | C1, C2 | Kuiz, Tugasan, Ujian | | 2 | menganjurkan aktiviti-aktiviti dan menguruskan aktiviti dengan berkesan | PLO6 | A3 | Projek | | 3 | mengaplikasikan kemahiran berfikir secara kreatif dan menyelesaikan masalah | PLO7 | P1, P2 | Kuiz, Tugasan, Ujian | | | | | | | | | | | | | | | |
|  | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | **Kaedah Penilaian** | | | | | | **Bentuk Penilaian** | | | | |
| Pemikiran kreatif | | | | Projek, aktiviti dan khidmat secara berkumpulan | | | | | | Berkumpulan | | | | |
| Komunikasi secara lisan. | | | | Pembentangan, soal-jawab, perbincangan. | | | | | | Berkumpulan, individu | | | | |
| Pengurusan masa. | | | | Projek, aktiviti dan khidmat secara berkumpulan | | | | | | Berkumpulan, individu | | | | |
| Kepimpinan dan kerja berpasukan | | | | Projek, aktiviti dan khidmat secara berkumpulan | | | | | | Berkumpulan | | | | |
|  | | | | | | | | | | | | | | |
| 11 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | **Strategi Penilaian** | | | | | | | | | | |
| Aktiviti berpusatkan pelajar (SCA) | | | | Projek, aktiviti dan khidmat secara berkumpulan, lawatan ke lokasi | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 12 | Sinopsis | Kursus ini direkabentuk untuk memberikan pelajar satu pengalaman untuk menjalankan program yang berkait dengan kursus yang diambil. Pelajar akan dipandu untuk mengenalpasti keperluan atau masalah, merancang,menyelaras sesuatu program sebelum, semasa dan selepas sesuatu program itu dijalankan. | | | | | | | | | | | | | | |
| 13 | Mod Penyampaian | Bersemuka | | | | | | | | | | | | | | |
| 14 | Jenis Dan kaedah Penilaian | Penilaian yang dibuat adalah secara berterusan oleh Penyelia. Markah kerja kursus dinilai sepanjang semester melalui laporan kajian, perbentangan dan perkembangan kajian.  Pecahan markah bagi kerja kursus adalah seperti berikut:- | | | | | | | | | | | | | | |
| **MARKAH KERJA KURSUS:-**  Laporan projek  Perbentangan  Penglibatan dalam projek  Tugasan 1 / outing (hantar minggu ke 4)  Tugasan 2 (hantar minggu ke 6) | | | | | | | | **100%**  45%  15%  20%  10%  10% | | | | | | |
| **PEPERIKSAAN AKHIR** | | | | | | | | **0%** | | | | | | |
| **JUMLAH** | | | | | | | | **100%** | | | | | | |
| Kriteria prestasi penilaian summatif: Rujuk buku Panduan Pengajian dan Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 15 | Kandungan Kursus dan SLT  K: Kuliah  T: Tutorial  L: Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **Bab** | **Tajuk Kursus** | | | | | **K** | **T** | | **L** | | | **PK** | **SLT** | **M** |
|  | Taklimat, suaikenal, perancangan kuliah dan pembentukan kumpulan | | | | |  | 1 | |  | | | 3 | 4 | 1 |
| 1 | Panduan penyediaan kertas kerja aktiviti dan kelulusan | | | | | 0.5 | 1 | | 1 | | | 5 | 7.5 | 2 |
| 2 | Panduan asas penubuhan kelab dan persatuan | | | | | 0.5 | 1 | | 1 | | | 5 | 7.5 | 3 |
| 3 | Jabatan Pendaftaran Pertubuhan Malaysia –peranan, sejarah dan prosidur | | | | | 0.5 | 1 | | 1 | | | 5 | 7.5 | 4 |
| 4 | Perbentangan tugasan | | | | |  |  | | 2 | | | 5 | 7 | 5 |
| 5 | Pengurusan kewangan dan penajaan | | | | | 1 | 2 | | 1 | | | 5 | 9 | 6-7 |
| 6 | Kepimpinan dalam persatuan dan perhubungan awam | | | | | 0.5 | 2 | | 1 | | | 5 | 8.5 | 8 |
| 7 | Pengurusan kelab/ persatuan dan pengurusan program | | | | | 0.5 | 2 | | 1 | | | 5 | 8.5 | 9-10 |
| 8 | Panduan protokol dan etiket | | | | | 0.5 | 2 | | 1 | | | 5 | 8.5 | 11 |
| 9 | Kemahiran berkomunikasi dan pengucapan awam | | | | |  |  | | 1 | | | 5 | 6 | 12 |
|  | Perbentangan projek | | | | |  |  | | 2 | | | 4 | 6 | 13-14 |
|  | Jumlah Jam Kontak | | | | | 4 | 12 | | 12 | | | 52 | 80 |  |
|  | | | | | | | | | | | | | | |
| 16 | Rujukan | Rujukan Utama:   1. Zafir Makbul.(2013). *Pengurusan Organisasi .*Pearson Education. 2. Ducker, P.(2010). *Managing People and Organizations.* Emerald Group Publishing. 3. Van Der Wagen & Carlos (2005). *Event Management*. 1st Edn. Pearson Higher Education 4. Jabatan Pendaftaran Pertubuhan Malaysia. 5. Meredith, J.R. & Mantel, Jr. S.J. (2006). *Project Management: A Managerial Approach* (6th Ed). New York:John Wiley and Sons, Inc.   Rujukan Tambahan:   1. Gary R.Heerkens (2002), *Project Management*. Mc Graw Hill | | | | | | | | | | | | | | |
| 19 | Maklumat Tambahan | Tiada | | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **PENGURUSAN ACARA**  *Event Management* | | | | | | | | | | | | | | |
| 2 | Kod Kursus | MPU 2422 | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : AZLINA BINTI OTHMAN  KELULUSAN : IJAZAH SARJANA MUDA SAINS KEMASYARAKATAN (KEPUJIAN)  UNIVERSITI : UNIVERSITI SAINS MALAYSIA  TAHUN BERGRADUAT: 2008 | | | | | | | | | | | | | | |
| 4 | Objektif kursus | Kursus ini diperlukan untuk melatih pelajar bagaimana mengendalikan sesuatu program atau acara. | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 4, Tahun 2 | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  P: Praktikal  L: Lain-lain | Secara Bersemuka/Bimbingan | | | | | Pembelajaran Kendiri (PK) | | | | | | Jumlah Pembelajaran Secara Bimbingan Dan Kendiri (SLT) | | | |
| K | | T | P | L |
| 4 | | 12 |  | 12 | 52 | | | | | | 80 | | | |
|  | | | | | | | | | | | | | | |
| 7 | Nilai Kredit | 2 jam kredit (2 jam kredit kuliah)  4 jam kontak kuliah  1 jam kontak tutorial x 12 minggu = 12 jam  12 jam kontak lain-lain  Jumlah jam kontak = 28 jam | | | | | | | | | | | | | | |
| 8 | Pra Syarat | Tiada | | | | | | | | | | | | | | |
| 9 | Hasil Pembelajaran | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Hasil Pembelajaran (CLO)** | **Hasil Pembelajaran Program (PLO)** | **Taksonomi dan Kemahiran Generik** | **Kaedah Penilaian** | | 1 | Menerangkan kepentingan mengurus sesuatu acara | PO1 | C1, C2 | Kuiz, Tugasan, Ujian | | 2 | Mengaplikasikan kemahiran pengurusan sumber yang cekap dan berkesan bagi sesuatu acara | PLO2 | P1, P2 | | 3 | mengaplikasikan kemahiran kepimpinan dan bekerja secara berpasukan. | PLO3 | P2 | Tugasan | | 4 | menunjukkan sikap berkeyakinan, berintegriti dan berkaraktor positif | PLO6 | A2, A3 | Projek akhir | | | | | | | | | | | | | | | |
|  | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | **Kaedah Penilaian** | | | | | | **Bentuk Penilaian** | | | | |
| Pemikiran kreatif | | | | Projek, aktiviti dan khidmat secara berkumpulan | | | | | | Berkumpulan | | | | |
| Komunikasi secara lisan. | | | | Pembentangan, soal-jawab, perbincangan. | | | | | | Berkumpulan, individu | | | | |
| Pengurusan masa. | | | | Projek, aktiviti dan khidmat secara berkumpulan | | | | | | Berkumpulan, individu | | | | |
| Kepimpinan dan kerja berpasukan | | | | Projek, aktiviti dan khidmat secara berkumpulan | | | | | | Berkumpulan | | | | |
|  | | | | | | | | | | | | | | |
| 11 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | **Strategi Penilaian** | | | | | | | | | | |
| Aktiviti berpusatkan pelajar (SCA) | | | | Projek, aktiviti dan khidmat secara berkumpulan, lawatan ke lokasi | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 12 | Sinopsis | Kursus ini direkabentuk untuk memberikan pelajar satu pengalaman untuk menjalankan program yang berkait dengan kursus yang diambil. Pelajar akan dipandu untuk mengenalpasti keperluan atau masalah, merancang, menyelaras sesuatu program sebelum, semasa dan selepas sesuatu program itu dijalankan. | | | | | | | | | | | | | | |
| 13 | Mod Penyampaian | Bersemuka | | | | | | | | | | | | | | |
| 14 | Jenis Dan kaedah Penilaian | Penilaian yang dibuat adalah secara berterusan oleh Penyelia. Markah kerja kursus dinilai sepanjang semester melalui laporan kajian, perbentangan dan perkembangan kajian.  Pecahan markah bagi kerja kursus adalah seperti berikut:- | | | | | | | | | | | | | | |
| **MARKAH KERJA KURSUS:-**  Laporan projek  Perbentangan  Penglibatan dalam projek  Tugasan 1 / outing (hantar minggu ke 4)  Tugasan 2 (hantar minggu ke 8) | | | | | | | | **100%**  45%  15%  20%  10%  10% | | | | | | |
| **PEPERIKSAAN AKHIR** | | | | | | | | **0%** | | | | | | |
| **JUMLAH** | | | | | | | | **100%** | | | | | | |
| Kriteria prestasi penilaian summatif: Rujuk buku Panduan Pengajian dan Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | | | |
| 15 | Kandungan Kursus dan SLT  K: Kuliah  T: Tutorial  L: Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **M** | **Tajuk** | | | | | **K** | **T** | | **L** | | | **PK** | **SLT** | **M** |
|  | Taklimat, suaikenal, perancangan kuliah dan pembentukan kumpulan | | | | |  | 1 | |  | | | 5 | 6 | 1 |
| 1 | Panduan penyediaan kertas kerja dan kelulusan | | | | | 0.5 | 1 | | 1 | | | 5 | 7.5 | 2 |
| 2 | Perancangan dan perbentangan program | | | | | 0.5 | 1 | | 1 | | | 5 | 7.5 | 3 |
| 3 | Pengurusan dan pemasaran acara | | | | | 0.5 | 1 | | 1 | | | 5 | 7.5 | 4 |
|  | Perbentangan tugasan | | | | |  |  | | 1 | | | 4 | 5 | 5 |
| 4 | Perancangan kewangan dan pembiayaan sesuatu acara | | | | | 1 | 2 | | 1 | | | 5 | 9 | 6-7 |
| 5 | Pengurusan sumber manusia dalam menyelaras acara | | | | | 0.5 | 2 | | 1 | | | 5 | 8.5 | 8 |
|  | Program aktiviti pelajar / outing | | | | |  |  | | 2 | | | 5 | 7 | 9 |
| 6 | Kepentingan logistik dalam pengurusan acara | | | | | 0.5 | 2 | | 1 | | | 5 | 8.5 | 10 |
| 7 | Klasifikasi elemen pementasan (staging) dan pemilihan tempat | | | | | 0.5 | 2 | | 1 | | | 4 | 7.5 | 11-12 |
|  | Perbentangan projek | | | | |  |  | | 2 | | | 4 | 6 | 13-14 |
|  |  | | | | | 4 | 12 | | 12 | | | 52 | 80 |  |
|  | | | | | | | | | | | | | | |
| 16 | Rujukan | Rujukan Utama:   1. Stephan P.Robbins (2011). *Fundamentals of Management*. Pearson Prentice Hall. 2. Charles Bladen, James Kennell (2012). *Events Management An Introduction*. Routledge. 3. Panduan Pengurusan Majlis dan Acara (2014), Edisi Pertama. Jabatan Perdana Menteri. 4. Wilson, J. P. (2012). *International Human Resource Development: Learning, Education and training for Individuals and Organisations*. Kogan Page. 5. Ibrahim Mamat. (2001). *Effective Design and Successful Management of Training*. Selangor: Eastview Publications Sdn. Bhd.   Rujukan Tambahan:   1. Sidek Mohd Noah. (2002*). Perkembangan kerjaya: Teori & praktis*. Serdang: Universiti Putra Malaysia. 2. Wilson, J. P. (2005). Human *resource development: Learning and training for individuals and organisations (2nd ed.).* Kogan Page. 3. Zuraidah Omar & Maimunah Aminuddin (Eds.). (2001). *Managing performance in Malaysian organisations in HRM toolkit for Malaysian practitioners*, Kuala Lumpur: McGraw-Hill. | | | | | | | | | | | | | | |
| 17 | Maklumat Tambahan | Tiada | | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **PROGRAM PEMBANGUNAN SAHSIAH TERPUJI 5** | | | | | | | | | | | | | | |
| 2 | Kod Kursus | PST 3051 | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : AFWA NISAEE BINTI MOHD NOOR  KELULUSAN : IJAZAH SARJANA MUDA PENGURUSAN MUAMALAT (JABATAN  SYARIAH PENGURUSAN)  UNIVERSITI : UNIVERSITI MALAYA  TAHUN BERGRADUAT : 2012 | | | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini adalah kursus yang bersiri dan berkesinambungan untuk membangunkan sahsiah pelajar secara berterusan dengan meletakkan asas aqidah, ibadah, akhlak, kefahaman serta kemahiran insaniah dalam membentuk peribadi yang berkualiti. Ia merupakan kursus teras dalam mencapai visi dan misi Kolej Teknologi Darulnaim dalam aspek etika dan keperibadian pelajar. | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 4, tahun 2 | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  P: Praktikal  L: Lain-lain | Secara Bersemuka/Bimbingan | | | | | | | Pembelajaran Kendiri (PK) | | | Jumlah Pembelajaran Secara Bimbingan Dan Kendiri (SLT) | | | | |
| K | | T | P | L | | |
|  | |  |  | 28 | | | 14 | | | 42 | | | | |
| 7 | Nilai Kredit | 1 jam kredit (2 jam kredit lain-lain\*)  2 jam kontak x 14 minggu = 28 jam  \*lain-lain terdiri daripada perbincangan, ceramah dan aktiviti-aktiviti | | | | | | | | | | | | | | |
| 8 | Pra Syarat | PST 2041 | | | | | | | | | | | | | | |
| 9 | Objektif Kursus | 1. Melahirkan pelajar yang mampu membaca Al-Quran dan menghafaz beberapa ayat daripada Al-Quran.  2. Melahirkan pelajar yang memahami dan mengamalkan proses penyucian jiwa serta proses pendidikan kendiri. | | | | | | | | | | | | | | |
| 10 | Hasil Pembelajaran (CLO) | Setelah menamatkan kursus ini, pelajar sepatutnya mampu:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Hasil Pembelajaran (CLO)** | **Hasil Pembelajaran Program (PLO)** | **Taksonomi dan Kemahiran Generik** | **Kaedah Penilaian** | | 1 | Menghafaz sekurang-kurangnya 6 ayat-ayat pilihan dan dapat membaca Al-Quran. | PLO4, PLO8 | C1, C3, P3 | Ujian Lisan | | 2 | Memahami dan menjelaskan kepentingan dan proses penyucian jiwa( tazkiyah al-nafs) serta mampu mengamalkannya. | PLO4, PLO7, PLO8 | C2, P3 | Ujian Kefahaman, Kuiz, Projek/Tugasan | | 3 | Memahami dan mempraktikkan proses pendidikan kendiri (tarbiyah dzatiyah). | PLO4, PLO7, PLO8 | C2, P3 | Ujian Kefahaman, Kuiz, Projek/Tugasan | | | | | | | | | | | | | | | |
| 11 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | | | **Kaedah Penilaian** | | | | | **Bentuk Penilaian** | | | |
| Membaca dan menghafaz Al-Quran | | | | | | Ujian Lisan | | | | | Individu | | | |
| Komunikasi dan kerja kumpulan | | | | | | Tugasan/Sesi Perbincangan | | | | | Berkumpulan | | | |
| Koreksi diri | | | | | | Jurnal Mingguan | | | | | Individu | | | |
| Kefahaman | | | | | | Kuiz dan ujian | | | | | Individu | | | |
|  | | | | | | | | | | | | | | |
| 12 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | | **Strategi Penilaian** | | | | | | | | | |
| Perbincangan dalam kumpulan | | | | | Penilaian, kuiz dan tugasan | | | | | | | | | |
| Kerja Kumpulan & pembentangan | | | | | Pembahagian tugas, kerja berpasukan, soal jawab. | | | | | | | | | |
| Penulisan | | | | | Jurnal Mingguan | | | | | | | | | |
| Bacaan dan hafazan Al-Quran | | | | | Ujian lisan | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 13 | Sinopsis | Kursus ini membincangkan kepentingan dan proses penyucian jiwa; proses pendidikan kendiri serta menghafal ayat-ayat pilihan dalam Al-Quran. | | | | | | | | | | | | | | |
| 14 | Mod Penyampaian | Perbincangan, ceramah, hafazan, tugasan, sesi soal jawab, praktikal dan aktiviti yang bersesuaian yang dilakukan secara bersemuka. | | | | | | | | | | | | | | |
| 15 | Jenis Dan kaedah Penilaian | Penilaian dibuat melalui Markah Kerja Kursus dan Peperiksaan Akhir.  Markah Kerja Kursus adalah dinilai sepanjang semester melalui ujian, kuiz, tugasan dan sebagainya, manakala peperiksaan akhir dibuat secara formal di akhir semester dan dikendalikan oleh Unit atau Jawatankuasa Peperiksaan yang dilantik. Pecahan markah bagi kerja kursus dan peperiksaan akhir adalah seperti berikkut:-   |  |  | | --- | --- | | **MARKAH KERJA KURSUS:-**  Ujian lisan Al-Quran  Pemerhatian sahsiah (Jurnal)  Projek/tugasan  Ujian & Kuiz (kefahaman)  Aktiviti | **100%**  20%  10%  30%  30%  10% | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Panduan Pengajian Program Diploma KTD dan buku Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus Kepada Objektif Program (PEO) | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | PEO1 | PEO2 | PEO3 | PEO4 | PEO5 | | CLO1 |  |  |  |  |  | | CLO2 |  |  |  |  |  | | CLO3 |  |  |  |  |  | | | | | | | | | | | | | | | |
| 17 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PLO) | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 | PLO6 | PLO7 | PLO8 | PLO9 | | CLO1 |  |  |  |  |  |  |  |  |  | | CLO2 |  |  |  |  |  |  |  |  |  | | CLO3 |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | |
| 18 | Kandungan Kursus dan SLT  M: Minggu pembelajaran  B: Perbincangan kumpulan  C: Ceramah umum  L: Lain-lain  PK: Pembelajaran kendiri | **BAB** | **TAJUK** | | | | | | | **B** | **C** | **L** | | **PK** | **SLT** | **M** |
| 1 | 1. Aqidah : Keperluan manusia pada Rasul 2. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 1 |
| 2 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Kepentingan Penyucian Jiwa 3. Tugasan peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 2 |
| 3 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Jenis – jenis hati - 1. 3. Tugasan peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 3 |
| 4 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Jenis – jenis hati - 2. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 4 |
| 5 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Racun – racun hati -1. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 5 |
| 6 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Jenis – jenis hati - 2. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 6 |
| 7 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Racun – racun hati -1. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 7 |
| 8 | Cuti Pertengahan Semester | | | | | | |  |  |  | |  |  |  |
| 9 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Cara menghidupkan hati -1. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 9 |
| 10 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Cara menghidupkan hati -2. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 10 |
| 11 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Definisi dan kepentingan tarbiyah dzatiyah 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 11 |
| 12 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Sebab – sebab pengabaian tarbiyah dzatiyah. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 12 |
| 13 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Sarana/ Cara-cara tarbiyah dzatiyah -1. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 13 |
| 14 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Sarana/ Cara-cara tarbiyah dzatiyah -2. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 14 |
| 15 | 1. Al-Quran :Membaca dan menghafaz ayat-ayat Al-Quran pilihan. 2. Sarana/ Cara-cara tarbiyah dzatiyah -3. 3. Tugasan Peserta: Tazkirah 4. Muhasabah – Al-Quran dan Solat 5. PESAT Umum/Ceramah umum | | | | | | | 1 | 1 | 0.5 | | 0.5 | 3 | 15 |
| 16 | Minggu Ulang kaji | | | | | | |  |  |  | |  |  |  |
| 17 | Minggu Peperiksaan Akhir | | | | | | |  |  |  | |  |  |  |
|  | Jumlah | | | | | | | 14 | 14 | 7.5 | | 7.5 | 42 |  |
|  | | | | | | | | | | | | | | |
| 19 | Rujukan | Rujukan Utama:   1. Abdullah bin Abdul Aziz Al-Aidan, Alih Bahasa Fadhli Bahri (2008), *Tarbiyah Dzatiyah,* Jakarta, Penerbit An-Nadwah. 2. Cahyadi Takariawan, Ghazali Mukri (2002), *Kitab Tazkiyah,* Solo, Era Intermedia. 3. Jamal al-Din M Zarabozo (2002), Purification of the soul, USA, Al Basheer Publications & Translations. | | | | | | | | | | | | | | |
| 20 | Maklumat Tambahan | 1. Projek/Tugasan: 2. Tugasan 1: Pembentangan oleh pelajar  * Isi kandungan yang tepat. * Kemahiran Insaniah – komunikasi  1. Portfolio –mana – mana tajuk.  * Isi kandungan yang tepat. * Kemahiran Insaniah – komunikasi  1. Pecahan subtopik kursus  |  |  | | --- | --- | | **Bil.** | **SubTopik Kursus** | | 1. | Menghafaz ayat-ayat pilihan.  Ayat Hafazan:  Al-Mukminun (115-116) , Adz-Dzaariyat:56-58, Ar –Rad:28, At-taubah:24, Ibrahim:7,  Al-muzammil:6, Al-Ankabut:45, Al-hujurat:12. | | 2. | Kepentingan dan proses tazkiyah tunafs.  2.1 Kepentingan tazkiyah tunafs.  2.2 Jenis – jenis hati.  2.3 Racun – racun hati.  2.4 Cara menghidupkan hati. | | 3 | Proses tarbiyah dzatiyah.  3.1 Definisi dan kepentingan tarbiyah  dzatiyah  3.2 Sarana/ Cara-cara tarbiyah dzatiyah | |  |  | | | | | | | | | | | | | | | |

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| 1 | Course Name | **ENGLISH COMMUNICATIVE SKILLS III** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Course Code | ELS 2232 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name Of Academic Staff | NAME : SHARMIN ALAM  QUALIFICATION : MASTERS IN ENGLISH LITERATURE(MA)  UNIVERSITY : DHAKA UNIVERSITY, BANGLADESH  YEAR GRADUATED: 1988 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rationale Course Included In This Course | This course prepares students with communicating and writing skills in their job search. It also expose students to the process of finding work after graduating. Also, apply the professionalism and ethics in the workplace among students. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester And Year Offered | Semester 4, Year 2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | | | | | | | | | | Student Learning Time (SLT) (hours) | | | | | | | | | | | | | | |
| Face to face Learning | | Lecturer Centered | Lecture | | | | | | | | |  | | | | | | | | | | 42 | | | | |
| Student Centered Activities | Practical/Lab | | | | | | | | | 5 | | | | | | | | | |
| Tutorial | | | | | | | | | 30 | | | | | | | | | |
| Others | | | | | | | | | 7 | | | | | | | | | |
| Others | | | | | | | | | |  | | | | | | | | | |
| Self Learning | | Non Face to Face or Student Centered Learning (SCL) | Manual | | | | | | | | |  | | | | | | | | | | 26 | | | | |
| Assignment | | | | | | | | | 5 | | | | | | | | | |
| Module | | | | | | | | |  | | | | | | | | | |
| Project | | | | | | | | | 5 | | | | | | | | | |
| Group Discussion | | | | | | | | | 5 | | | | | | | | | |
| Others | | | | | | | | |  | | | | | | | | | |
| Revision | | | | | | | | | | 7 | | | | | | | | | |
| Assessment Preparation | | | | | | | | | | 4 | | | | | | | | | |
| Others | | | | | | | | | |  | | | | | | | | | |
| Formal Assessment | | Continuous Assessment | Quizzes | | | | | | | | |  | | | | | | | | | | 12 | | | | |
| Test | | | | | | | | | 10 | | | | | | | | | |
| Lab | | | | | | | | |  | | | | | | | | | |
| Final Examination | | | | | | | | | | 2 | | | | | | | | | |
| Others | | | | | | | | | |  | | | | | | | | | |
| **Total SLT** | | | | | | | | | | | | | | | | | | | | | | **80** | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Credit Value | 2 credit hours tutorial  3 contact hours for tutorial x 14 weeks = 42 hours  Total contact hours = 42hours  \*SCA – consist of tutorial, presentation, discussion, project, report and others. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pre-Requisite | ELS 2222 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-  CO1: Analyze the job advertisement  CO2: Writing curriculum vitae,job application, letter ,and various documents related to carrer.  CO3: Show effective interview skill for career. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Skills Transfer | **Skills Developed** | | | | **Method Of Assessment** | | | | | | | | | | | | **Form of Assessment** | | | | | | | | | | |
| Knowledge | | | | Assignment, Test, Final Examination | | | | | | | | | | | | Individual | | | | | | | | | | |
| Hands-on task | | | | Presentation, Discussion | | | | | | | | | | | | Individual / group | | | | | | | | | | |
| Etiquette, professionalism and humanity | | | | Group Discussion | | | | | | | | | | | | Individual & team | | | | | | | | | | |
| Communication and cooperation skills as a team. | | | | Group Discussion | | | | | | | | | | | | Individual & team | | | | | | | | | | |
| Life-long learning and information management | | | | Final examination | | | | | | | | | | | | Individual | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | | | | | | **Assessment Strategy** | | | | | | | | | | | | | | | | | | | | |
| Lecture | | | | | | Q&A, exercises, test, quizzes, assignment, final examination | | | | | | | | | | | | | | | | | | | | |
| Work in team & presentation | | | | | | Collaboration of members and content delivery. | | | | | | | | | | | | | | | | | | | | |
| Tutorial | | | | | | Discussion, Q&A sessions | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Synopsis | This course is designed to provide students with job search skills and communicate at the workplace. Also, in this course, students will be applying the language skills in real working environment. The requirement of oral presentation will hopefully polish their verbal communication and social skill of students as preparation in the work field. Students will also be trained to be professional, responsible, and be ethical. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Delivery Mode | Lecture, tutorial, discussion, question and answer session and exercise. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Type And Assessment Method | Assessment consists of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by test, quizzes, assignment, and others. Final examination is done formally at the end of the semester, organized by Examination Unit or Committee. The distribution of course work marks are as follows:-   |  |  | | --- | --- | | **Course Work:-**  Job scan  Career plan  Resume writing  Application letter  Interview  Final project | **50%**  10%  5%  5%  10%  10%  10% | | **Final Examination** | **50%** | | **Total** | **100%** |   Criteria of summative assessment performance: Refer to ‘Panduan Pengajian Program Diploma KTD’ and ‘Peraturan Akademik Program KTD’. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | | | | | | **CO1** | | | | | **CO2** | | | | | **CO3** | | | | | **CO4** | | |
| Grammar | | | | | | | | |  | | | | |  | | | | |  | | | | |  | | |
| Writing | | | | | | | | | ✓ | | | | | ✓ | | | | |  | | | | |  | | |
| Reading | | | | | | | | | ✓ | | | | | ✓ | | | | |  | | | | |  | | |
| Speaking | | | | | | | | | ✓ | | | | |  | | | | | ✓ | | | | |  | | |
| Listening | | | | | | | | |  | | | | |  | | | | | ✓ | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | | | | **PO1** | | **PO2** | **PO3** | | **PO4** | | | **PO5** | | | | **PO6** | | | **PO7** | | | **PO8** | | | **PO9** |
| Grammar | | | | |  | |  |  | |  | | |  | | | |  | | |  | | |  | | |  |
| Writing | | | | | ✓ | |  |  | |  | | | ✓ | | | |  | | | ✓ | | | ✓ | | |  |
| Reading | | | | | ✓ | |  |  | |  | | |  | | | |  | | |  | | | ✓ | | |  |
| Speaking | | | | | ✓ | |  | ✓ | |  | | | ✓ | | | |  | | |  | | |  | | | ✓ |
| Listening | | | | | ✓ | |  |  | |  | | | ✓ | | | |  | | |  | | | ✓ | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  SCA: Tutorial/ Laboratory  A: Assessment  SCL: Student Centered Activities  PK: Self Learning  M: Week of Study | **M** | **TOPIC** | | | | | | | | | | **K** | | | | ***SCA*** | | | **A** | | | **PK** | | | | **SLT** | |
| 1-3 | **Reading**  a) Analyzing job advertisements   * Components of job advertisements   b) Job searching skills   * Online * Printed media | | | | | | | | | |  | | | | 10 | | |  | | | 8 | | | | 20 | |
| 4-8 | **Speaking & Listening**  a) Interview  Interview for information   * Career information searching techniques * Presentation of career planning   b) Job Interview   * Common questions in job interview * Tips and techniques of an effective job interview * Job interview Do’s and Don’ts | | | | | | | | | |  | | | | 14 | | |  | | | 14 | | | | 24 | |
| 10-16 | **Writing**  a) Letter of inquiry  b) Letter of complaint  c)Job application letter  d) curriculum vitae  e ) office memorandum  f) Report | | | | | | | | | |  | | | | 16 | | |  | | | 14 | | | | 34 | |
| 17 | Final Examination | | | | | | | | | |  | | | | 2 | | |  | | | 2 | | | | 2 | |
|  | Total | | | | | | | | | |  | | | | 42 | | |  | | | 38 | | | | 80 | |
| 18 | References | 1. Jonny et.al. (2010) English for Professional Communication Business and Commerce Singapore :Cengage Learning Asia Pte Ltd 2. Taylor,S,( 2005) Communication For Business, A Practical Approach 4th Edition England: Pearson Education Ltd. 3. Samsiah Abdul Hamid & Rosyati Abdul Rashid, (2012) Mastering English For Employment, Cengage Learning Asia Pte Ltd. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Additional Information | None | | | | | | | | | | | | | | | | | | | | | | | | | | |