Jadual 3: Ringkasan Maklumat Setiap Modul / Kursus

**Senarai Kursus Semester 4 / Tahun 2**

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| **BIL** | **KODKURSUS** | **NAMA KURSUS** |
| 1 | ASY 2123 | TARIKH AL-TASYRI' AL-ISLAMI |
| 2 | ASY 2353 | FIQH AL-JINAYAT |
| 3 | AQS 2163 | TAFSIR AYAT AL-AHKAM |
| 4 | ARB 2142 | AL-LUGHAH AL-ARABIYAH IV |
| 5 | PST 2041 | PEMB. SAHSIAH TERPUJI (PESAT V) |
| 6 | MPU 24X2 | MPU 4 (KHIDMAT MASYARAKAT) |
| 7 | ELS 2232 | ENGLISH COMMUNICATIVE SKILLS III |

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| 1 | Nama Kursus | **TARIKH AL-TASYRI’ AL-ISLAMI** | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Kod Kursus | ASY 2123 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : RADIN SERI NABAHAH AHMAD ZABIDI  KELULUSAN : Sarjana Muda Pengajian Islam Dan Bahasa Arab (Syariah )  UNIVERSITI : Al-Azhar, Mesir  TAHUN BERGRADUAT : 2002 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini memperkenalkan pelajar kepada konsep syariat, fiqh dan tasyri’.Kursus ini juga memperjelaskan tahap-tahap perundangan dalam sejarah pemikiran Islam serta membincangkan kesan-kesan dan sumber-sumber perundangan pada setiap zaman. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 5, tahun 2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  A: Amali  L: Lain-lain | Secara Bersemuka/Bimbingan | | | | | Pembelajaran Kendiri | | | | | | | Jumlah Pembelajaran Secara Bimbingan Dan Kendiri (SLT) | | | | | | | | | | | | | |
| K | T | A | 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 | Tiada | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Hasil Pembelajaran (CO) | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:-  CO1: Menerangkan prinsip dan sistem perundangan Islam serta perkembangannya.  CO2: Membezakan perundangan Islam dengan undang-undang ciptaan manusia.  CO3: Menentukan hubungan antara syariah, fiqh dan ijtihad para mujtahid sepanjang kurun.  CO4: Mengenali sumber-sumber perundangan Islam berdasarkan setiap peringkat perkembangan perundangan Islam.  CO5: Mengenalpasti usaha-usaha para ulama dalam kebangkitan semula fiqh pada zaman moden. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | **Kaedah Penilaian** | | | | | | | | | | **Bentuk Penilaian** | | | | | | | | | | | | | |
| Pengetahuan | | Ujian, Latihan, Tugasan, Peperiksaan Akhir | | | | | | | | | | Individu | | | | | | | | | | | | | |
| Komunikasi | | Soal –jawab, perbincangan, tugasan | | | | | | | | | | Individu & berkumpulan | | | | | | | | | | | | | |
| Etika & moral | | Soal – jawab, perbincangan, ujian | | | | | | | | | | Individu & berkumpulan | | | | | | | | | | | | | |
| Kemahiran belajar | | Ujian, tugasan, peperiksaan akhir | | | | | | | | | | Individu | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 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 | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Sinopsis | Kursus ini membincangkan tentang konsep syariat, fiqh dan tasyri’ serta tahap-tahap perundangan dalam sejarah pemikiran Islam iaitu bermula pada zaman Rasulullah s.a.w. , zaman para sahabat, zaman para tabi’in, zaman ulama’ mujtahidin, zaman taklid dan kebekuan ijtihad serta zaman moden. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Mod Penyampaian | Kuliah, tutorial, soal-jawab, perbincangan dua hala dan penerapan nilai secara bersemuka di dalam bilik kuliah. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 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:-**  Kertas kerja  Ujian | **50%**  25%  25% | | **PEPERIKSAAN AKHIR** | **50%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Panduan dan Peraturan Akademik Program Diploma KTD. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Pemetaan Kursus Kepada Hasil Pembelajaran Kursus (CO) | **Tajuk Kursus** | | | | | | | | | | | **CO1** | | | | **CO2** | | | | **CO3** | | | **CO4** | | **CO5** | |
| Prinsip umum syariah dan *tarikh tasyri’* | | | | | | | | | | | ✓ | | | | ✓ | | | |  | | |  | |  | |
| Perundangan pada zaman Rasulullah sa.w. | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | ✓ | |  | |
| Perundangan pada zaman sahabat | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | ✓ | |  | |
| Perundangan pada zaman tabi’in | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | ✓ | |  | |
| Perundangan pada zaman ulama’ mujtahidin | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | ✓ | |  | |
| Perundangan pada zaman taklid dan kebekuan ijtihad | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | ✓ | |  | |
| Perundangan pada zaman moden | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | ✓ | | ✓ | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PO) | **Tajuk Kursus** | | | | **PO1** | | **PO2** | **PO3** | | **PO4** | | | | **PO5** | | | **PO6** | | **PO7** | | | **PO8** | | | | **PO9** |
| Prinsip umum syariah dan *tarikh tasyri’* | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
| Perundangan pada zaman Rasulullah s.a.w. | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
| Perundangan pada zaman sahabat r.a | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
| Perundangan pada zaman tabi’in r.a. | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
| Perundangan pada zaman ulama’ mujtahidin | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
| Perundangan pada zaman taklid dan kebekuan ijtihad | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
| Perundangan pada zaman moden | | | | ✓ | |  | ✓ | | ✓ | | | | ✓ | | |  | |  | | | ✓ | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Kandungan Kursus dan SLT  K: Kuliah  T: Tutorial  L: Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **BAB** | **TAJUK** | | | | | | | **K** | | **T** | | | | **L** | | | **PK** | | | **SLT** | | | **M** | | |
| 1 | Prinsip umum syariah dan tarikh tasyri’   * 1. Definisi syariah, tasyri’, fiqh dan qanun   2. Keperluan kepada perundangan Islam   3. Perbezaan perundangan Islam dengan Undang-undang ciptaan manusia.   4. Peringkat-peringkat *tasyri’* dalam sejarah pemikiran Islam | | | | | | | 4 | | 3 | | | |  | | | 10 | | | 17 | | | 1-2 | | |
| 2 | Perundangan pada zaman Rasulullah s.a.w.   * 1. Keadaan bangsa Arab ketika   kebangkitan Nabi   * 1. Cara penurunan syariat   2. Al-Quran pada zaman Nabi   3. Al-Sunnah pada zaman Nabi   4. Ijtihad pada zaman Rasulullah | | | | | | | 4 | | 3 | | | |  | | | 10 | | | 17 | | | 3-4 | | |
| 3 | Perundangan pada zaman sahabat   * 1. Pensyariatan pada zaman sahabat (khulafa’ ar-rasyidin)   2. Keadaan pada zaman itu   3. Sumber 1: Al-Quran   4. Sumber 2: As-Sunnah   5. Ijtihad pada zaman sahabat   6. Tokoh-tokoh | | | | | | | 4 | | 3 | | | |  | | | 10 | | | 17 | | | 5-6 | | |
| 4 | Perundangan pada zaman tabi’in   * 1. Pensyariatan zaman tabi’in (hujung khalifah ar-Rasyidin hingga awal kurun ke 2)   2. Fenomena perpecahan di kalangan umat Islam   3. Kesan-kesan fenomena pada zaman ini   4. Tokoh-tokoh di kalangan tabi’in | | | | | | | 4 | | 3 | | | |  | | | 10 | | | 17 | | | 7-8 | | |
| 5 | Perundangan pada zaman ulama’ mujtahidin  5.1 Pensyariatan zaman ulama’ mujtahidin(dari awal kurun ke 2 sehingga pertengahan kurun ke 4)  5.2 Kegemilangan tokoh pada zaman imam mujtahid dan sebab-sebabnya.  5.3 Sumber-sumber fiqh pada zaman iman mujtahid.  5.4 Faktor-faktor kemunculan mazhab fiqh pada zaman ini  5.5 Fenomena perselisihan di kalangan fuqaha’, kesan kepada umat Islam dan pendirian kita terhadapnya. | | | | | | | 4 | | 3 | | | |  | | | 10 | | | 17 | | | 9-10 | | |
| 6 | Perundangan pada zaman taklid dan kebekuan ijtihad  6.1 Pensyariatan pada zaman taklid dan kebekuan ijtihad (pertengahan kurun ke 4 sehingga kejatuhan Baghdad)  6.2 Fenomena taklid  6.3 Tokoh-tokoh pada zaman ini | | | | | | | 4 | | 3 | | | |  | | | 10 | | | 17 | | | 11-12 | | |
| 7 | Perundangan pada zaman moden  7.1 Pensyariatan pada zaman moden (pertengahan kurun ke 5 sehingga sekarang)  7.2 Usaha-usaha membangunkan pemikiran pada zaman moden  7.3 Ensiklopedia fiqh Islam | | | | | | | 4 | | 3 | | | |  | | | 11 | | | 18 | | | 13-14 | | |
|  | Jumlah | | | | | | | 28 | | 21 | | | |  | | | 71 | | | 120 | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Rujukan | Rujukan Utama   1. Muhammad Fuad Muhammad Suwari, Dr, (2009),  *Al-Madkhal Ila Dirasah Al-Fiqh Al-Islami,* Kuala Lumpur : IIUM Press. 2. Al-Sayis, Muhammad Ali (2002), *Tarikh Al-Fiqh Al-Islami,* Dar Al-Furqan : Damsyiq.   Rujukan Tambahan   1. Al-Khudari, Muhammad (1991) *Tarikh Al-Tasyri’ al-Islami,* Beirut : Dar Al-Kutub Al-Ilmiah. 2. Al-Qattan, Manna’ (1997)*Tarikh al-Tasyri’ Al-Islami*, Beirut : Muassasah al-Risalah 3. Abdul Karim Zaidan (1992) *al-Madkhal ila ad-Dirasah al-Syariah al-Islamiah*, Baghdad : Maktabah al-Quds 4. Al-Asyqar, Umar Sulaiman (2005), *AL-Madkhal Ila Al-Syariah wa Al-Fiqh Al-Islami,* Amman : Dar Al-Nafais 5. Muhammad Abu Zuhrah (1996), *Tarikh Al-Mazahib AL-Fiqhiyyah,* Dar Al-Fikr Al-Arabi : Damsyiq. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Maklumat Tambahan |  | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **FIQH AL-JINAYAT** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Kod Kursus | ASY2353 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAMA : RADIN SERI NABAHAH AHMAD ZABIDI  KELULUSAN : Sarjana Muda Pengajian Islam Dan Bahasa Arab (Syariah )  UNIVERSITI : Al-Azhar, Mesir  TAHUN BERGRADUAT : 2002 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini memperkenalkan konsep jenayah dan asas undang-undang jenayah Islam serta mendedahkan bentuk-bentuk kesalahan dalam undang-undang jenayah Islam. Kursus ini juga memberi penjelasan mengenai bentuk-bentuk hukuman dalam Islam. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 5, Tahun 2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  A: Amali  L: Lain-lain | Secara Bersemuka/Bimbingan | | | | | | | | | | Pembelajaran Kendiri | | | | | | | | Jumlah Pembelajaran Secara Bimbingan Dan Kendiri (SLT) | | | | | | | | |
| K | | T | A | | L | | | | |
| 28 | | 21 |  | | 6 | | | | | 65 | | | | | | | | 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 | Hasil Pembelajaran (CO) | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:-  CO1 : Menjelaskan konsep jenayah dalam Islam dan kesalahan yang termasuk dalam jenayah hudud, qisas dan ta’zir.  CO2 : Menentukan hukuman yang sesuai dengan kesalahan berdasarkan pendapat ulamak di dalam kitab mereka.  CO3 : Menghuraikan cara mensabitkan kesalahan bagi jenayah menurut syariah.  CO4 : mengenalpasti keraguan dan tohmahan asas musuh Islam tentang relevansi undang-undang jenayah Islam. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | | | **Kaedah Penilaian** | | | | | | | | | | | | | | **Bentuk Penilaian** | | | | | | |
| Pengetahuan | | | | | | Ujian, Kuiz, Latihan, Tugasan, Peperiksaan Akhir | | | | | | | | | | | | | | Individu & berkumpulan | | | | | | |
| Kemahiran komunikasi | | | | | | Soal – jawab, perbincangan, pembentangan | | | | | | | | | | | | | | Individu & berkumpulan | | | | | | |
| Penyelesaian masalah dan pemikiran kritis | | | | | | Tugasan | | | | | | | | | | | | | | Individu & berkumpulan | | | | | | |
| Kemahiran belajar | | | | | | Ujian, tugasan, peperiksaan akhir | | | | | | | | | | | | | | Individu | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 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 | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Sinopsis | Perbincangan mengenai konsep jenayah, *jarimah* dan ‘*uqubah* dalam undang-undang jenayah Islam, pengertian *hudud* dan *ta’zir*, jenis-jenis jenayah yang berkaitan dengan *hudud* dan *ta’zir*, kesalahan *qisas* dan *diat*, membunuh dan jenis-jenisnya, hukuman dan cara mensabitkan kesalahan bagi setiap jenayah *.* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Mod Penyampaian | Kuliah, tutorial, soal-jawab, perbincangan dua hala dan penerapan nilai secara bersemuka di dalam bilik kuliah. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 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:-**  Kertas kerja  Ujian | **50%**  25%  25% | | **PEPERIKSAAN AKHIR** | **50%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku Peraturan Akademik Program Diploma KTD | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Pemetaan Kursus Kepada Hasil Pembelajaran Kursus (CO) | **Tajuk Kursus** | | | | | | | | | | | | | **CO1** | | | | **CO2** | | | | **CO3** | | | | **CO4** | |
| Konsep *jinayah,jarimah* dan  *‘uqubah* | | | | | | | | | | | | | ✓ | | | |  | | | |  | | | |  | |
| Kesalahan hudud dan jenis-jenisnya | | | | | | | | | | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | |
| Konsep *Qisas* dan *diat* | | | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | | | ✓ | |
| Jenayah membunuh dan jenis-jenisnya | | | | | | | | | | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | |
| Kesalahan ta’zir dan jenis-jenisnya | | | | | | | | | | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PO) | **Tajuk Kursus** | | | | **PO1** | | | | **PO2** | **PO3** | | | **PO4** | | | **PO5** | | | | **PO6** | | | **PO7** | | **PO8** | | **PO9** |
| Konsep *jinayah,jarimah* dan  *‘uqubah* | | | | ✓ | | | |  |  | | |  | | | ✓ | | | |  | | | ✓ | | ✓ | |  |
| Kesalahan hudud dan jenis-jenisnya | | | | ✓ | | | |  |  | | |  | | | ✓ | | | |  | | | ✓ | | ✓ | |  |
| Konsep *Qisas* dan *diat* | | | | ✓ | | | |  |  | | |  | | | ✓ | | | |  | | | ✓ | | ✓ | |  |
| Jenayah membunuh dan jenis-jenisnya | | | | ✓ | | | |  |  | | |  | | | ✓ | | | |  | | | ✓ | | ✓ | |  |
| Kesalahan ta’zir dan jenis-jenisnya | | | | ✓ | | | |  |  | | |  | | | ✓ | | | |  | | | ✓ | | ✓ | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Kandungan Kursus dan SLT  K: Kuliah  T: Tutorial  L: Lain-lain  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **BAB** | **TAJUK** | | | | | | | | | | **K** | | | **T** | | **L** | | | | **PK** | | | **SLT** | | **M** | |
| 1 | Konsep *jinayah,jarimah* dan  *‘uqubah*   * 1. Pengenalan Fiqh Al-Jinayat | | | | | | | | | | 4 | | | 3 | |  | | | | 8 | | | 15 | | 1-2 | |
| 2 | Kesalahan hudud dan jenis-jenisnya  2.1 Kesalahan mencuri (sariqah)  2.2 Kesalahan merompak (qat’u at-  toriq)  2.3 Kesalahan zina  2.4 Kesalahan Qazaf  2.5 Kesalahan Minum arak  2.6 Kesalahan memberontak *(al-*  *baghyu)*  2.7Kesalahan *Riddah* (murtad)  2.8 Ciri-ciri Hudud | | | | | | | | | | 14 | | | 10.5 | | 1.5 | | | | 28 | | | 54 | | 3 - 9 | |
| 3 | Konsep *Qisas* dan *diat*  3.1 Kesalahan Qisas  3.1.1 Definisi  3.1.2 Hikmah  3.1.3 Syarat  3.1.4 Keadaan-keadaan  Hukuman  3.2 Diat  3.2.1 Definisi  3.2.2 Keadaan yang mewajibkan  Diat  3.2.3 Jenayah membunuh dan  jenis-jenisnya   * Kaffarah * Qasamah | | | | | | | | | | 4 | | | 3 | |  | | | | 8 | | | 15 | | 10 - 11 | |
| 4 | Jenayah membunuh dan jenis-jenisnya  4.1 Kesalahan terhadap janin  4.2 Kesalahan terhadap ahli kitab | | | | | | | | | | 2 | | | 1.5 | | 1.5 | | | | 4 | | | 9 | | 12 | |
| 5 | Kesalahan ta’zir dan jenis-jenisnya  5.1 Definisi  5.2 Jenis-jenisnya  5.3 Ciri-ciri  5.4 Sebab-sebab sesuatu kesalahan  termasuk dalam kesalahan ta’zir  5.5 Pelaksana hukuman ta’zir  5.6 Gantirugi  5.7 Cara pensabitan ta’zir  5.8 Taubat bagi kesalahan ta’zir | | | | | | | | | | 4 | | | 3 | |  | | | | 7 | | | 14 | | 13 -14 | |
|  | Peperiksaan | | | | | | | | | |  | | |  | | 3 | | | | 10 | | | 13 | |  | |
|  | Jumlah | | | | | | | | | | 28 | | | 21 | | 6 | | | | 66 | | | 120 | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Rujukan | **Rujukan Utama:**   1. Asy-Sya’rawi, Abdurrahim Muhammad Mutawalli (2009), *Al-Fataawa Muhammad Mutawalli Asy-Sya’rawi,* Kaherah: Daar At-Taufiqiyah Lit-Turaath. 2. Al-Hafnawi, Muhammad Ibrahim (2009), *Mu’jam Ghariib Al-Fiqh wa Al-Usul wa Ma’ahu I’raab Al-Kalimaat Al-Ghariibah,* Kaherah: Dar Al-Hadith. 3. Al-Qaradhawi, Yusuf (2009) *Fatawa Al-Muashirah,* Kuwait : Dar Al-Fikr 4. Al-Khin, Mustafa (1989), *Al-Fiqh al-Manhaji*, Damsyik: Dar al-Ilm al-Insaniah.   **Rujukan Tambahan :**   * + - 1. Al-Hafnawy, Muhammad Ibrahim (2009) Al-*Fathu Al-Mubin Fi Ta’rif Mushtolahat Al-Fuqaha wa Al-*Usuliyyin       2. Al-Damsyiqi, al-Husaini (1991) *Kifayah al-Ahyar fi Ghayah al-Ikhtisar*. Beirut: Dar al-Khair.       3. Al-Nawawi, Abu Zakaria (2000) *Raudhah Al-Talibin*, Beirut: Dar al-Kutub al-Ilmiah Al-Mawardi.       4. Abu Zahrah, Muhammad (t.t), *Al-Jarimah wa al-`Uqubah fi al-Fiqh al-Islami*, Kaherah: Dar al-Fikr al-Arabi. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Maklumat Tambahan | Tiada | | | | | | | | | | | | | | | | | | | | | | | | | | |

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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 | **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 | **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 | 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 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | |