



PENINSULA
COLLEGE

2022 - 2023



Programme Handbook (Foundation in Arts)

UPDATED: 01/23

Peninsula College Georgetown
No.1 Education Boulevard, One Auto Hub
Batu Kawan Industrial Park, 14110 Bandar
Cassia, Seberang Perai Selatan,
Pulau Pinang
Phone: 04 – 545 6000
www.peninsulacollege.edu.my

Contents

History of Peninsula College	2
Vision, Mission, and Institutional Philosophy.....	3
Foundation in Arts Structure	
▪ Programme Overview.....	4
▪ Academic and Support Staff.....	5
▪ Entry Requirement.....	5
▪ PEOs and PLOs.....	6
▪ Programme Structure.....	7
▪ Course Offered.....	8-13
Examination System.....	14
External Moderator.....	14
Programme Route.....	14
Dress Code.....	15

OUR HISTORY

Peninsula College Georgetown, formerly acknowledged as ALC College, is proudly treading into its' magnificent 21st year in tertiary education.

Holding devotedly to our motto – “Your Employability...Our Priority”, Peninsula has always been conscious to not limit our academicians with a strong background of subject matter, but also a significant industrial shade that assures distinctive entrepreneurial and industry expectations tutoring to students. Probably, this could be our niche of producing graduates with 100% employability record for all these years.

The year 2017 flagged the notable expansion of Peninsula Higher Education Group which includes awarding of MS ISO 9001: 2015 and welcoming of new academic partner, University of Plymouth, UK, in addition to our years long distinguished partner, University of Gloucestershire, UK.

Becoming wholly-owned by PKT Logistics Group Sdn Bhd, a prominent ownership made Peninsula being the pioneer in Southeast Asia to build state-of-art corporate campuses in Selangor and Penang, Malaysia. This enables students' learning to be colliding with the real working environment, a platform for them to enhance their academic knowledge through the hands-on exposure.

The institution is unwavering on its primary mission of providing far-reaching and holistic learning environment. The Ship Campus located in Batu Kawan, Penang, is designed with the campus-in-industry model, whereby having a physical presence in an industrial park puts us in a unique position to bridge the gap between graduate skills and industry needs via academia-industry collaboration. Our other 2 campuses, The Lighthouse Campus in Shah Alam and The City Campus in Klang are also designed to encourage learning in a real-world corporate environment.

Peninsula College Georgetown – “Your Employability...Our Priority”

VISION, MISSION & INSTITUTION PHILOSOPHY

Vision

To be a leading higher education provider of industry-relevant courses

Mission

Peninsula College is socially responsible institution of higher learning providing industry driven teaching within cutting edge campus buildings, located within a business environment. Its activities aim to inspire and enlighten businesses and communities to produce a positive impact upon individuals, industry, and society.

Institution Philosophy

To achieve organisation and individual aspirations which bring fulfilment and happiness to life

FOUNDATION IN ARTS STRUCTURE

Approval Code	(N/010/3/0534)
Accreditation Code	MQA/FA13891
Classification	Foundation
Subject Area	-
Course Mode	Full Time
Course Duration	1 Year (3 long semesters) / (14 weeks per long semester)
Course Location	The Ship Campus
Intakes	May, September

PROGRAMME OVERVIEW

The primary aim and objective of this programme has been to train and provide a variety of skills to students, including analytical and critical thinking skills so as to produce graduates who can eventually be in leadership roles in major organisations in industry and commerce, in academia and in public sector. These are in line and supportive of the vision and mission of the College to not only become a centre of excellence for creativity and innovation but also to develop a knowledgeable and cultured society.

During the Foundation Programme, students able to choose different routes depending on your area of interest. This will allow you to progress onto a specific degree programme, related to this area or other relevant areas based on your foundation experience. Further, a foundation programme will provide you with the specific set of skills and knowledge necessary for university admission. This targeted preparation will make studying infinitely easier and will provide you with a unique advantage over other international students. On completion of the Foundation Programme, you will be able to make an informed decision about your interest and pursue your degree of choice.

ACADEMIC AND SUPPORT STAFF

DEPUTY CHIEF EXECUTIVE (ACADEMICS)	
Dr. Lim Hui Ling	huiling@peninsulacollege.edu.my
PROGRAMME LEADER	
Ms. Soong Yu Qing	soongyuqing@peninsulacollege.edu.my
SENIOR EXECUTIVE, SCHOOL ADMINISTRATION	
Ms. Wong Yee Yeang	wongyy@peninsulacollege.edu.my
Ms Farahzatul Shida	farahzatul@peninsulacollege.edu.my
LECTURER	
Dr. Gabriel Gim Chien Wei	gabriel@peninsulacollege.edu.my
Dr. Teoh Siau Teng	teohsauteng@peninsulacollege.edu.my
Mr. Chin Yit Kwong	chinyitkwong@peninsulacollege.edu.my
Mr. Heng Wen Zhuo	hengwenzhuo@peninsulacollege.edu.my
Ms. Leng Shi Qi	leongshiqi@peninsulamalaysia.edu.my
Ms. Nafisah Misriya	nafisahmisriya@peninsulacollege.edu.my
Ms. Vinetha A/P Karunanithi	vinetha@peninsulacollege.edu.my

** Peninsula college reserves the right to make changes without prior notice.*

ENTRY REQUIREMENT

Minimum Entry Qualification for Foundation Programme

Qualifications	Academic Requirements
SPM or equivalent	5 credits & pass in Bahasa Malaysia and Sejarah (History)
IGCSE / O-Level	5 credits (Grade C and above)
UEC	3 credits (Grade B and above)

PROGRAMME OBJECTIVES AND OUTCOME

The programme aims to provide:

Students with the foundational theoretical and practical knowledge and skills in the relevant disciplines, and to prepare students for undergraduate studies at higher learning institutions in Malaysia.

The programme educational objectives are to produce graduates who are able to:

1. Explain concepts, theories, and principles in their area of study.
2. Source and process data using appropriate digital/technology application.
3. Analyse and apply information to solve problems.
4. Develop their skills for lifelong learning and communication in responsible way.

The programme learning outcomes are:

1. Utilise facts to describe and discuss concepts, principles, and processes in a specific field of study.
2. Apply fundamental principles in the field of study to identify and solve problems.
3. Conduct academic activities such as collect, analyse, organise, and process data/information to make conclusions individually or in groups.
4. Communicate effectively orally and in writing.
5. Utilise basic digital technology applications to seek and process data related to a specific field of study.
6. Search, interpret, and use relevant information to pursue lifelong learning independently.

PROGRAMME STRUCTURE (FULL TIME)

YEAR 1			
No	Code	Name of Course	Credit Hour
1	FA1103	Thinking Skills	3
2	FA1113	Basic Information and Communication Technology	3
3	FA1123	English I	3
4	FA1134	Mathematics	4
5	FA1144	Introduction to Management	4
6	FA1213	English II	3
7	FA1224	Introduction to Marketing	4
8	FA1244	Financial Accounting	4
9	FA1264	Introduction to Law	4
10	FA1384	Writing and Research Skills	4
11	FA1314	Essentials of Economics	4
12	FA1273	Co-curriculum	2
13	FA1334	Management Accounting	4
14	FA1354	Introduction to Finance	4
TOTAL CREDIT HOURS			50
GRAND TOTAL			50

* Peninsula college reserves the right to make changes programme structure without prior notice.

SEMESTER DURATION:

Semester	Lecture (Weeks)	'Revision Week' (Week)	Final Examination (Week)	Total (Weeks)
Long	12	1	1	14

Note:

1. College implements 3 Semester per year
2. Total number of semesters per year = 3
3. Total number of weeks per year = 42

COURSES OFFERED

1.	Thinking Skills	<p><u>Synopsis</u></p> <p>Critical thinking is the process by which we develop and support our beliefs and evaluate the strength of arguments made by others in real-life situations. It involves actively and skilfully conceiving, applying, analysing, and evaluating information gathered from observation, experience, reflection, reasoning or communication as a guide to belief and action. This course encourages students to reflect on the processes of thinking, as well as developing and practising thinking skills.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Explain the concept of critical and creative thinking. CLO 2: Outline the attributes of being critical, creative and innovative in learning and life. CLO 3: Make better decisions through critical thinking and creative problem solving.</p>
2.	Basic Information and Communication Technology	<p><u>Synopsis</u></p> <p>This course aims to prepare students with sufficient up-to-date information and communication technology knowledge and skills that are consistent with current ICT trends. It covers IT literacy, information system, e-commerce technology and multimedia technology, IR4.0 and current trends and technologies.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Describe concepts and processes related to Information Technology (IT) effectively. CLO 2: Apply suitable ICT tools to solve ICT related problems. CLO 3: Explain current trends and technology challenges and opportunities.</p>
3.	English I	<p><u>Synopsis</u></p> <p>This course aims to equip learners with listening and speaking skills in English. During the course, they will develop knowledge and skills in vocabulary, pronunciation and grammar. The use of technology is encouraged throughout the course to reinforce learning and support independent study.</p>

		<p><u>Course Learning Outcomes</u></p> <p>CLO 1: Distinguish various information from a range of listening tasks. CLO 2: Analyse information from extended discussion. CLO 3: Identify information and viewpoints effectively. CLO 4: Use correct grammar and appropriate vocabulary in spoken communication.</p>
4.	Mathematics	<p><u>Synopsis</u></p> <p>This course is designed to develop students' confidence with mathematical concepts and relationships and use of mathematics and statistical skills and techniques in a range of contexts specifically problem solving and abstract thinking. Topics covered are numbers, functions and polynomials, sequence and series, matrices, derivatives, integrals, basic statistics and probability.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Describe the fundamental concepts and principles of various mathematical methods. CLO 2: Apply a range of mathematical skills as a logical and coherent subject. CLO 3: Solve problems through a quantitative approach.</p>
5.	Introduction to Management	<p><u>Synopsis</u></p> <p>This course will prepare students with a basic understanding of the nature of management processes in business organisations. It relates to the principles and theories of management, practices of Planning, Organising, Leading, and Controlling (POLC), organisational design and communication within business entities.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Explain the concepts, practice and role of management processes and tools within business organisations. CLO 2: Describe the management processes, leadership and communication of managers or administrators. CLO 3: Apply management principles in business entities.</p>

6.	English II	<p><u>Synopsis</u></p> <p>This course aims to equip learners with reading and writing skills in English. During the course, students will develop knowledge in vocabulary, grammar, and writing. The use of technology is encouraged throughout the course to reinforce the learning and to support independent study.</p> <hr/> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Evaluate information from a range of reading tasks. CLO 2: Write the thesis statement, topic sentence, supporting details, and main ideas in reading and writing tasks. CLO 3: Identify different types of essays using appropriate writing conventions. CLO 4: Use complex, accurate, fluent language and appropriate lexical items in written communication.</p>
7.	Introduction to Marketing	<p><u>Synopsis</u></p> <p>This course provides students with an understanding of marketing concepts, functions and roles in business organisations. It exposes students to product, pricing, distribution, promotion, marketing communication, and basic internet marketing.</p> <hr/> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Explain marketing concepts, theories and strategies in making effective and efficient marketing activities. CLO 2: Describe appropriate marketing tools in business activities. CLO 3: Apply basic marketing principles in daily marketing decisions.</p>
8.	Financial Accounting	<p><u>Synopsis</u></p> <p>This course provides students with basic knowledge and skills in accounting concepts, bookkeeping concepts and financial reporting procedures, which are applicable to business entities. Students will learn about the accounting equation, double entry system, journal and ledger, and preparing financial statements for financial reporting purposes.</p> <hr/> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Describe the concepts and principles of basic financial accounting and its applications in business entities. CLO 2: Explain the concepts and appropriate methods of financial accounting in daily business transactions.</p>

		CLO 3: Apply basic accounting tools to prepare financial statements.
9.	Introduction to Law	<p><u>Synopsis</u></p> <p>The course provides students with an understanding of legal concepts, meaning, functions, classification and some basic principles of legal liability. It outlines the brief history, sources and organisation of courts in the English and Malaysian legal system. It also exposes students to legal professions in Malaysia.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Describe the meaning, functions and classification of law. CLO 2: Identify the various sources of law. CLO 3: Explain the operations of law and institutions related to it.</p>
10.	Writing and Research Skills	<p><u>Synopsis</u></p> <p>This course prepares students for social sciences research, skills of scientific and academic writing, and different research methods. Students will develop skills to understand and analyse texts. In addition, students will practise and develop paraphrasing and summarising skills.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Explain research concepts, process and methods. CLO 2: Demonstrate skills in writing academic papers. CLO 3: Recognise different types of research and writing techniques</p>
11.	Essentials of Economics	<p><u>Synopsis</u></p> <p>This course aims to provide students with an overview of economics. The course facilitates students with an understanding of basic economic concepts and disciplines. Students will be exposed to the core areas of microeconomics and macroeconomics. The course introduces students to market fluctuations which involve the behaviours of consumers and producers. It also introduces the basic macro study such as national growth and its issues, as well as analysing policies in influencing economic conditions.</p>

		<p><u>Course Learning Outcomes</u></p> <p>CLO 1: Explain the basic concepts and theories in economics. CLO 2: Analyse concepts related to basic economic problems, market equilibrium, and production cost. CLO 3: Identify issues related to market structure in a group.</p>
12.	Co-curriculum	<p><u>Synopsis</u></p> <p>This course aims to generate students who are able to apply soft skills in terms of basic practical skills, communication, and life-long learning skills to promote a positive attitude and moral values. The course is implemented through students' involvement in faculty courses in activities, practices, or tasks comprising sports and games, clubs and societies, as well as uniformed units.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Perform basic practical skills learned through course work in a group. CLO 2: Share information on current issues related to the co-curriculum activities.</p>
13.	Management Accounting <i>*Elective</i>	<p><u>Synopsis</u></p> <p>This course provides students with basic knowledge and skills in managerial accounting concepts, budgeting and costing procedures applicable to business entities. Students will learn about the cost, overhead, cost behaviour, budgets and variance analysis in performing a cost analysis of business organisations.</p> <p><u>Course Learning Outcomes</u></p> <p>CLO 1: Apply basic management accounting concepts and principles in business CLO 2: Apply the concepts and appropriate methods of basic management accounting in daily business operations. CLO 3: Apply appropriate basic management accounting methods to analyse, manage, record and report all business transactions.</p>
14.	Introduction to Finance <i>*Elective</i>	<p><u>Synopsis</u></p> <p>This course prepares students with the concepts, roles, and principles of financial management in business organisations. Students will review the roles of financial markets, institutions and environment as well as performing basic analysis in regards to the time value of money, financial statements and capital budgeting for business decision.</p>

	<p><u>Course Learning Outcomes</u></p> <p>CLO 1: Explain basic financial tools and concepts in a business environment.</p> <p>CLO 2: Describe basic terminologies and concepts used in financial management and financial markets.</p> <p>CLO 3: Apply related financial management tools and techniques to solve financial related problems.</p>
--	--

** Peninsula college reserves the right to make changes without prior notice.*

Examination System

Below is the standard institutional grading scheme:

GRADING SCALE				DESCRIPTION	
Grade	Grade Point	Mark Scale	Description		
A	4.00	80% – 100%	Distinction	EX	Exemption from unit approved on basis of other equivalent studies
A-	3.67	75% – 79%	Distinction		
B+	3.33	70% – 74%	Credit	CT	Credit Transfer from unit approved on basis of other equivalent studies
B	3.00	65% – 69%	Credit	W	Withdrawn
B-	2.67	60% – 64%	Credit	DNA	Did not attend
C+	2.33	55% – 59%	Credit	ANN	Result annulled due to misconduct
C	2.00	50% – 54%	Credit	DA	Deferred Assessment
C-	1.67	45% – 49%	Fail	TBA	To Be Attempted
D+	1.33	40% – 44%	Fail	ACADEMIC STANDING	
D	1.00	35% – 39%	Fail	Distinction	3.67 – 4.00
E	0.67	25% – 34%	Fail	Credit	2.00 – 3.66
F	0.00	0 – 24%	Fail	Probation	GPA Below 2.00
				Suspension	No improvement after probation

The passing mark for each module is 50%. In general, you have to pass all the courses prescribed by the programme of study before being considered for graduation; any failures must be re-attempted until a Pass is obtained. Please refer to Clause 1.5 in Student Handbook.

The duration of study with the College may vary from time to time depending on the availability of the courses being offered, thus the College shall not be held liable for any unforeseeable extension of time for programme completion.

External Moderator

Industry professionals and academics will act as external moderators. They will examine the exam papers and answers scripts to ensure the achievement of high quality and academic excellence.

Programme route

The programme is offered at a foundation level and is designed to train students to progress to an undergraduate programme. A study of foundational knowledge, skill, competence, leadership, creativity, innovative and research capability are related to the needs of the students' future workplace with the emerging demands in industry.

Students could further their studies to various bachelor's degrees including business, accounting, logistics, and others at the same college or at other colleges or universities.

Dress Code

Student is required to adhere to the following requirements when entering campus.

- Wear student identification name tag upon entering the campus.
- Must be decently dressed and conduct themselves properly at all times.

Students are required to read the Student Handbook for more information.

This Programme Handbook should be read together with the Student Handbook.