



**FAKULTI PENGURUSAN DAN INDUSTRI HALAL**

<b>PROGRAM</b>	<b>Diploma Pengurusan Muamalat</b>
<b>COURSE NAME</b>	<b>Business Mathematics</b>
<b>COURSE CODE</b>	<b>DBM 2013</b>
<b>CREDIT HOUR</b>	<b>3</b>
<b>SYNOPSIS</b>	This subject introduces the use of mathematical techniques in the areas of business and management. Topics included are simple interest, promissory notes, cash discounts, compound interest and tax. Exposure of Islamic views on same as mathematics techniques and paradoxical with Syariah also shall be given.
<b>COURSE STRUCTURE</b>	
<b>CHAPTER</b>	<b>TOPICS</b>
<b>1</b>	<b>Introduction To Business Communication</b> 1.1 Definition 1.2 Objective of the company 1.3 The basic forms of communication 1.4 Non-verbal communication 1.5 Verbal communication 1.6 Functions and forms of organizational communications 1.7 The communication process 1.8 Types of communication 1.9 Communication barriers 1.10 How to overcome barriers in communication
<b>2</b>	<b>Report Writing</b> 2.1 Definition of a report 2.2 Functions of a report 2.3 Characteristic of a good report 2.4 Mechanics of report writing (to include editing and proof-reading) 2.5 Planning the report 2.5.1 Determining the problem 2.5.2 Considering the audience 2.5.3 Conducting the research 2.5.4 Writing questionnaire 2.5.5 Interview questions 2.5.6 Analyzing the data 2.5.7 Preparing the outline 2.6 Parts of a schematic analytical report. 2.6.1 Preliminary material



	<ul style="list-style-type: none"> <li>2.6.2 Title page</li> <li>2.6.3 Acknowledgement</li> <li>2.6.4 Table of contents</li> <li>2.6.5 Abstract/summary</li> <li>2.6.6 Body of the report</li> <li>2.6.7 Introduction/terms of reference</li> <li>2.6.8 Methodology</li> <li>2.6.9 Findings</li> <li>2.6.10 Conclusions</li> <li>2.6.11 Recommendations</li> <li>2.6.12 Appendix materials</li> <li>2.7 Oral presentation of the report. <ul style="list-style-type: none"> <li>2.7.1 Preparation and delivery of the report</li> <li>2.7.2 Use of audio-visual aids/equipment's</li> </ul> </li> </ul>
<b>3</b>	<b>Visual Communications</b> <ul style="list-style-type: none"> <li>3.1 The benefits of using visual aids</li> <li>3.2 Types of visual aids</li> <li>3.3 Planning visual aids</li> <li>3.4 Tips for effective visual presentation</li> <li>3.5 Power point visual presentation tips</li> <li>3.6 Tips for using visual communication tools</li> </ul>
<b>4</b>	<b>Meetings</b> <ul style="list-style-type: none"> <li>4.1 Definition</li> <li>4.2 Purpose of meetings</li> <li>4.3 Advantages of having meeting</li> <li>4.4 Requisites of a valid meeting</li> <li>4.5 Types of meetings</li> <li>4.6 Documents of a meetings</li> <li>4.7 Procedures of meetings</li> <li>4.8 Types of committees</li> <li>4.9 Terminology of meetings</li> </ul>
<b>5</b>	<b>Business Letters and Memo</b> <ul style="list-style-type: none"> <li>5.2 Essential qualities of a good business letter</li> <li>5.2 Letter formats</li> <li>5.3 Principal parts of a letter</li> <li>5.4 Punctuation styles</li> <li>5.5 Types of letters</li> <li>5.6 Memorandum</li> </ul>
<b>6</b>	<b>Job Applications and Resume</b> <ul style="list-style-type: none"> <li>6.1 Types of application letter</li> <li>6.2 The contents of application letter</li> <li>6.3 The resume</li> <li>6.4 Resume checkup</li> <li>6.5 Tips for writing resume</li> <li>6.6 Resume bloopers</li> <li>6.7 Things to avoid in resume</li> </ul>



<b>7</b>	<b>Interviews</b> 7.1 Definition 7.2 Methods for soliciting interviews 7.3 Types of interviews 7.4 Before the interview 7.5 During the interview 7.6 After the interview 7.6 Types of follow-up letters
<b>References:</b>	<ol style="list-style-type: none"><li>1. Satterwhite, S. C. (2019). College English and Business Communication (11th ed.). McGraw Hill.</li><li>2. Kienzler, K. L. (2019). Business and Administrative Communication (12th ed.). McGraw Hill.</li></ol>