JOB CREATION

Dr. Azlan Abdul Latib

INTRODUCTION

… pedagogi pengajian dirombak agar berupaya menyediakan ekosistem yang mampu menjana peluang kerja baru, membuka kesempatan baru, mengasah inovasi, menyubur kreativiti dan menyediakan mahasiswa dengan kebolehan serta pengalaman untuk mencipta pekerjaan baru, sekali gus belajar bagi menyediakan peluang pekerjaan kepada orang lain…

Zaini Ujang, Akademia Baru,m.s. 97

INTRODUCTION

… para pelajar akan diberi kesempatan dan berpeluang belajar dalam sesuatu bidang seiring dengan percambahan idea dan pelaksanaan program inovatif bagi membolehkan mereka mencipta kerja sekurang-kurangnya untuk memenuhi keperluan sendiri…

Zaini Ujang, Akademia Baru, m.s. 98

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DEFINITION

- Students working in groups to set-up enterprise companies to carry out real jobs on campus
- Given credits as part of undergraduate curriculum
- Open to all local undergraduate students

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OBJECTIVES

- provide a hands-on introduction to the venture creation process for students with a strong interest in entrepreneurship
- preparing students with skills required when interacting with entrepreneurs in their business careers
- equip students with the skills required for the smooth running of business ventures
- establishment of spin-off companies that could generate income for the university

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LEARNING OUTCOMES

By the end of the course, students should be able to:

1. **register** a company as an enterprise
2. **prepare** business strategic planning and tender documentation
3. **analyze** the local business environment
4. **use** critical thinking skills in business situations
5. **apply** resource management in completing a project
6. **apply** team working in carrying out business venture
7. **apply** effective written and oral communication skills to business situations

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STRUCTURE OF GENERAL COURSES

	CLUSTER	CREDITS
1	Nation and Civilization - Islamic and Asian Civilization, Malaysia Dynamic and Science, Technology and Human	6
2	Innovation, Creativity and Entrepreneurship a) Innovation dan Creativity b) Entrepreneurship	2 2
3	Individual Development, Community dan Globalisation a) Communication b) Generic development c) Globalisation	6 2
4	Co curriculum	2
	TOTAL	**20**

JOB CREATION COURSE STRUCTURE

No.	Code	Course Name
1.	~~UKQU1011~~	~~Entrepreneurship~~
2.	**UKQU1061**	Photography
3.	**UKQU1071**	Catering
4.	**UKQU1171**	Basic Journalism
5.	**UKQU1221**	Basic Agricultural Skills
6.	**UKQU1231**	Ornamental Horticulture Technology

● UKQU 2101 – Practice of Entrepreneurship I

JOB CREATION COURSE STRUCTURE

	KOD	NAMA KURSUS	KREDIT
1	UHAS 3102	Entrepreneurship and Enterprise Development	2
2	UCSD 2762	Fundamentals of Technopreneurship	2

● UKQU 2102 – Practice of Entrepreneurship II

JOB CREATION 1 (CO-CURRICULUM)

● **UKQU 2101 – Practice of Entrepreneurship I**
  – This course will expose students to the practice on the formation, registration and management of a company. Through this course, students will be exposed to the aspects of human resource and financial management of the company. In addition, students will complete the preparation of project documentation, fill up and submit tender documents for bidding of real projects.
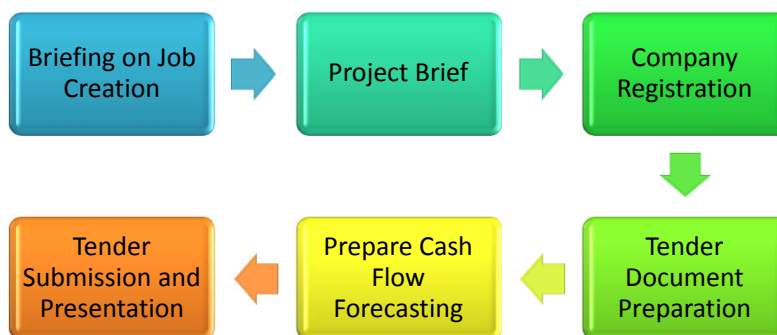
Course Learning Outcomes

- By the end of the course, students should be able to:
  - **Register** a company as an enterprise
  - **Perform** company and business strategic planning
  - **Prepare** documentation for contract and tender bidding for a project
  - **Prepare** cash flow forecasting based on a real project bid
  - **Make presentation** on tender bidding documents

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UKQU 2101 – Activities

Briefing on Job Creation → Project Brief → Company Registration

Company Registration → Tender Document Preparation

Tender Submission and Presentation ← Prepare Cash Flow Forecasting ← Tender Document Preparation

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JOB CREATION 2 (ENTREPRENEURSHIP)

- **UKQU 2102 – Practice of Entrepreneurship II**
  - This course exposes students to the company and project management principles. Students will receive microcredit loans and complete projects secured through tender. Through the course, students will be exposed to a variety of knowledge and management skills such as project management, risk management, project planning and scheduling, human resource management and company future planning.
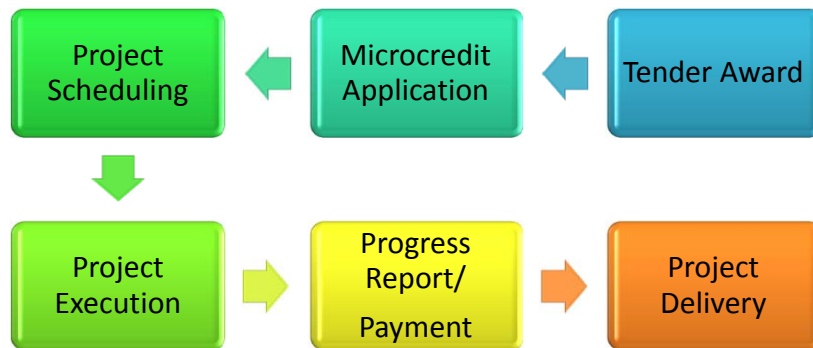
Course Learning Outcomes

- By the end of the course, students should be able to:
  - **apply** risk management and analysis in business practice
  - **appraise** company and business performance
  - **apply** resource management in completing a project
  - **analyse** and **apply** critical reasoning and decision making in project control, monitoring and delivery

UKQU 2102 – Activities


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Project          ← Microcredit    ← Tender Award
Scheduling           Application

Project          → Progress       → Project
Execution            Report/          Delivery
                     Payment
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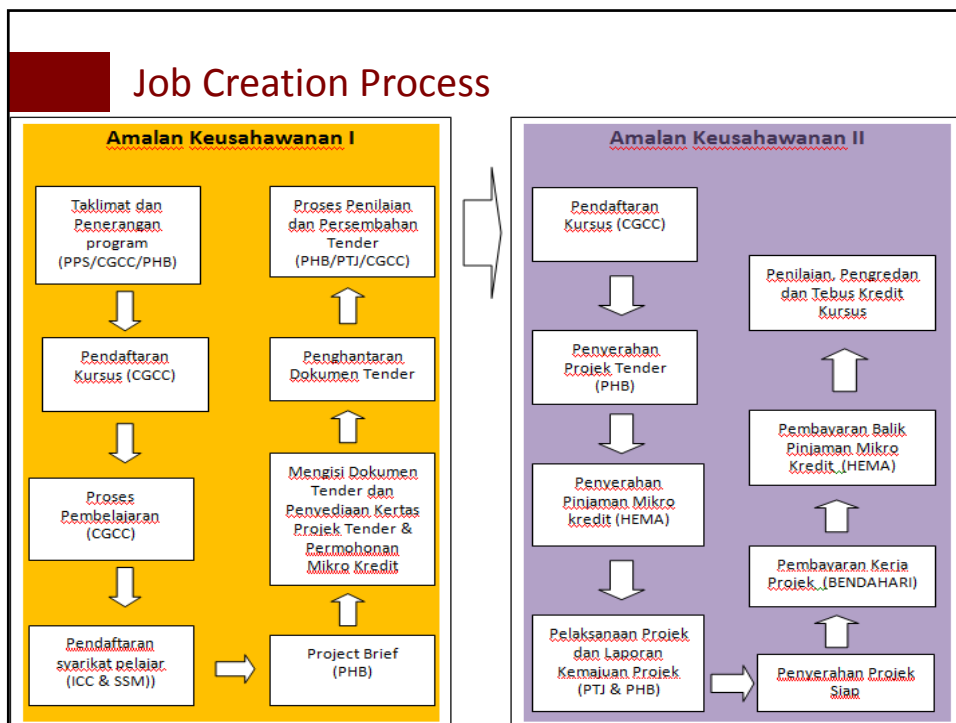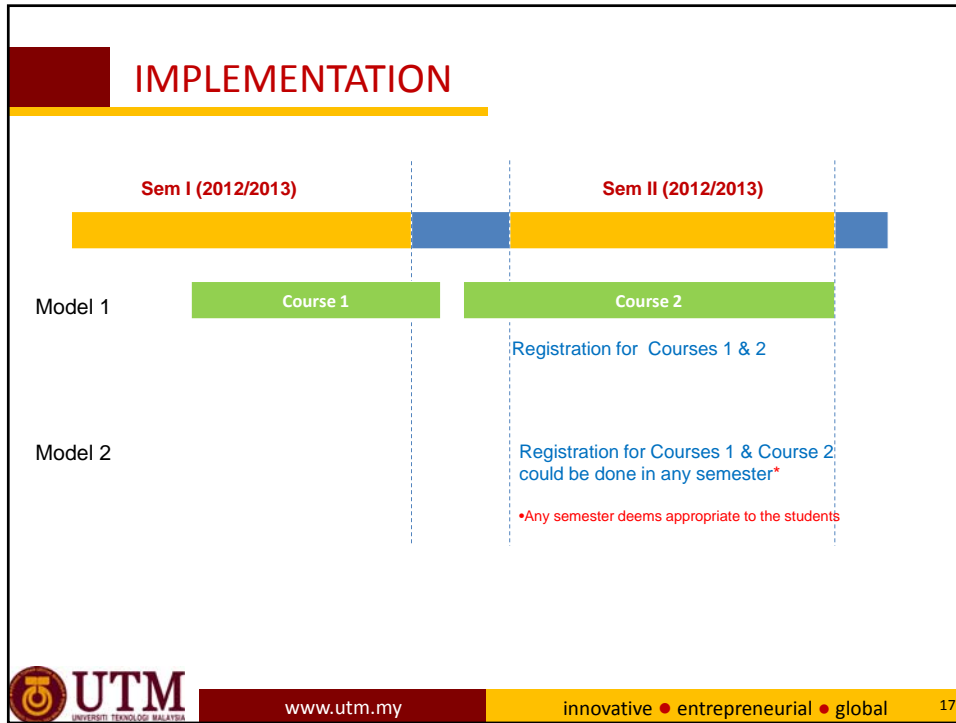
JOB SCOPES

- Job offered through Office of Asset and Development
- Must contain element of technological venture
- Project duration : 3 – 6 months
- Job carried out in a group of 3 – 5 students

IMPLEMENTATION

Sem I (2012/2013) **Sem II (2012/2013)**

Model 1

| Course 1 | Course 2 |

Registration for Courses 1 & 2

Model 2

Registration for Courses 1 & Course 2 could be done in any semester*

•Any semester deems appropriate to the students

Job Creation Process

Amalan Keusahawanan I

Taklimat dan Penerangan program (PPS/CGCC/PHB)

Proses Penilaian dan Persembahan Tender (PHB/PTJ/CGCC)

Pendaftaran Kursus (CGCC)

Penghantaran Dokumen Tender

Proses Pembelajaran (CGCC)

Mengisi Dokumen Tender dan Penyediaan Kertas Projek Tender & Permohonan Mikro Kredit

Pendaftaran syarikat pelajar (ICC & SSM))

Project Brief (PHB)

Amalan Keusahawanan II

Pendaftaran Kursus (CGCC)

Penilaian, Pengredan dan Tebus Kredit Kursus

Penyerahan Projek Tender (PHB)

Pembayaran Balik Pinjaman Mikro Kredit (HEMA)

Penyerahan Pinjaman Mikro kredit (HEMA)

Pembayaran Kerja Projek (BENDAHARI)

Pelaksanaan Projek dan Laporan Kemajuan Projek (PTJ & PHB)

Penyerahan Projek Siap

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ROLES AND RESPONSIBILITIES

- CGCC – courses owner
- UTMTEC – Program owner
- PHB – job coordinator
- HEMA – microcredit
- Units(Bursar, CICT,PHB) – job providers
- ICC – company advisor & IP registration
- Bursar – financial matters (Micro credit)
- Academic Staff – course instructors
- Mentor – advisor to enterprise
- Students – establish enterprise, carry out project and register courses

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COURSE ASSESSMENTS

- Assessments on:
  - Preparation on business documents
  - Managing the enterprise for job completion
  - Team working
  - Oral Presentation

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GRADING - UKQU 2101
(Practise of Enterpreneurship I)

No.	Assessment	Number	% each	% total
1.	Company Registration & Cash Flow Forecasting	2	20	40
2.	Bidding Projects + Progress Report	4	10	40
3.	Team working	1	10	10
4.	Presentation	1	10	10
Total				**100**

GRADING - UKQU 2102
(Practise of Enterpreneurship II)

No.	Assessment	Number	% each	% total
1.	Analysis of Risks	1	20	20
2.	Project Scheduling + Progress & Final Report	1 +2 +1	15 + 15 (2) + 25	70
3.	Team working	1	10	10
Total				**100**

Projects (Session 2012/2013)

- List of projects : 25 projects
- Tendering : 8 projects
- Awarded : 5 projects
- Participants : 17

List of Job Creation Projects

No	Project Title	Unit
1	Project to calculate and register plant life assets (oil palm tree) in computerized system, Johor Bahru Campus, UTM	Bursar Office
2	Project to calculate and register plant life assets (rubber tree) in computerized system, Johor Bahru Campus, UTM	Bursar Office
3	To Develop Stand Alone Accounting System at UTM Faces - Point of Sales - Inventory System	Bursar Office
4	To Develop Supplier Evaluation Performance System (SEPS) at Procurement Department UTM Johor Bahru	Bursar Office
5	To generate a new modern and open concept idea of furniture for the office use	Bursar Office
6	6 Development of network security monitoring dashboard application	CICT
7	Mobile application of human resource for Android platform	CICT
8	Standard Operating Procedure (SOP) development for HPC Software	CICT
9	Coding for upgrading the performance of Executive Management System (EMS) Message Modules	CICT

List of Job Creation Projects

10 Coding and upgrading macro Instruction for Executive Management System (EMS) template to suite with Microsoft Office 2010   CICT
11 Module development for Executive Management System (EMS) for Digital Fax Process (Send & receive fax)   CICT
12   Mini cloud system development for student computer laboratory   CICT
13 e-Learning@UTM mobile application development for Android smartphones and tablets   CICT
14 e-Learning@UTM mobile application development for IOS smartphones and tablets   CICT
15 Executive Management System (EMS) Mobile Application Development for IOS, Android & Win8 platform CICT
16   Integrated Training System   PHB
17   Computerized management control system for landscape (softscape & hardscape) PHB
18 Condition based maintenance for domestic water pumps in UTM JB (Failure analysis efficiency analysis method)   PHB
19 Design, process, consultation, development, testing, implementation, commissioning and maintenance of 'e-CAS' for Bahagian Kontrak, Pejabat Harta Bina UTM   PHB

List of Job Creation Projects

20 Non-water revenue (NWR) control model system Office of Asset and Development (OAD)

21 Development of integrated Office of Asset & Development website   OAD
22 Proposal of energy conservation measures for high energy usage building in UTM   PHB

23 Planning development for commercial area at UTM JB   OAD
24 To develop and complete data and information of building log back book for selected RMK9 new building   OAD
25 UTMSpace management   OAD

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Projects

- Building Information Sytem for Selected RMK-9 New Building – *Zedra* (100% - RM29,969)
- Comprehensive Development Plan For Commercial Area at UTM Johor Bahru – *Bersatu Rancang* (100% - RM28,670)
- Development of Integrated Office of Asset and Development Website – *Taiken Siblings Enterprise* (100% - RM23,240)

Projects

- Integrated Training System - *Intelligence Software Ent*. (35% - RM28,512)
- Coding for Upgrading the Performance of EMS Message Module – *Zensoft Innovasion Technologies* (50% - RM25,500)

Student outcomes

- Generic skills
  - Communication
  - Problem solving
  - Entrepreneurship
- Attitude
  - Entrepreneur
  - Responsible
    - Student project presentation

Program Improvement

- Type of projects
  - Entrepreneurship application and practice
  - Top down
  - Buttom up
- JC Management software
  - e-mentoring, e-reporting and e-assessment