



## **FACULTY OF CIVIL ENGINEERING**

### **ENTREPRENEURSHIP (ENT300)**

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#### **GROUP:**

**EC1102A**

## TABLE OF CONTENT

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BIL	TOPIC	PAGE
1	APPENDIX	3-7
3	GENERAL PLAN	8-24
4	MARKETING PLAN	25-35
5	OPERATIONAL PLAN	36-60
6	ADMINISTRATION PLAN	61-71
7	FINANCIAL PLAN	72-91
8	CONCLUSION	92
9	APPENDICIES	93

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# LETTER OF SUBMISSION

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ENT300 Students,  
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 Jalan Meranek, 94300 Kota Samarahan,  
 Sarawak.

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Sir Johari Bin Abdullah,  
 Lecturer of Fundamental of Entrepreneurship ( ENT300 ),  
 UiTM Sarawak, Campus Kota Samarahan 1,  
 Jalan Meranek, 94300 Kota Samarahan,  
 Sarawak.

11 March 2016

Sir,

RE : Submission of Business Proposal

As an opening, I am Stephen Jandong Anak Daniel, as a General Manager of new-formed Tuition Centre, act as deputy of my fellow group partner are proudly submitting to you the completed business proposal of our group, which is STAR Tuition Centre.

2. We would like to express our gratitude to you upon your kindness and generosity in guiding and assisting us in completing this business proposal. We also feel appreciated to you because without your advice we are unable to complete and come out with such a good business proposal.

3. The business plan covers all important aspects of the business, starting from the marketing, business operation, administration and also our financial performance of the company. All information is available in this business proposal.

Your time and support is highly appreciated. Thank you.

**STAR TUITION CENTRE**

## ACKNOWLEDGEMENT

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Our business plan and proposal has fully complete with great idea would not come into reality and accomplished without the help from God, from the strength and ability to prepare and complete this project within time required. We are grateful to God because this business plan can be completed after lots of efforts and hard work that everyone and each one of us has contributed completing this business plan.

First of all, we would like to thanks our lecturer of Fundamental of Entrepreneurship (ENT300), Sir Johari Bin Abdullah, who has guiding us in completing in this business plan. Also sharing his creative ideas and supporting from beginning until the end. Without his help we would not able accomplish this project successfully.

We also would like to dedicate this acknowledgement to our families, course mates, friends and people who have contributed their ideas and support especially during the process of making this business plan. We are appreciating their contribution so much.

Besides that, as a General Manager, I would like to thanks all group member for all commitment, dedication and hard work in the process of making our business plan. All of them did very good job overall.

Last but not least, a great thanks to anyone who has been involves directly or indirectly in contributing with their inspirational or actual work with our business plan.

Thank you.



## EXECUTIVE SUMMARY

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STAR Tuition Centre is a company that provides teaching and learning services. This company will register as a partnership business represented by five people who are General Manager, Marketing Manager, Administration Manager, Operational Manager and Financial Manager. STAR Tuition Centre is located at Lorong Temenggong Hasbi, Matang Jaya, Sarawak. We decided to open our company at Matang Jaya because there are many secondary schools around that area, where we find very suitable place to open STAR Tuition Centre.

STAR Tuition Centre is a start-up business services and hopes we can expand branch to another place and become the leading and capable tuition centre. Our company open in Monday to Saturday at various time work. The objective of our company are to provide high quality of teaching services and to provide a comfortable environment in the STAR Tuition Centre by ensuring that student convenience in undergo their learning process.

We choose this kind of business because we want to expand the branches of STAR Tuition Centre throughout Sarawak and eventually throughout Malaysia. In future, we strive to become a trusted tuition centre that helps the students or customer in their education. We also want to become market leader in knowledge institution in Sarawak.

In order to make our business run and progress well, every shareholders must play their own role and responsibilities. It is important for every member do their work in progress and systematically to lead the company in gaining more profit, retain and attract more students or customers to our tuition centre.