



POLITEKNIK
MALAYSIA
TUNABU YUSUF SIRAGUDIN

STUDENT HANDBOOK



**JABATAN
PERDAGANGAN**

Second Edition

STUDENT HANDBOOK

COMMERCE DEPARTMENT

Second Edition, June 2017
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FROM THE DIRECTOR

On behalf of Politeknik Tuanku Syed Sirajuddin, Perlis, I would like to welcome all new students with the hope that this would be the beginning of a wonderful journey towards fulfilling your dream.

As part of our mission to create a conducive learning environment, we take pride in providing and exposing students to various innovative teaching approaches. Guided by competent educators, you are embracing a cutting edge technology based education which empowers our future graduates with all the right ingredients to become a productive employee to any given organization.

The coming years of study would be crucial for all the students as you will be adapting yourselves to the higher learning education system, as well as new circle of social life. These challenges might be beyond your comfort zone, but eventually would help develop a wholesome being.

I urge all of you to grab the opportunities to develop your mind and self here. Expand your horizon by actively taking parts in various clubs, students' organizations, a wide spectrum of extracurricular activities, and also entrepreneurial opportunities. We would create as many platforms as possible for you to display your talents and creativity as a way to contribute to the polytechnic.

In this comprehensive handbook you will find PTSS policies and regulations regarding all the courses offered, grading system and other services available. Look through it thoroughly so that you will be well prepared to embark into a new chapter of your life. Lastly, I wish you great happiness and success in everything you do.

Thank you.

Sincerely,

DR. HAJI MOHD ZAHARI BIN ISMAIL

Director

Politeknik Tuanku Syed Sirajuddin

1.0 INTRODUCTION



Politeknik Tuanku Syed Sirajuddin is a comprehensive, learner centered higher education institution that serves its local and regional learners and their communities through high-quality and flexible education and training. It is aimed to develop student's employability skills to meet the needs of a more dynamic economy, which values innovation and productivity. Programmes include a global perspective that will enable graduates to make a valuable contribution to the wider society as it changes in response to regional and international competition and demand.

PTSS programmes include a variety of Outcome-Based Education teaching approaches, adding value to PTSS teaching and learning which cater to students seeking a quality polytechnic education and training.

The PTSS Student Handbook provides students with information on many facets of college life such as policies, procedures and services. It is written for every student enrolled in one or more courses at PTSS.

This Handbook is aimed to guide students through the various procedural steps that lead to a Diploma study. It also provides graduate program descriptions, the requirements needed to obtain a graduate Diploma, and a clear outline of the procedural steps that students need to follow. Students are also provided with information on matters related to general administration such as student services and facilities, campus disciplinary measures, student organizations and other relevant matters.

This book serves as a preliminary guide and does not purport to completely address every policy, procedure and regulation. In addition no claim is made that this document covers all the rules and regulations in effect now at PTSS. Students must refer to the relevant PTSS Department programmes and services publications and other Departments and Units Policies for further information.

2.0 VISION & MISSION

DEPARTMENT OF POLYTECHNIC EDUCATION



VISION

To become the premier TVET institutions by industries lead

MISSION

Providing access to quality of TVET Programme and recognized

TUANKU SYED SIRAJUDDIN POLYTECHNIC



VISION

To become a superior TVET institutions by 2025

MISSION

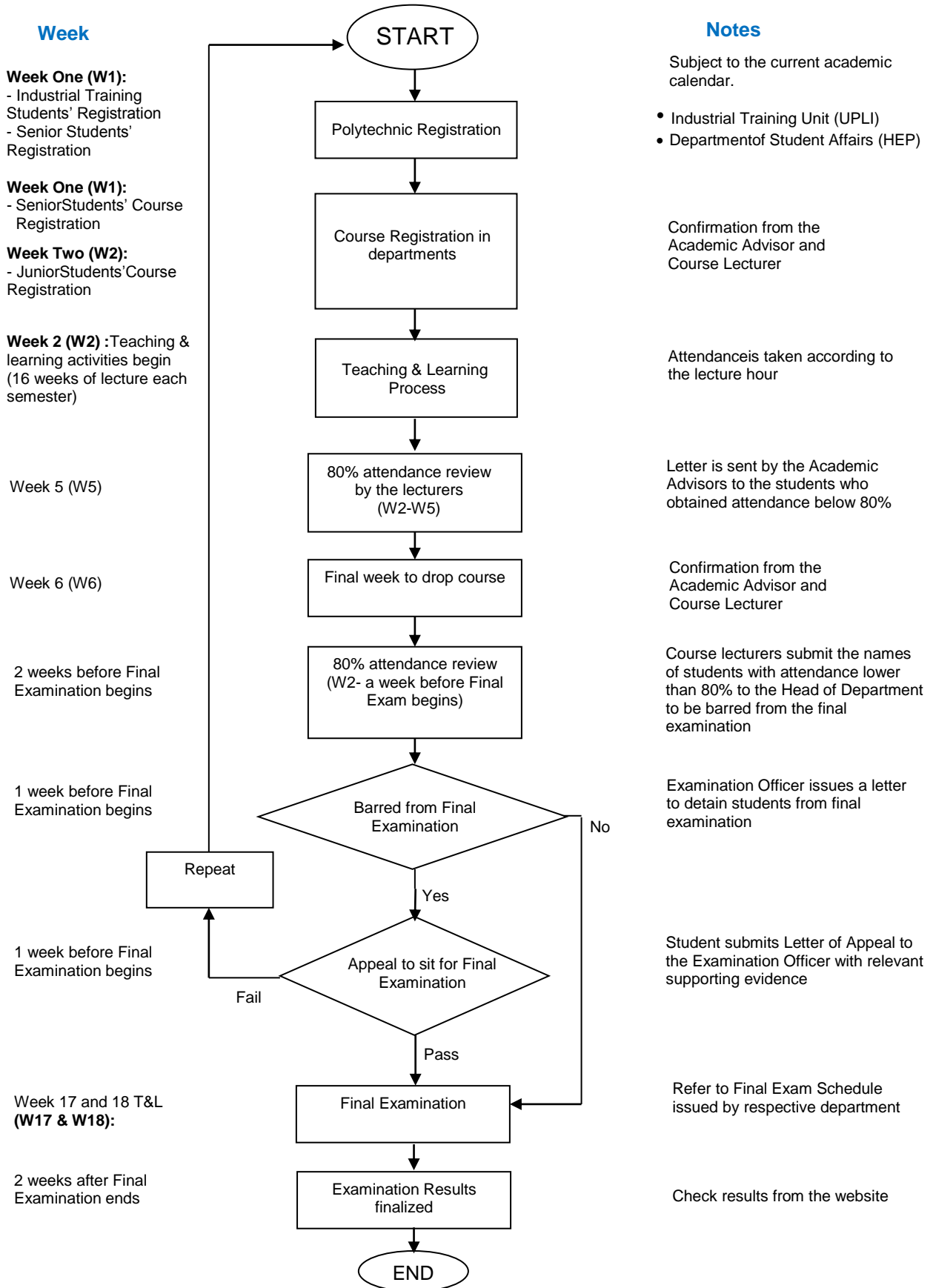
To implement the quality of TVET programme and recognized

Producing well balanced and competitive graduates

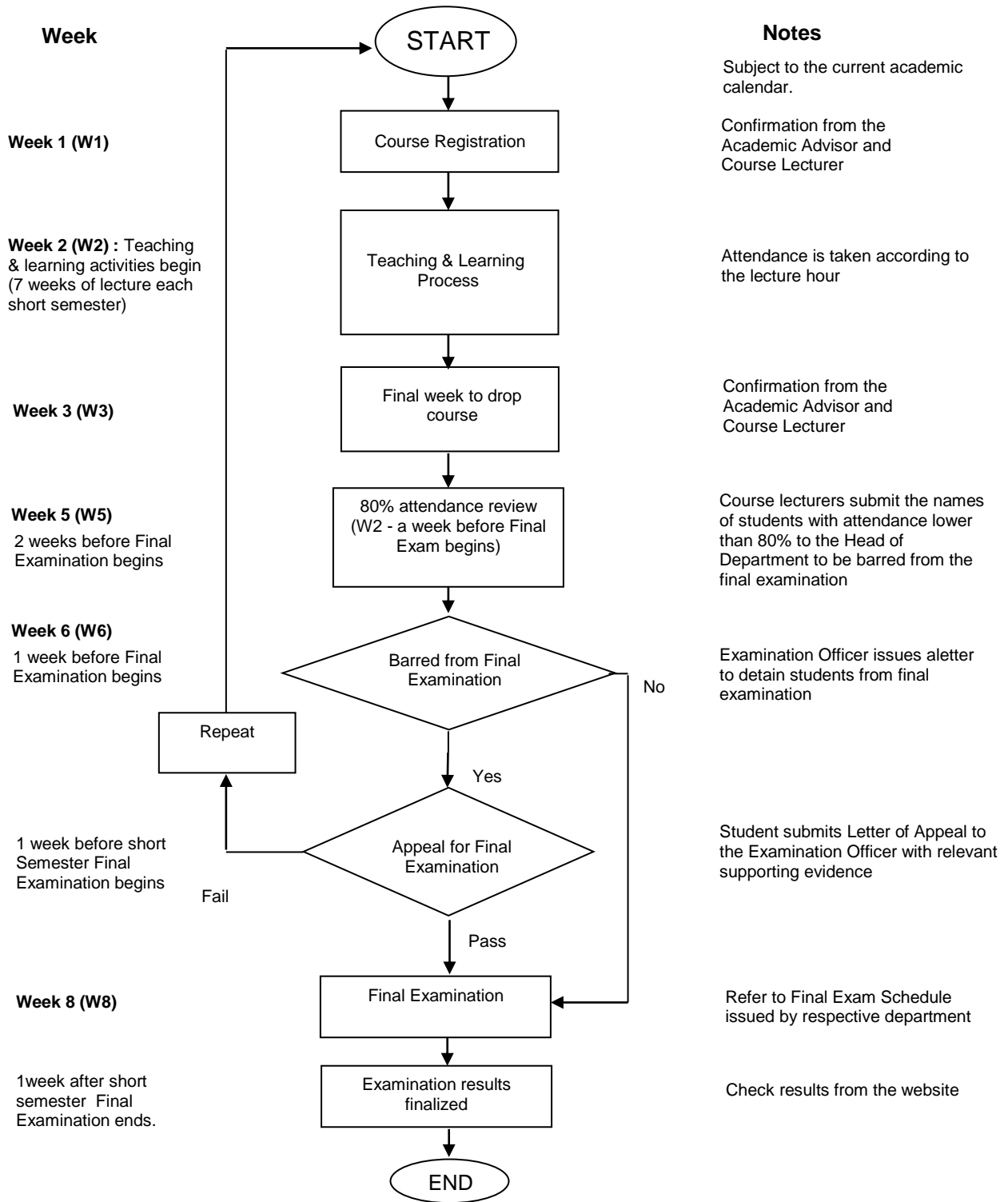
MOTTO

Knowledge drive Development

3.0 ACADEMIC FLOW CHART



3.1 ACADEMIC FLOW CHART FOR SHORT SEMESTER

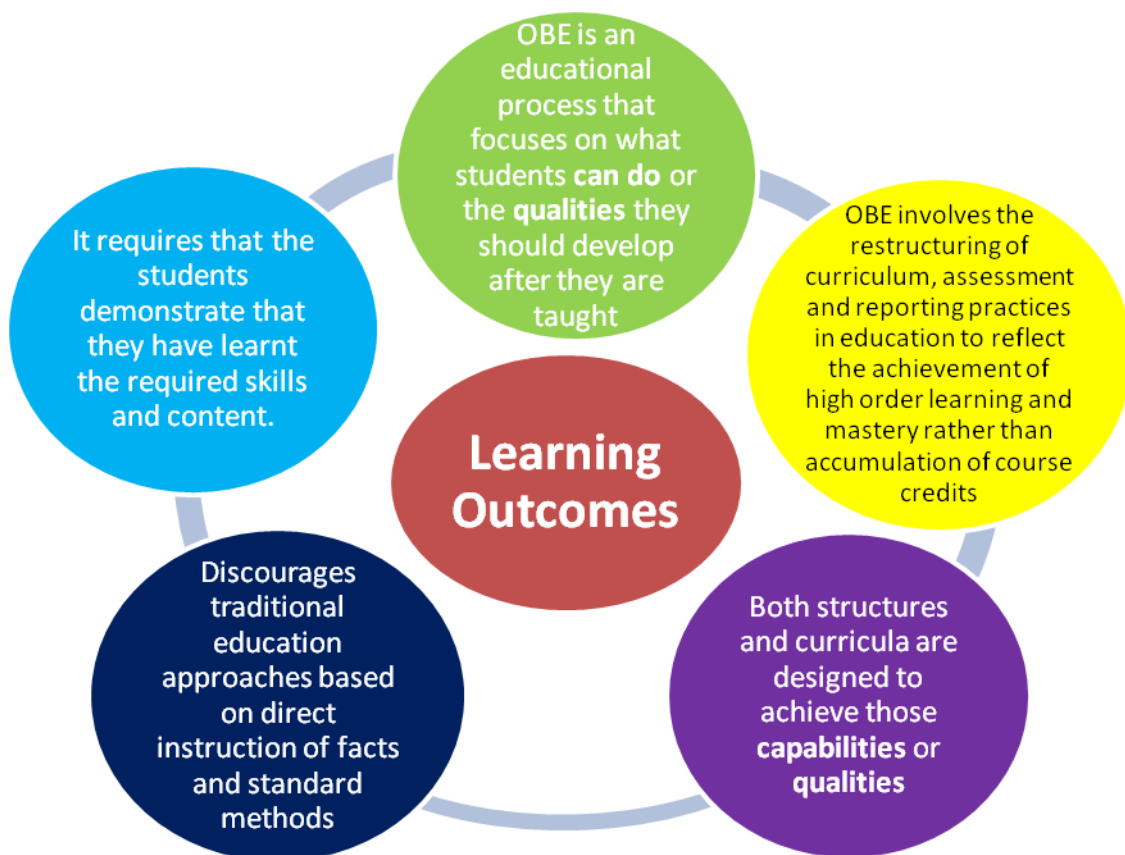


4.0 OUTCOME-BASED EDUCATION [OBE]

Outcome-based education (OBE) is an educational model for students to demonstrate their knowledge and able to perform according to the required outcomes. It is a student-centered approach that focuses on students' learning. It starts with a clear picture of what students should know, what they should be able to do, and what desirable attitudes and values needed to organize the curriculum, instruction, and assessment to ensure an ultimate learning (Spady, 1994:1). Thus, OBE involves the restructuring of curriculum and assessment that reflects achievement of high learning order and mastery learning.

OBE helps students to be aware of what they should learn, aware of what they are learning and the control over their own learning. It leads to successful student learning and encourages lecturers to be well prepared. It also provides students with *appropriate, purposeful* learning experiences and opportunities for students to develop originality, self-motivation and independence while acquiring useful knowledge and skills.

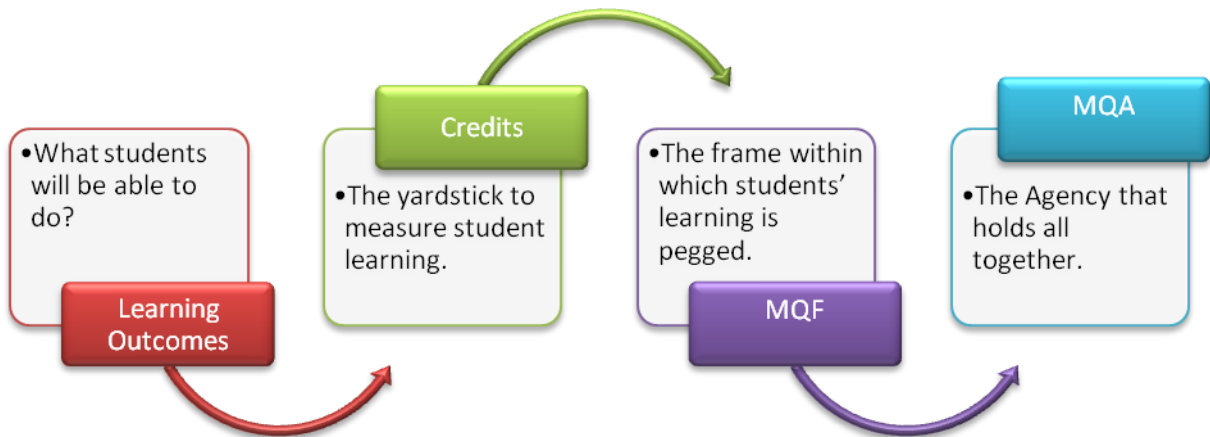
4.1 WHAT IS OUTCOME-BASED EDUCATION [OBE]



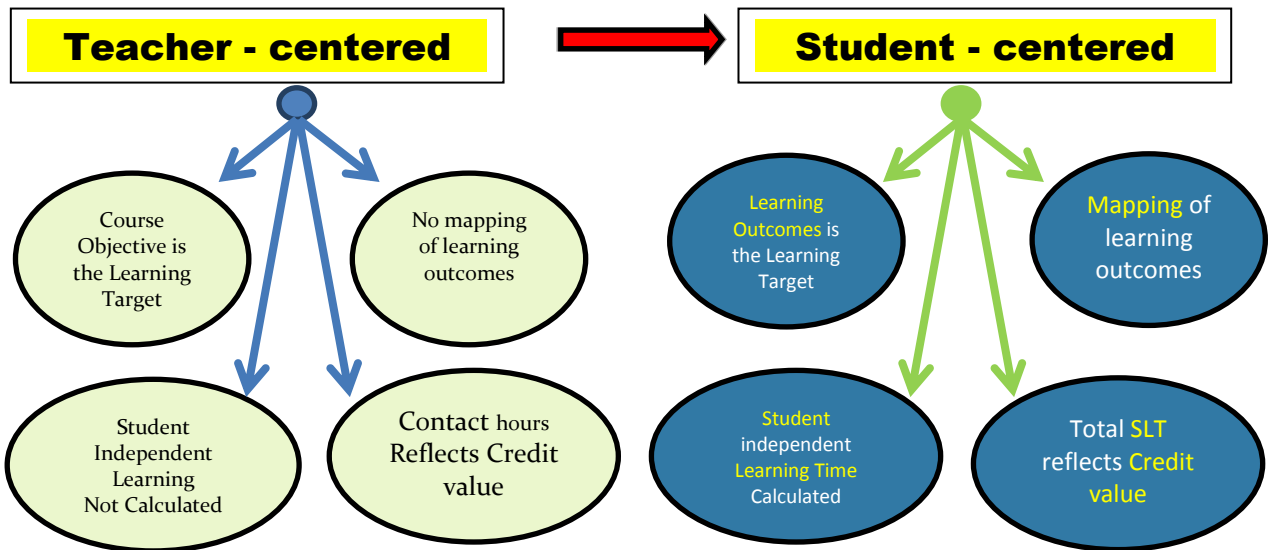
4.2 ACREDITATION PROCESS

Reference Number : MQA/FA3323
 Certificate Number : 09617
 Name of Qualification : Diploma in Digital Arts

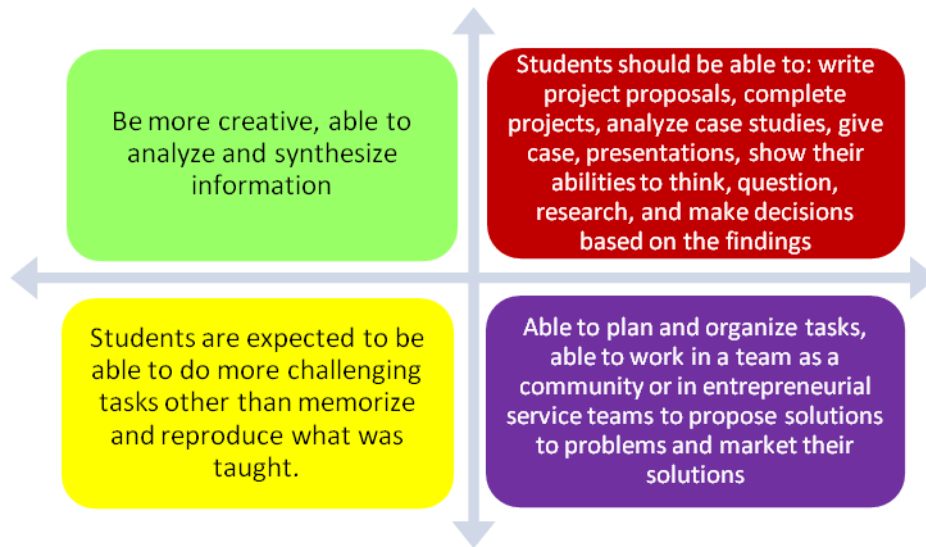
Reference Number : MQA/FA3324
 Certificate Number : 09608
 Name of Qualification : Diploma in Video and Film Studies



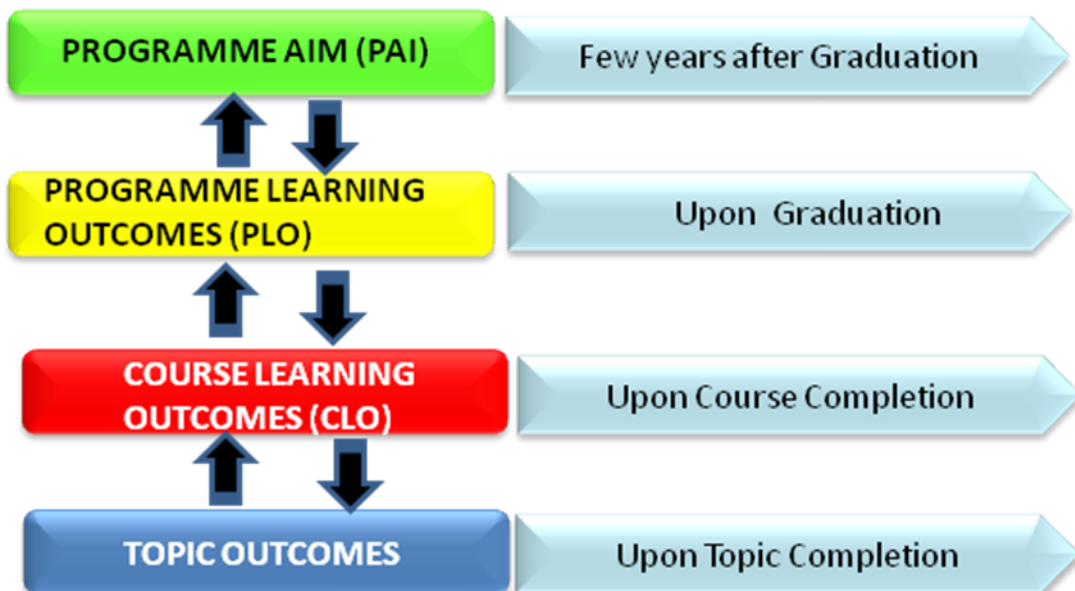
4.3 HOW DOES OBE AFFECT TEACHING-LEARNING?



4.4 EXPECTATIONS ON STUDENTS



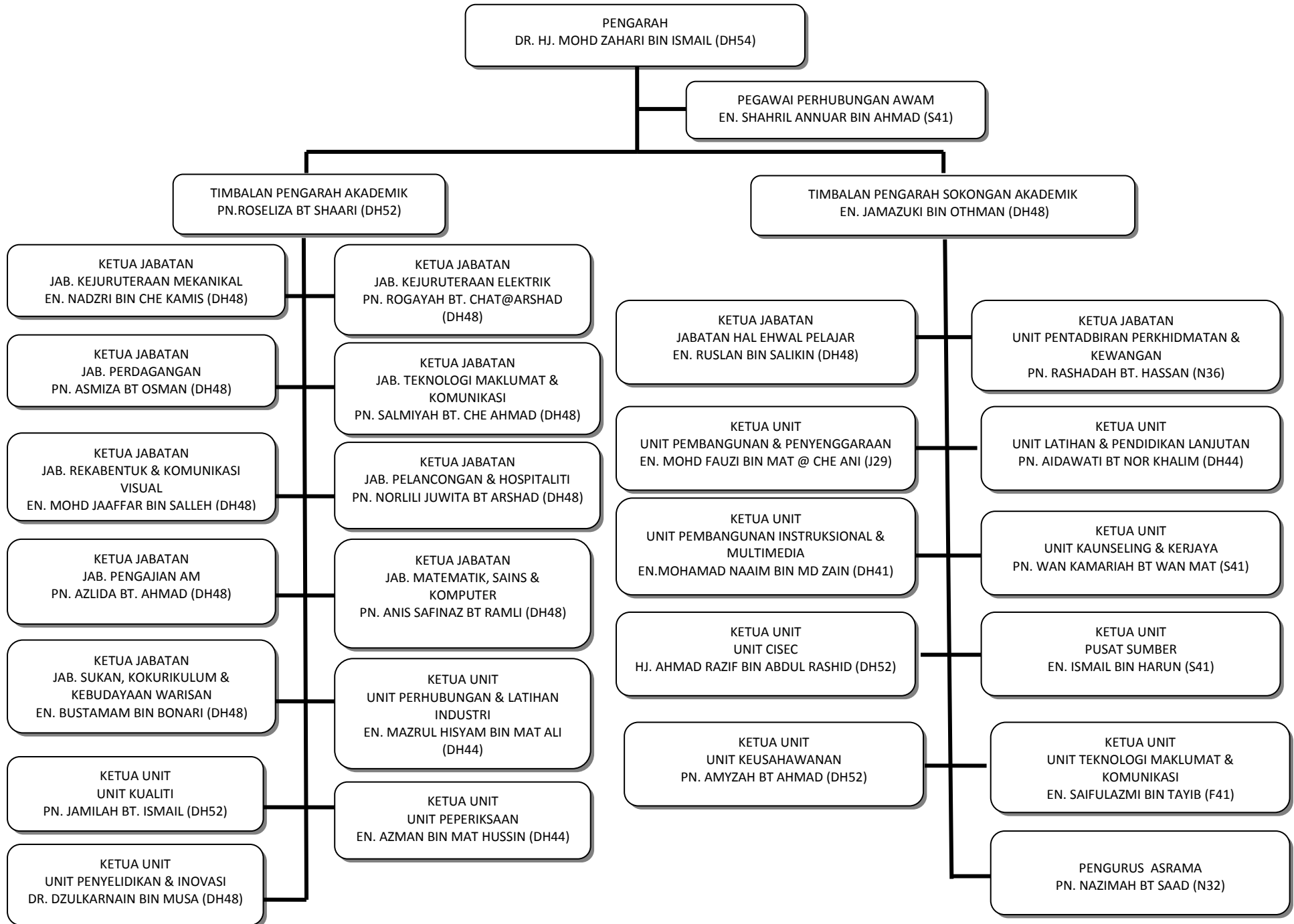
4.5 DIFFERENT LEVELS OF OBE



4.6 EXPECTED LEARNING DOMAIN AND GENERIC STUDENT ATTRIBUTES

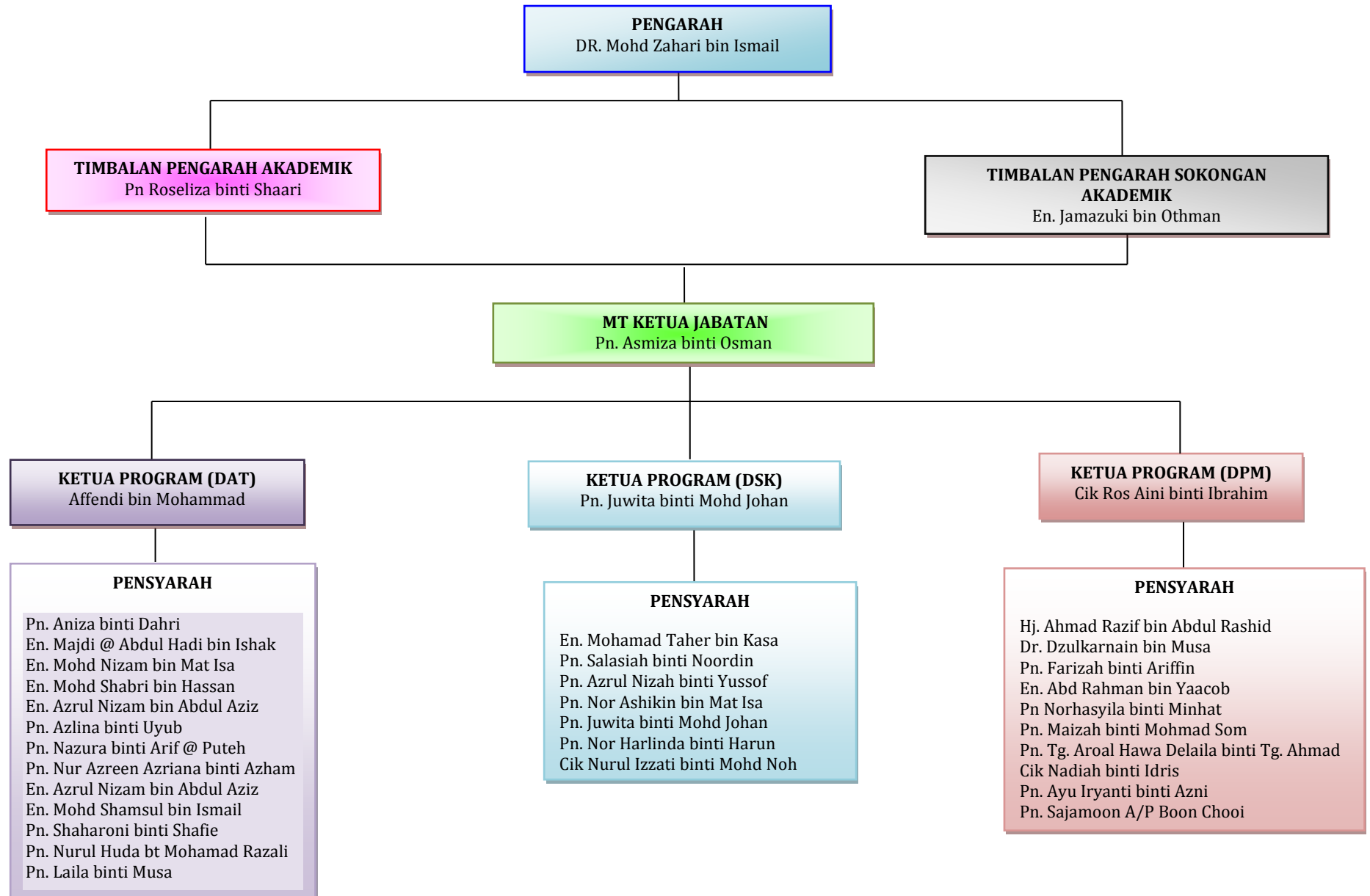
Learning Domain (LD)
LD 1 Knowledge
LD 2 Practical Skills
LD 3 Communication Skills
LD 4 Critical Thinking and Problem Solving Skills
LD 5 Social Skills and Responsibilities
LD 6 Continuous Learning and Information Management Skills
LD 7 Management and Entrepreneurial Skills
LD 8 Professionalism, Ethics and Moral
LD 9 Leadership and Teamwork Skills

5.0 MANAGEMENT ORGANISATION CHART



6.0 COMMERCE DEPARTMENT

6.1 DEPARTMENT ORGANISATION CHART



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ACCOUNTANCY

COMMERCE DEPARTMENT

ACCOUNTANCY



6.3 DIPLOMA IN ACCOUNTANCY

6.3.1 PROGRAMME OVERVIEW

SYNOPSIS

The Diploma in Accountancy in polytechnics, under the Ministry of Education is designed to equip graduates with knowledge and skills with integrated educational experience in disciplines, areas and sub-areas of financial accounting, auditing, taxation and cost accounting as well as management knowledge, information technology, entrepreneurship and interpersonal development. The objective of this programme is providing the accounting education at professional level to meet the demands of both the public and private sectors.

The aims of this programme are to equip the future graduates with accounting and management skills in business environment in order to build their careers in accountancy. Each of the courses in the accounting programme includes rigorous education, examination, experience, interpersonal developments and ethics requirements. This programme is designed and benchmarked with the accounting professional bodies in Malaysia which is stated in Schedule 1, Part 2 of the Accountants Act 1967, International Accounting Standards (IAS), International Federation of Accountants (IFAC) and Programme Standards Accounting under Malaysian Qualification Agency (MQA). Graduates will be awarded Diploma in Accountancy by the polytechnics.

6.3.2 JOB PROSPECT

Students graduating from this programme will be able to enter employment in any of the industries. The knowledge, skills and abilities that the students acquire from the programme will enable them to become:

- Assistant Accountant, account officer or assistant financial controller in public or private sector.
- Assistant Auditor in public and private sector or chartered account.
- Tax Technician, assistant tax assessor in Inland Revenue, Tax Agent Firm and Tax Consultant Firm and In house Tax Department
- Assistant Financial Advisor, Officer in financial institution and investment companies.
- Academician
- Entrepreneur
- Securities Agent and other related field
- Better in career advancement in terms of furthering studies in the higher learning institutions and professional body.

6.3.3 PROGRAMME AIM

Diploma in Accountancy aims at producing accounting graduates who will have knowledge, technical skills and attitude to adapt themselves with the growing business environment.

6.3.4 PROGRAMME EDUCATIONAL OBJECTIVES

Diploma in Accountancy programme shall produce professionals who are:

1. knowledgeable and technically competent in accounting discipline in-line with the industry requirement.
2. effective in communication and demonstrate good leadership quality in an organization
3. capable to solve problems in business situations innovatively, creatively and ethically through sustainable approach.
4. able to demonstrate entrepreneurship skills and recognize the needs of life-long learning for successful career advancement.

6.3.5 PROGRAMME LEARNING OUTCOME

Upon completion of the programme, the students will be able to:

1. explain the role of accounting in an organization and related field in every industry worldwide.
2. prepare full set of accounts for sole proprietorships, partnership and companies; costing and management accounting information; and assist in preparation of tax returns, audit process and finance functions.
3. communicate effectively both in written and spoken form with colleague, other professionals and community.
4. identify financial and non-financial information in assisting decision making process.
5. develop an effective social responsibility and humanistic values to meet the common goals.
6. apply information technology for recording accounting information; and engage in life-long learning.
7. apply managerial and entrepreneurial skills.
8. apply values, ethics, morality and professionalism in their work.
9. demonstrate effective leadership and teamwork responsibility.

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
COMMON CORE			
1	DUW1012 Occupational Safety And Health 1	<p>OCCUPATIONAL SAFETY AND HEALTH course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety & Health Act (OSHA). This course presents the responsibilities of employers and employees in implementing and complying with the safety procedures at work. This course provide an understanding of the key issues in OSH management, incident prevention, Emergency Preparedness and Response (EPR), fire safety, occupational first aid, Hazard Identification, Risk Assessment and Risk Control (HIRARC) and guide the students gradually into this multi-disciplinary science.</p> <p>CREDIT(S): 1 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Identify the OSH legislation and its compliance in Malaysia. (C2, LD1) 2. Explain briefly incident hazards, risks and safe work practices in order to maintain health and safe work environment. (C2, LD1) 3. Discuss cooperatively in responding to an accident action at workplace. (C3,LD1; A2,LD4) 4. Adhere to the safety procedures in respective fields. (A3, LD8)
1	DPB1013 Statistics	<p>STATISTICS provides knowledge and exposure to basic statistical concepts, techniques, and how to utilize these techniques in data collection processes. This course emphasizes on the knowledge and the ability to handle statistical data and interpret them effectively. This course also provides understanding on how to apply statistical data in relevant fields.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the various statistical studies performed in their fields. (C2, PLO1) 2. Apply the statistical techniques and method to interpret data. (C3, PLO1) 3. Apply the knowledge gained from studying statistics to make better understand about current situations. (C3, PLO1) (A2, PLO4)
1	DPB 1023 Microeconomics	<p>MICROECONOMICS provides information on concepts, basic principles and related problems. The course emphasizes the demand and supply theory, elasticity and production as well as market equilibrium. This course also provides information on output level determination and market price structure.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply effectively the knowledge of basic theories in the field of microeconomics. (C1, PLO1) 2. Use the knowledge of microeconomics theories to solve the business problems. (C2, PLO1) 3. Explain clearly the impact of economic changes towards market equilibrium. (C2, PLO1) (A2, PLO3)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DPB3013 Principles of management	<p>PRINCIPLES OF MANAGEMENT provides information on basic functions in management, explains the management theories as practiced in the organization. This course emphasizes the principles in management functions to ensure the efficiency and the effectiveness of their operation in the organizations.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Describe the basic functions of management in an organization. (C1, PLO1) 2. Relate appropriately theories and functions of management towards the achievements of an organizational goals. (C3, PLO1) 3. Remonstrate precisely the managerial skills in the business related fields. (C3, PLO1) (A2, PLO7)
2	DPB2023 Macroeconomics	<p>MACROECONOMICS provides information on the concepts of economics as a whole. The course emphasizes the role of economics sectors in determining the GDP. This Course also provides information on the importance of government policy to overcome the economic problem.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the impact of macroeconomics problems to the economic system in current economic trend. (C2, PLO1) 2. Use the national income data to measure the performance of an economy. (C3, PLO1) 3. Describe the importance of macroeconomic theory to overcome the economic problems. (C2, PLO1) (A1, PLO4)
2	DPB2033 Business Mathematics	<p>BUSINESS MATHEMATICS provides knowledge of various basic mathematical concepts, management problems and basic operational research techniques based on financial and quantitative methods. The course emphasizes the application of mathematical concepts and solutions in business and management. This course provides information and exposes the student to basic practices in the world of business and finance.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Solve accurately business mathematics problems using the various basic equation and formula algebraically or graphically. (C3, PLO1) 2. Identify correctly the business mathematical concepts and formulation in solving management problem issue. (C4, PLO1) (P2, PLO2) 3. Apply precisely the concept of interest on financial and business practices in Malaysia. (A2, PLO4)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
6	DPA5023 Introduction To Research Methodology	<p>INTRODUCTION TO RESEARCH METHODOLOGY provides an opportunity to develop working knowledge of research method, create student's understanding in the technique of conducting research work and enable students to use knowledge gained from other disciplines for planning of research efforts. Expose students to a basic understanding of a scientific research process. This course emphasizes selecting an appropriate research title, writing the proposal, preparing and presenting the research proposal. At the end of the course, students should be able to use knowledge and skill to carry out scientific research.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the concept of a scientific research process in the business field. (C2, PLO1) 2. Construct research proposal in the related business area. (C4, PLO1) 3. Present a research proposal in the related business area. (A2, PLO3)
6	DPB2012 Entrepreneurship	<p>ENTREPRENEURSHIP focuses the principles and concept of entrepreneurship. This course concentrates on the systematic methods of getting business ideas. This course also prepares the students on ways to conduct and control the business including fundamental of management, marketing and financing. It also emphasizes on the preparation of business plan, thus developing their entrepreneurial skills.</p> <p>CREDIT(S): 2 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain clearly the concept of entrepreneurship, process and procedures involved in developing effective business plan. (C2, LD1) 2. Work cooperatively in group to complete the assigned project based on entrepreneurial skills. (P3, LD2) (A3, LD7) 3. Present business plan creatively using knowledge gained via group. (A2, LD3)
DISCIPLINE CORE			
1	DPA 1013 Fundamentals of Accounting	<p>FUNDAMENTALS OF ACCOUNTING enables students to develop knowledge and understand the operational aspects of accounting system and procedures. In addition students can comply with the accounting techniques to maintain accounting records in preparation of financial statements. Besides that, students will be able to explain the theory of accounting applied in the accounting cycle related to principles and practice of accounting.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Apply clearly the principles and concepts in accounting cycle to produce the financial statements based on accounting standards. (C3, PLO1) 2. Prepare successfully the double entry concept to form a trial balance systematically and the financial statements using the post-trial balance adjustments. (C3, PLO1) 6. Comply efficiently with proper accounting techniques in preparing financial statements with adjustments. (A2, PLO3) (C3, PLO1)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	DPB3063 Business Law	<p>BUSINESS LAW provides knowledge regarding legal aspects and conducts of business transactions in Malaysia. The course is related to an introduction to the legal principles in Malaysia, basic principles of contracts, agency and sale of goods.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Recognize appropriately the sources, legal aspects and conducts of business transactions under the Malaysian law. (C1, PLO1) 2. Apply appropriately the basic concepts and principles of business law in Malaysia. (C3, PLO1) 3. Present effectively the basic concept and principles of business law in the related activities. (A2, PLO3)
2	DPA2013 Financial Accounting 1	<p>FINANCIAL ACCOUNTING 1 enables students to deal with transactions involving non-current assets, inventories and bank reconciliation. Besides that, students will be able to prepare Statement of Comprehensive Income (Profit and Loss Account) and Statement of Financial Position (Balance Sheet) from incomplete records and correction of errors in preparing year - end financial statement.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA1013 FUNDAMENTAL OF ACCOUNTING</p>	<p>Upon completion of this course, the students should be able to :</p> <ol style="list-style-type: none"> 1. Apply precisely internal control system and accounting procedures in computing depreciation of non-current assets, inventory evaluation as well as correction of errors and incomplete records in preparing financial statement based on accounting standards. (C3, PLO1) 2. Produce correctly the accounting procedures in preparing financial statements. (C3, PLO1) 3. Demonstrate efficiently with proper accounting techniques in solving the correction of errors and incomplete records. (A3, PLO4) (C3, PLO1)
2	DPA2033 Personal Financial Management	<p>PERSONAL FINANCIAL MANAGEMENT provides the skills on how to manage personal money wisely and can spend within the means and achieve the financial goals with ease. The course emphasises on being in control of own finances regardless of whether or not facing financial problems.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Explain clearly the role and purpose of personal financial planning and the steps to be taken to achieve financial goals. (C2, PLO1) 2. Solve appropriately the individual financial problem according to AKPK's guidelines. (C3, PLO1) 3. Demonstrate accordingly to uncertainties and financial responsibilities wisely. (A3, PLO6) (C3, PLO1)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	DPA3013 Financial Accounting 2	<p>FINANCIAL ACCOUNTING 2 course emphasizes knowledge and skills necessary for accounting professionals. Students will be able to deal with specialized transaction in Hire Purchase, Royalty, Accounting for Non-Profit Organization, Manufacturing Accounts and Partnership Account.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA2013 FINANCIAL ACCOUNTING 1</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Illustrate effectively the concept and nature of accounting for specialized business transactions. (C4, PLO1) 2. Prepare efficiently the accounting treatment based on accounting standards of specific transactions in hire purchase and partnership according to the situation given. (C3, PLO1) 3. Demonstrate correctly the accounting techniques in preparing accounts for specialized business transactions. (A3, PLO4) (C3, PLO1)
3	DPA3023 Computerised Accounting System	<p>COMPUTERISED ACCOUNTING SYSTEM offers skills to use computer as an accounting tool in producing a full set of account. Students will use the computer for recording general ledger, subsidiary ledger transactions, general journals and special journals. The computer will also be used to analyze financial reports and prepare statistical data to be used by management.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA1013 FUNDAMENTAL OF ACCOUNTING</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Classify the functions, structures and process of computerised accounting system and produce an accounting report by using a computerised accounting system. (C3, PLO1) 2. Build properly a project report on task given by using a suitable computerised accounting system. (P5, PLO2) 3. Perform efficiently with a proper techniques and procedures to create an accounting reporting and analysing. (A2, PLO6)
3	DPA3033 Malaysian Taxation 1	<p>MALAYSIAN TAXATION 1 provides knowledge to students on taxation system applied in Malaysia, the method in determining resident status and the sources of income. Students will also be introduced to the method of calculating income from various sources, tax exemptions and tax relief for separate assessment or joint assessment.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Generalise briefly the tax system, tax legislation and administration operates in Malaysia based on Income Tax Act 1967. (C5, PLO1) 2. Explain precisely tax payable or tax repayable in accordance with Income Tax Act 1967. (C2, PLO1) 3. Practice accurately tax computation for individual in accordance with Income Tax Act 1967. (A2, PLO6) (C3, PLO1)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	DPA3043 Auditing	<p>AUDITING provides students with an understanding the nature, purpose, scope and issues related to audit field. Students will learn about the professional auditing practices and know the regulatory standards used in audit profession in Malaysia. Students will be exposed to the auditing process which includes understand about internal control system, audit planning, audit objectives and general principles, audit sampling, materiality and audit risk.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA2013 FINANCIAL ACCOUNTING 1</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Identify precisely the procedures of auditing financial statements and providing other financial statement assurance services. (C4, PLO1) 2. Apply cooperatively audit work in compliance with audit standards. (C3, PLO1) 3. Discuss clearly the audit profession and the professional bodies that are involved in audit profession legality. (A2, PLO8) (C2, PLO1)
5	DPA5013 Financial Accounting 3	<p>FINANCIAL ACCOUNTING 3 course provides students with knowledge of shares and debentures, and preparation of the Investment Accounts. Students are also exposed on Contract Account, Consignment Account & Bill of Exchange and Branch Accounts. .</p> <p>CREDIT(S): 4 PREREQUISITE(S): DPA3013 FINANCIAL ACCOUNTING 2</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Identify clearly the procedures of issuance and redemption of shares and debentures, preparation of investment account, contract account, consignment account & bill of exchange and branch account. (C4, PLO1) 2. Prepare appropriately issues on equities and branch accounts according to Financial Reporting Standards. (C3, PLO1) 3. Form with professional judgement to prepare financial statements according to Financial Reporting Standards. (A3, PLO5) (C3, PLO1)
5	DPA5023 Cost and Management Accounting 1	<p>COST AND MANAGEMENT ACCOUNTING 1 is concerned with the calculation of product costs use in the financial accounting. Students will learn elements of manufacturing costs involved in manufacturing and servicing sectors, costing methods used within production activities and the procedures of controlling in business organizations.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA2013 FINANCIAL ACCOUNTING 1</p>	<p>Upon completion of this course, the students should be able to :</p> <ol style="list-style-type: none"> 1. Apply correctly costing approaches and cost behaviours in manufacturing and servicing environment. (C3, PLO1) 2. Calculate effectively cost elements and costing methods in ascertaining profitability and activities carried out for decision making. (C4, PLO1) 3. Prepare precisely income statement under marginal costing and absorption costing. (A4, PLO7) (C3, PLO1)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
5	DPA5033 Malaysian Taxation 2	<p>MALAYSIAN TAXATION 2 is an extension of Malaysian Taxation 1 which provides knowledge to students through understanding the fundamental concepts and principles of the Malaysian Taxation System and the relevance of taxation to individuals, partnerships, companies and business decision making.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA3033 MALAYSIAN TAXATION 1</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Justify precisely total income tax payable and real property gain tax in appropriate procedures. (C6, PLO1) 2. Organise the tax liability for chargeable person in accordance with appropriate procedures. (C5, PLO1) 3. Practice the tax computation by using tax planning related to the current issues comply with Income Tax Act 1967. (A2, PLO8) (C3, PLO1)
5	DPA5043 Audit and Assurance	<p>AUDIT AND ASSURANCE offers skills from economic, informational and regulatory perspectives. A primary objective of the course is to introduce and develop abroad theoretical understanding on fundamental auditing concepts (including such concepts as assertions, audit risks, materiality, risk assessment, client acceptance, planning, internal control, evidence, reporting, audit quality, etc.). In this course, stages of a financial statement audit (for public and private companies) are explored and other assurance services are referred to.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA3043 AUDITING</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Classify properly the techniques applied in the various stages of the audit process and findings. (C3,PLO1) 2. Analyse clearly to determine the provision related to audit under the public accounting professional and relevant standards. (C4,PLO1) 3. Form a group discussion and present on audit current issues. (A2, PLO7) (C2, PLO1).
5	DPA5053 Company Law	<p>COMPANY LAW provides knowledge on the principles and law that need to be adhered to by a company in Malaysia. This course gives emphasizes towards the incorporation of a company, the management and administration of a company, the company's financial aspects and the winding up of a company. This course also provides comprehensive knowledge on the importance of the provisions under the Company Act 1965.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, the students should be able to :</p> <ol style="list-style-type: none"> 1. Illustrate clearly the basic principles of company law in the incorporation of a company. (C3, PLO1) 2. Describe correctly the management and administration as well as the winding up of a company in accordance with Company Act 1965. (C2, PLO1) 3. Discuss properly the incorporation of a company as well as the management and administration according to the legislation. (A2, PLO5) (C2, PLO1)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
6	DPA6013 Financial Accounting 4	<p>FINANCIAL ACCOUNTING 4 course prepared students to produce a full set of financial statements according to Company Act 1965 and accounting standards. Besides that, students should also be able to apply accounting theory in company's financial statement and understand the accounting roles in sustainable development. Students are also exposed to group accounts and intra group accounts.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA1013 FUNDAMENTAL OF ACCOUNTING</p>	<p>Upon completion of this course, students should be able to :</p> <ol style="list-style-type: none"> 1. Analyse accurately complete set of financial statements related to accounting theory based on financial reporting standards. (C4, PLO1) 2. Produce appropriately a complete set of financial statements according to accounting standards. (C3, PLO1) 3. Report accurately a complete set of financial statements according to Financial Reporting Standards. (A2, PLO9) (C2, PLO1)
6	DPA6023 Cost and Management Accounting 2	<p>COST AND MANAGEMENT ACCOUNTING 2 provides knowledge to students on cost and management accounting system which accumulates, classifies, summarizes and reports information to assist management in decision-making.</p> <p>CREDIT(S): 3 PREREQUISITE(S): DPA5023 COST AND MANAGEMENT ACCOUNTING 1</p>	<p>Upon completion of this course, the students should be able to :</p> <ol style="list-style-type: none"> 1. Evaluate correctly cost and management accounting elements in decision making. (C6, PLO1) 2. Prepare clearly the consequences of budget and cost volume profit (CVP) in decision making. (C3, PLO1) 3. Demonstrate leadership and team work skills efficiently while doing discussion. (A3, PLO9) (C3, PLO1)
6	DPA5043 Business Finance	<p>BUSINESS FINANCE exposes the students on the concepts of finance and techniques used to manage the financial planning of an organization. The theories and concepts of basic financial are discussed as a benchmark and input for consideration, in order to make short and long term financial decisions from the aspect of financing and investment. Apart from that, organization's financial analysis is used to analyze the organization's financial position.</p> <p>CREDIT(S): 3 PREREQUISITE(S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. integrate the theories and concepts of basic financial. (C5, PLO1) 2. analyze organization's financial position using appropriate methods and techniques. (C4, PLO1) 3. demonstrate and practice independent acquisition of new knowledge for life-long learning in accomplishing problem scenario.(C3, PLO1) (A2, PLO6)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
6	DUT40110 Industrial Training	<p>INDUSTRIAL TRAINING exposes students to related workplace competencies demanded by industries. This course provides exposure to students in terms of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with real work experience, thus helping students to perform as novice workers.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply related knowledge and skills at the workplace. (C3, P2) 2. Communicate effectively with others. (A3) 3. Practice teamwork. (A5) 4. Professionally and ethically comply with policies, procedures and rules of the organization. (A5) 5. Explain the tasks assigned (during the industrial training) according to the prescribed format. (P2, A4)

6.3.7 PROGRAMME STRUCTURE (DAT)

COURSE CODE	COURSE	L	P	T	C
SEMESTER 1					
DUB1012	Pengajian Malaysia	1	0	2	2
DUE1012	Communicative English 1	1	0	2	2
DRB1000	Asas Unit Beruniform	0	2	0	0
DUW1012	Occupational, Safety and Health	2	0	0	2
DPB1013	Statistics	3	0	1	3
DPB1023	Microeconomics	3	0	1	3
DPB3013	Principles of Management	3	0	1	3
DPA1013	Fundamentals of Accounting	3	0	1	3
TOTAL		24			18
SEMESTER 2					
DUA2022	Pengurusan Dalam Islam*	1	0	2	2
DRB2001	Unit Beruniform 1	0	2	0	1
DRS2002	Sukan	0	2	0	1
DUB1012	Nilai Masyarakat Malaysia **	1	0	2	2
DPB2023	Macroeconomics	3	0	1	3
DPB2033	Business Mathematics	3	0	1	3
DPB3063	Business Law	3	0	1	3
DPA2013	Financial Accounting 1	3	0	1	3
DPA2033	Personal Financial Management	3	0	1	3
TOTAL		25			18
SEMESTER 3					
DUE3012	Communicative English 2	1	0	1	2
DRK3002	Kelab / Persatuan	0	4	0	2
DRB3002	Unit Beruniform 2	0	4	0	2
DPA3013	Financial Accounting 2	3	0	1	3
DPA3023	Computerised Accounting System	1	4	0	3
DPA3033	Malaysian Taxation 1	3	0	1	3
DPA3043	Auditing	3	0	1	3
TOTAL		24			16

COURSE CODE	COURSE	L	P	T	C
SEMESTER 4					
DUE5012	Communicative English 3	1	0	2	2
DPA5013	Financial Accounting 3	3	0	1	3
DPA5023	Cost and Management Accounting 1	3	0	1	3
DPA5033	Malaysian Taxation 2	3	0	1	3
DPA5043	Audit and Assurance	3	0	1	3
DPA5053	Company Law	3	0	1	3
TOTAL		23			17
SEMESTER 5					
DUA6022	Komunikasi dan Penyiaran Islam	1	0	2	2
DPB2012	Entrepreneurship	2	1	0	2
DPB5023	Introduction to Research Methodology	3	0	1	3
DPB6013	Financial Accounting 4	3	0	1	3
DPA6023	Cost and Management Accounting 2	3	0	1	3
DPB5043	Business Finance	3	0	1	3
TOTAL		22			16
SEMESTER 6					
DUT40110	Industrial Training	0	10	0	10
GRAND TOTAL					95

*for Muslim students
**for Non Muslim Students

L: Lecture, P: Practical/Lab, T: Tutorial, C: Credit

(The numbers indicated under L, P and T represent the contact hours per week, to be used as a guide for time table presentation).

Uniforms Unit (Students who choose Uniform Unit are required to complete 5 modules for commissioning)

1. DRB1000 (Asas Unit Beruniform) is a pre requisite to DRB2001 (Unit Beruniform 1).
2. DRB2001 and DRB3002 are graded.
3. DRB5000 and DRB6000 are optional, non-graded and audited courses with full assessment. Upon completion, students are entitled for commissioning.

L : Lecture T : Tutorial P : Practical/Lab C : Credit

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COMMERCE DEPARTMENT

BUSINESS STUDIES

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6.4.1 PROGRAMME OVERVIEW

SYNOPSIS

The world of business continues to grow, expand and develop both in terms of scale and complexity. Technological advancements and globalization have led to the creation of several new approaches to cater to the current trend in order to keep pace with global needs. The birth of the knowledge age creates challenges to compete and survive in business today. Thus, a multi- skilled worker is highly demanded by employers to meet the needs of their organizations. Hence, the Department of Polytechnic Education (DPE) has collaborated with the industrial sectors in reviewing the curriculum. The purpose of the collaboration is to equip our students with the latest information, knowledge and skills which are required in fulfilling the job market requirements. Thus, the graduates of this diploma are required to be proficient in core business-oriented disciplines such as business management, marketing, accounting, entrepreneurship, business law, human resource management, finance and economics. This programme is structured to encourage the students to become more creative, innovative and enterprising. Students will develop a wide range of skills such as problem solving skills and knowledge relevant to modern business. Our programme structure ensures that all courses are coherent at every stage, and that knowledge and skills are developed progressively throughout the course.

6.4.2 JOB PROSPECT

This programme is designed in such a way that it is able to educate and equip the students with comprehensive knowledge and skills in related fields and incorporates all aspects of business studies and entrepreneurship. Therefore, graduates of this three - year programme can have a wide choice of careers. The examples below are just some of them:

- Administration officer
- Private and government officer
- Sales and marketing executives / officer
- Human resource officer
- Banking operation officer
- Investment agent
- Entrepreneurs
- Customer service officer

- business planner
- financial planner
- management officer
- marketing officer
- entrepreneur in e-commerce
- computer and information system assistant
- business development officer
- business research assistant
- research assistant
- business development executive

6.4.3 PROGRAMME AIMS

Graduates of Diploma in Business Studies will have knowledge, skills and attitude that will prepare them to be both aspiring and practicing semi-professionals to plan, implement, and apply acquired skills in various business management fields. Through this programme graduates are able to apply comprehensive knowledge in business practices and management. Graduates are also able to communicate and interact responsively with colleagues, clients, employer, stakeholders, society and work effectively as a team. They will be able to think critically to solve problems the middle management level. Their professionalism and ethics will help them apply their knowledge for career enhancement, professional advancement and organizational growth.

The graduates will be adaptable to changes in business and management environment in their work place. Career opportunities are not limited to being an employee only but they have a wider choice to become an entrepreneur for the local and global market. The graduates can also improve their knowledge and skills continuously through life- long learning.

6.4.4 PROGRAMME LEARNING OUTCOMES

Upon completing the programme, graduates will be able to:

1. apply fundamental principles of business and soft skills in related business and other related fields to be outstanding and successful in the future.
2. use effectively management tools and interpersonal skills in business and working environment.
3. communicate effectively with colleague and society as a whole.
4. use effectively and efficiently the necessary techniques, skills and its tools in business practices and assist in solving business problems.
5. develop an effective social responsibility and humanistic values to meet the common goals.
6. engage in life-long learning to enrich knowledge and competencies.
7. inculcate entrepreneurial skills in the related discipline that contribute towards national growth and to be competitive in the business environment.
8. adhere to professional codes of ethics to adapt the real challenges in working Environment.
9. demonstrate effective leadership and teamwork responsibility.

6.4.5 SYNOPSIS AND COURSE LEARNING OUTCOME (DPM)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	COMPULSORY	DUB1012 Pengajian Malaysia	<p>PENGAJIAN MALAYSIA memupuk penghayatan ke arah melahirkan generasi yang cintakan negara. Kursus ini juga dapat mendidik kelompok masyarakat yang mempunyai daya juang yang tinggi dan mampu menghadapi cabaran di peringkat antarabangsa. Kursus ini memberi penghayatan tentang sejarah dan politik, perlembagaan Malaysia, kemasyarakatan dan perpaduan, pembangunan negara dan isu-isu keprihatinan negara.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Menerangkan dengan baik sejarah bangsa dan negara. (C2, LD1) 2. Menjelaskan Perlembagaan Malaysia dan system pemerintahan negara.(C2, LD1) 3. Melaksanakan aktiviti berkaitan kenegaraan ke arah peningkatan patriotisme pelajar. (C3, LD1: A3, LD6)
1	COMPULSORY	DUE1012 Communicative English 1	<p>COMMUNICATIVE ENGLISH 1 focuses on speaking skills for students to develop the ability to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. It is also aimed to equip students with effective presentation skills.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply appropriate language and communication skills in discussions and conversations. (C2) 2. Apply effective listening skills to demonstrate comprehension of audio recordings in variety of situations. (C3) 3. Comprehend a variety of reading texts by applying effective reading skills. (C2) 4. Write a response to a stimulus using appropriate language. (C3) 5. Deliver an effective presentation using appropriate visual aids and, verbal and non-verbal communication skills. (C3)
1	COMMON CORE	DPA1013 Fundamental of Accounting	<p>FUNDAMENTALS OF ACCOUNTING enables students to develop knowledge and understand the operational aspects of accounting system and procedures. In addition students can comply with the accounting techniques to maintain accounting records in preparation of financial statements. Besides that, students will be able to explain the theory of accounting applied in the accounting cycle related to principles and practice of accounting.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply clearly the principles and concepts in accounting cycle to produce the financial statements based on accounting standards. 2. Prepare successfully the double entry concept to form a trial balance systematically and the financial statements using the post-trial balance adjustments. 3. Comply efficiently with proper accounting techniques in preparing financial statements with adjustments.
1	COMMON CORE	DPB1023 Microeconomics	<p>MICROECONOMICS provides information on concepts, basic principles and related problems. The course emphasizes the demand and supply theory, elasticity and production as well as market equilibrium. This course also provides information on output level determination and market price structure.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply effectively the knowledge of basic theories in the world of microeconomics. 2. Use the knowledge of microeconomics theories to solve the business problems. 3. Explain clearly the impact of economic changes towards market equilibrium.

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DISCIPLINE CORE	DPB1033 Management Information System	<p>MANAGEMENT INFORMATION SYSTEM introduces the concepts of data and information management using information system. This course provides students with the knowledge of telecommunication systems and e-business. It also explores ethic, privacy and information security.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain clearly the concepts of management information technologies in business and electronic business. 2. Recognize development and implementataion of Information Technologies and System in modern organizations. 3. Identify the impact of Information system on organizational structures in current business issues within group.
1	DISCIPLINE CORE	DPB3013 Principles of Management	<p>PRINCIPLES OF MANAGEMENT provides information on basic functions in management, explains the management theories as practiced in the organization. This course emphasizes the principles in management functions to ensure the efficiency and the effectiveness of their operation in the organizations.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe the basic functions of management in an organization. 2. Relate appropriately theories and functions of management towards the achievements of an organizational goal. 3. Demonstrate precisely the managerial skills in the business related fields.
2	COMPULSORY	DUA2022* Pengurusan Dalam Islam	<p>PENGURUSAN DALAM ISLAM diperkenalkan untuk memberikan kefahaman kepada para pelajar konsep asas pengurusan Islam dan sejarah pengurusan di zaman Rasulullah SAW. Kursus ini juga membincangkan prinsip, etika, amalan terbaik pengurusan dan komunikasi dalam organisasi mengikut acuan pengurusan Islam.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Menghuraikan konsep Islam sebagai cara hidup (C2: LD1: P2, LD2) 2. Menjelaskan konsep pengurusan dalam Islam. (C2:LD 1) 3. Membincangkan prinsip syariah dan etika dalam pengurusan menurut perspektif Islam. (C3: LD1, A3: LD6).
2	COMPULSORY	DUB2012** Nilai Masyarakat Malaysia	<p>NILAI MASYARAKAT MALAYSIA diperkenalkan untuk membincangkan aspek sejarah pembentukan Malaysia, nilai-nilai agama serta adat resam dan budaya masyarakat majmuk. Pelajar juga diberi kefahaman mengenai tanggungjawab individu dalam kehidupan dan cabaran-cabaran dalam membangunkan masyarakat Malaysia.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Menghuraikan konsep Islam sebagai cara hidup (C2: LD1: P2, LD2) 2. Menjelaskan konsep pengurusan dalam Islam. (C2:LD 1) 3. Membincangkan prinsip syariah dan etika dalam pengurusan menurut perspektif Islam. (C3: LD1, A3: LD6).
2	COMMON CORE	DPM1013 Principles of Marketing	<p>PRINCIPLES OF MARKETING provides students with information on basic definition, concept and term in marketing, its orientation and the elements related to it. This course emphasizes the marketing principles, environment, segmentation, marketing mix, consumer and business marketing.</p> <p>CREDIT(S) : 3 PREREQUISITE(S): NONE</p>	<ol style="list-style-type: none"> 1. Describe marketing terminology and concept in the marketing landscape. 2. Explain customer driven strategy and individual components of marketing mix. 3. Identify the business communication strategies within the marketing field.

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	COMMON COE	DPB2023 Macroeconomics	<p>MACROECONOMICS provides information on the concepts of economics as a whole. The course emphasizes the role of economics sectors in determining the GDP. This course also provides information on the importance of government policy to overcome the economic problem.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : DPB1023 – MICROECONOMICS</p>	<ol style="list-style-type: none"> 1. Explain the impact of macroeconomics problems to the economic system in current economic trend. 2. Use the national income data to measure the performance of an economy. Describe the importance of macroeconomic theory to overcome the economic problems.
2	COMMON CORE	DPA2033 Personal Financial Management	<p>PERSONAL FINANCIAL MANAGEMENT provides the skills on how to manage personal money wisely and can spend within the means and achieve the financial goals with ease. The course emphasises on being in control of own finances regardless of whether or not facing financial problems.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain clearly the role and purpose of personal financial planning and the steps to be taken to achieve financial goals. 2. Solve appropriately the individual financial problem according to AKPK's guidelines. 3. Demonstrate accordingly to uncertainties and financial responsibilities wisely.
2	DISCIPLINE CORE	DPB2033 Business Mathematics	<p>BUSINESS MATHEMATICS provides knowledge of various basic mathematical concepts, management problems and basic operational research techniques based on financial and quantitative methods. The course emphasizes the application of mathematical concepts and solutions in business and management. This course provides information and exposes the student to basic practices in the world of business and finance.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Solve accurately business mathematics problems using the various basic equation and formula algebraically or graphically. 2. Identify correctly the business mathematical concepts and formulation in solving management problem issue. 3. Apply precisely the concept of interest on financial and business practices in Malaysia.
3	COMPULSORY	DUE3012 Communicative English 2	<p>COMMUNICATIVE ENGLISH 2 emphasises the skills needed to describe products and services as well as processes and procedures. It focuses on the skills to give and respond to instructions. The course will also enable students to make and reply to enquiries and complaints in their future workplace.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe products and services related to your filed using appropriate language (A3, C3) 2. Transfer information on processes or procedures using appropriate language from non-linear to linear form. (C3) 3. Listen and respond to enquiries using appropriate language. (C3) 4. Make and respond to complaints using appropriate language. (C2)
3	COMMON CORE	DPB1013 Statistics	<p>STATISTICS provides knowledge and exposure to basic statistical concepts, techniques, and how to utilize these techniques in data collection processes. The module emphasizes on the knowledge and the ability to handle statistical data and interpret them effectively. This course also provides understanding on how to apply statistical data in relevant fields.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain the various statistical studies performed in their fields. 2. Apply the statistical techniques and method to interpret data. 3. Apply the knowledge gained from studying statistics to make better understand about current situations.

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	COMMON CORE	DPB2012 Entrepreneurship	<p>ENTREPRENEURSHIP focuses the principles and concept of entrepreneurship. This course concentrates on the systematic methods of getting business ideas. This course also prepares the students on ways to conduct and control the business including fundamental of management, marketing and financing. It also emphasizes on the preparation of business plan, thus developing their entrepreneurial skills.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain clearly the concept of entrepreneurship, process and procedures involved in developing effective business plan. 2. Work cooperatively in group to complete the assigned project based on entrepreneurial skills. 3. Present business plan creatively using knowledge gained via group.
2 @ 5	ELECTIVE	DPP2013 Introduction to International Business	<p>INTRODUCTION TO INTERNATIONAL BUSINESS provides an overview of how international business is conducted by taking into consideration various mechanism for dealing with governments and the changing political landscape, different business laws and regulations, local customs and culture. This course fulfills the need to ensure that students are well versed in global operations.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Identify the international business and domestic business company and their operation in international business environment. 2. Describe the various modes of entering international markets and their advantages and disadvantages. 3. Interpret the importance of national differences in political and culture over the country.
3	DISCIPLINE CORE	DPB3063 Business Law	<p>BUSINESS LAW provides knowledge regarding legal aspects and conducts of business transactions in Malaysia. The course is related to an introduction to the legal principles in Malaysia, basic principles of contracts, agency, and sale of goods, hire purchase, negotiable instruments and legal aspects of business entities.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Recognize appropriately the sources, legal aspects and conducts of business transactions under the Malaysian law. 2. Interpret appropriately the basic concepts and principles of businesslaw in Malaysia. 3. Present effectively the basic concept and principles of business law in the related activities.
4	COMPULSORY	DUE5012 Communicative English 3	<p>COMMUNICATIVE ENGLISH 3 aims to develop the skills necessary to carry out a mini project as well as job hunting skills. Students will learn to present ideas through the use of graphs and charts. Students will learn the process of job hunting which includes job search strategies and making enquiries. They will also learn to write resumes and cover letters. The students will develop skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Present a mini project using appropriate visual aids. (C4,A2) 2. Write a resume and cover letter using appropriate language. (C3,A2) 3. Respond to interview questions using appropriate language when applying for jobs. (C3,A2)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	COMMON CORE	DUW1012 Occupational, Safety and Health	OCCUPATIONAL SAFETY AND HEALTH course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety & Health Act (OSHA). This course presents the responsibilities of employers and employees in implementing and complying with the safety procedures at work. This course provide an understanding of the key issues in OSH management, incident prevention, Emergency Preparedness and Response (EPR), fire safety, occupational first aid, Hazard Identification, Risk Assessment and Risk Control (HIRARC) and guide the students gradually into this multi-disciplinary science.	<ol style="list-style-type: none"> 1. Identify the OSH legislation and its compliance in Malaysia. 2. Explain briefly incident hazards, risks and safe work practices in order to maintain health and safe work environment. 3. Discuss cooperatively in responding to an accident action at workplace. 4. Adhere to the safety procedures in respective fields.
4	DISCIPLINE CORE	DPB3043 Business Ethics	<p>BUSINESS ETHICS is about relationships, values, justice, and culture (personal, professional, corporate, national and global). It also provides a basic framework for examining the range of ethical issue arising from a business context. This course also discusses on the issues of right and wrong actions or decisions from all levels of decisions making. It also explains ethical leadership, employee responsibilities, diversity and discrimination.</p> <p>CREDIT(S) : 3 PREREQUISITE (S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain categories, concepts and theories of business ethics in the related field. 2. Apply basic framework for examining the range of ethical issues from a business perspective. 3. Analyze issues arising from a business context via group work.
4	DISCIPLINE CORE	DPB3053 Business Communication	<p>BUSINESS COMMUNICATION course is designed to give students a comprehensive view of communication, its principles and importance in business. It also covers the written and verbal communication skills for effective business communication. The course focuses on the application of communication principles in achieving organization goals.</p>	<ol style="list-style-type: none"> 1. Explain clearly the communication principles in the related field. 2. Apply effectively communication methods in a business scenario. 3. Demonstrate precisely the characteristics of communication and teamwork through the application of effective business.
4	DISCIPLINE CORE	DPB5033 Organizational Behaviour	<p>ORGANIZATIONAL BEHAVIOUR course presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. This course in organizational behavior encompasses the study of individual and group behavior in organizational settings. As a result, issues and topics touching on many academic disciplines may become the subject of study in the field of organizational behavior.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe clearly the concept of organizational behavior. 2. Analyze critically issues on organizational behavior at all levels of organizational system. 3. Explain on issues related to people and organizations that can be used to enhance organization effectiveness.

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	DISCIPLINE CORE	DPB5063 Digital Entrepreneurship Development	<p>DIGITAL ENTREPRENEURSHIP DEVELOPMENT introduces how to develop creativity and innovation and managing risk in starting up a digital business environment. The course will also guide the students on ways to conduct the process of buying and selling and control the business with emphasis on the preparation of i-business plan, thus the i-entrepreneurial skills.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Determine digital entrepreneurship and various social media mix used in digital entrepreneurship. (C5) 2. Construct various selected cyber social tools that suits the business needs. (P3) 3. Design a creative i-business idea by using various cyber social tools linked to a web presence and connect the i-business plan with strategies for a successful digital business. (P7) 4. Review the i-business implementation and the decisions made in achieving the results strategically. (C5)
5	COMPULSORY	DUA6022	<p>KOMUNIKASI DAN PENYIARAN ISLAM merupakan menerangkan konsep dan bentuk komunikasi dan hubungan Islam, iman dan ihsan dengan komunikasi Islam. Ia juga menjelaskan tentang garis panduan, bentuk-bentuk dan peranan penyiaran Islam sebagai medium dakwah. Seterusnya ia menerangkan konsep hubungan sesama manusia dan isu-isu kontemporari dalam komunikasi.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Menjelaskan konsep, bentuk komunikasi dan hubungannya dalam Islam. (C2: LD1) 2. Menunjukkan kemahiran pengurusan komunikasi dalam bidang penyiaran Islam. (C3, A4: LD1, LD5) 3. Menghubung kait isu-isu semasa dalam komunikasi dan penyiaran Islam. (C3, A3: LD1, LD6)
5	DISCIPLINE CORE	DPB5043 Business Finance	<p>BUSINESS FINANCE exposes the students on the concepts of finance and techniques used to manage the financial planning of an organization. The theories and concepts of basic financial are discussed as a benchmark and input for consideration, in order to make short and long term financial decisions from the aspect of financing and investment. Apart from that, organization's financial analysis is used to analyze the organization's financial position.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Integrate the theories and concepts of basic financial. 2. Analyze organization's financial position using appropriate methods and techniques. 3. Demonstrate and practice independent acquisition of new knowledge for life-long learning in accomplishing problem scenario

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
6	DISCIPLINE CORE	DPB 6013 Human Resource Management	<p>HUMAN RESOURCE MANAGEMENT covers principles and approaches applicable to the human resource management in an organization. It also offers students an understanding about activities of human resource management department. Through this course, students also have the opportunity to have an overview of Malaysia industrial relations practices and procedures.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe correctly principles and approaches applicable to human resource management in an organization. 2. Illustrate properly the procedures and processes in managing human resource. 3. Discuss the importance of managing human resource effectively in achieving organizational goals.
6	DISCIPLINE CORE	DPB6033 Operation Management	<p>OPERATION MANAGEMENT provides knowledge of concepts and principles in operation management. This course emphasizes operation functions, forecasting techniques, efficiency theory, layout techniques, economic order quantity level, control of source acquisition and project scheduling, and operation standard order. This course also provides knowledge and skills in planning, decision and control of operation in the organization.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe clearly the concept of operation and quality management in operation Management system. 2. Solve accurately the forecasting and inventory problem in operation management system. 3. Organize properly the techniques of managing project in operation management system. 4. Explain efficiently capacity planning, location decision and facilities layout in operation management system.
6	DISCIPLINE CORE	DPB6043 Business Project	<p>BUSINESS PROJECT refers to academic project which include various areas such as accounting, business, insurance, banking, marketing, retailing, international business and logistics. It has an interest in understanding business research or new product and service development which applied in related field. Students will apply previous knowledge for the purpose of project report accomplishment and its presentation. Students are required to choose either business research or new product and service development.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Relate the concept of project can be implemented by students in the business field. 2. Accomplish business project. 3. Apply the concepts of project into a creative and innovative business project.
6		DUT40110 Industrial Training	<p>INDUSTRIAL TRAINING exposes students to related workplace competencies demanded by industries. This course provides exposure to students in terms of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with real work experience, thus helping students to perform as novice workers.</p>	<ol style="list-style-type: none"> 1. Apply related knowledge and skills at the workplace. (C3, P2) 2. Communicate effectively with others. (A3) 3. Practice teamwork. (A5) 4. Professionally and ethically comply with policies, procedures and rules of the organization. (A5) 5. Explain the tasks assigned (during the industrial training) according to the prescribed format. (P2, A4)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
ELECTIVE COURSES				
2 @ 5	ELECTIVE	DPA2023 Basic Cost Accounting	<p>BASIC COST ACCOUNTING is concerned with the calculation of product costs use in the financial accounting. Students will learn basic elements of manufacturing costs involved in manufacturing and servicing sectors. Basic Cost Accounting provides knowledge in procedures of controlling and variances analysis in business organizations.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Generalise correctly costing approaches, cost behaviours and variances analysis in manufacturing environment. 2. Prepare clearly elements of cost in the income statement under marginal costing and absorption costing. 3. Perform precisely analysis of variance for the management purposes. 4. Show techniques to handle challenging customers in retail selling environment.
2 @ 5	ELECTIVE	DPB3033 Banking in Malaysia	<p>BANKING IN MALAYSIA exposes students to the characteristics and structures of the financial system in Malaysia. This information will increase the knowledge and understanding of the students regarding the field of bank management as well as provide an understanding of the relationship between financial institutions and the roles played by the financial system of Malaysia as a whole.</p> <p>CREDIT(S) : 3 PREREQUISITE (S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain the roles and structures of the financial system in Malaysia. 2. Illustrate clearly characteristics and functions of the services provided by bank in Malaysia. 3. Organize group of work activities related to Malaysian Banking System.
2 @ 5	ELECTIVE	DPB5013 Principles & Practices of Insurance	<p>PRINCIPLES AND PRACTICES OF INSURANCE: covers the basic concepts and application of insurance and Takaful. The course emphasises risk management and insurance operation in the Malaysian insurance industry, governmental regulations with management concepts and its implementation. This course enables students to be wise consumers in related fields.</p> <p>CREDIT(S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe precisely the operation of insurance in Malaysia. 2. Distinguish clearly the various principles and practices in insurance related aspects. 3. Apply independent acquisition of new knowledge and skill in understanding the nature of insurance.
2 @ 5	ELECTIVE	DPB6023 Investment Management	<p>INVESTMENT MANAGEMENT exposes students to various investment methods and management techniques used in investment activities. It also emphasizes on methods used in investment analysis, equity and bond valuation, and exposes students to others forms of investment.</p> <p>CREDIT (S) : 3 PREREQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe clearly investment practice in Malaysia. 2. Ascertain the various concepts and procedures used in managing investment. 3. Adapt theories, principles and concepts of integrity and quality in managing investment.

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2 @ 5	ELECTIVE	DPM2023 Business Presentation Skills	<p>BUSINESS PRESENTATION SKILLS develop the skills to identify the presentation objectives, audience need and expecttaions. Students also will use the presentation techniques to leverage powerful business presentation and persuasion strategies even in the face of fear. Students will be introduced to use visual effectively to prepare effective presentation notes, handle questions and practice to perfection.</p> <p>CREDIT(S) : 3 PREREQUISITE (S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply the principles involved in the preparation of effective speeches and oral presentations. 2. Prepare the efficiency of visual aids to support the presentation. 3. Develop an effective presentation based on principles involved.

6.4.6 PROGRAMME STRUCTURE (DPM)

COURSE CODE	COURSE	L	P	T	C
SEMESTER 1					
DUB1012	Pengajian Malaysia	1	0	2	2
DUE1012	Communicative English 1	1	0	2	2
DRB1000	Asas Unit Beruniform	0	2	0	0
DPA1013	Fundamentals of Accounting	3	0	1	3
DPB1023	Microeconomics	3	0	1	3
DPB1033	Management Information System	3	0	1	3
DPB3013	Principles of Management	3	0	1	3
TOTAL		24			16
SEMESTER 2					
DUA2022	Pengurusan Dalam Islam**	1	0	2	2
DUB2012	Nilai Masyarakat Malaysia**	1	0	2	2
DRB1001	Unit Beruniform 1*	0	2	0	1
DRS2001	Sukan*	0	2	0	1
DPM1013	Principles of Marketing	3	0	1	3
DPB2023	Macroeconomics	3	0	1	3
DPA2033	Personal Financial Management	3	0	1	3
DPB2033	Business Mathematics	3	0	1	3
TOTAL		21			15
SEMESTER 3					
DUE3012	Communicative English 2	1	0	2	2
DRB3002	Unit Beruniform 2*	0	4	0	2
DRK3002	Kelab/Persatuan*	0	4	0	2
DPB1013	Statistics	3	0	1	3
DPB2012	Entrepreneurship	2	1	0	2
DPP2013	Introduction To International Business	3	0	1	3
DPB3063	Business Law	3	0	1	3
	***Elective 1	3	0	1	3
TOTAL		26			18
SEMESTER 4					
DUE5012	Communication English 3	1	0	2	2
DUW1012	Occupational, Safety and Health	2	0	0	2
DPB3043	Business Ethics	3	0	1	3
DPB3053	Business Communication	2	2	0	3
DPB5033	Organizational Behaviour	3	0	1	3
DPB5063	Digital Entrepreneurship Development	1	4	0	3
	***Elective 2	3	0	1	3
TOTAL		23			17

SEMESTER 5					
DUA6022	Komunikasi dan Penyiaran Islam	1	0	2	2
DPB5043	Business Finance	3	0	1	3
DPB6013	Human Resources Management	3	0	1	3
DPB6033	Operation Management	3	0	1	3
DPB6043	Business Project	1	4	0	3
TOTAL		23			17
SEMESTER 6					
DUT40110	Industrial Training	0	0	0	10
TOTAL		10			

Elective Courses

10					
DPA2023	Basic Cost Accounting	3	0	1	3
DPB3033	Banking In Malaysia	3	0	1	3
DPB5013	Principles and Practices of Insurance	3	0	1	3
DPB6023	Investment Management	3	0	1	3
DPM2023	Business Presentation Skills	2	2	0	3
DPN5043	Introduction to Financial Planning	3	0	1	3
TOTAL		8			6
GRAND TOTAL					91
<p><i>Notes:</i> L : Lecture, P : Practical/Lab, T : Tutorial, C : Credit (The numbers indicated under L, P & T represent the contact hours per week, to be used as a guide for time table preparation). * For Muslim Students ** For Non Muslim Students Elective Courses * : Students are required to take a minimum of six credits of elective courses that can be offered by the respective polytechnic For Co-curriculum, 1. Path 1 : Sport and Club 2. Path 2 : Uniform Unit Uniform Unit (Students who choose Uniform Unit are required to complete 5 modules for commissioning) 1. DRB1000 (Asas Unit Beruniform) is a prerequisite to DRB2001 (Unit Beruniform 1). 2. DRB2001 and DRB3002 are graded. 3. DRB5000 and DRB6000 are optional, non-graded and audited courses with full assessment. Upon completion, students are entitled for commissioning.</p>					

6.4.7 MATRIX OF PROGRAMME ASSESSMENT (DPM)

Code & Course	Quiz		Test		Tutorial		Problem Scenario		Presentation		End of Chapter		Case Study		Project		Practical Work		Field Visit/ Proposal		Final Exam
	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	%
DPB1013 Statistics	2	20	1	20							1	10									50
DPB1023 Microeconomics	2	10	2	20	1	10	1	10													50
DPB1033 Management Information System	2	10	1	20							2	10							1	10	50
DPB2012 Entrepreneurship			1	10									1	10	1	30	2	20			-
DPB2013 Introduction to International Business	2	10	1	15					1	10	1	5	1	10							
DPB2023 Macroeconomics	2	15	1	10	2	15	1	10													50
DPB2033 Business Mathematics	2	10	1	15	2	15	1	10													50
DPM1013 Principles of Marketing	2	10	2	20			2	10													50
DPB3013 Principles of Management	2	10	2	10									1	10	1	20					50
DPB3023 Business Law	2	10	1	15					1	10			2	15							50

Code & Course	Quiz		Test		Tutorial		Problem Scenario		Presentation		End of Chapter		Case Study		Project		Practical Work		Field Visit/ Proposal		Final Exam
	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	Qt	%	%
DPB3043 Business Ethics	2	10	2	20									1	5	1	15					50
DPB3053 Business Communication	2	10	1	10			1	10							1	20					50
DPB5013 Principles and Practices of Insurance	3	20	2	20			1	10													50
DPB5033 Organizational Behaviour	2	10	2	30			1	10													50
DPB5043 Business Finance	2	10	1	10	1	10	2	20													50
DPB5063 Digital Entrepreneurship Development	2	5													1	50	4	20	1	25	-
DPB6013 Human Resource Management	2	10	2	20									1	10			1	10			50
DPB6023 Investment Management	2	10	2	20							1	10	1	10							50
DPB6033 Operation Management	2	10	1	20							1	5			1	15					50
DPB6043 Business Project									2	20					1	60			1	20	-



COMMERCE DEPARTMENT

SCIENCE SECRETARY

6.5 DIPLOMA IN SECRETARIAL SCIENCE

6.5.1 PROGRAMME OVERVIEW

INTRODUCTION

Modern technology has changed the way that secretaries perform their job duties. As the reliance on technology continues to expand in offices, the role of the office professional has greatly evolved. Office automation and organizational restructuring have led secretaries and administrative assistants to assume responsibilities once reserved for managerial and professional staff. In spite of these changes, however, the core responsibilities for secretaries and administrative assistants have remained much the same performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. In the business world these days, those who can come into a job with some training under their belt are very highly sought after.

This is true, especially in the globalization era, where there is a rapid growing demand for highly knowledgeable and skilled semi-professional workforce. The activities of secretaries and administrative assistant require, increasingly sophisticated personnel. One of the most important factors driving the growth of productivity is by having a qualified manpower in this area, in order for the industry to develop and remain competitive in the world market. To address these issues, the Department of Polytechnic has worked collaboratively with the nation's industries in developing the curriculum for the programme. This collaboration aims to equip students with the knowledge and skills required for a person working as a secretary. This curriculum integrates all activities surrounding the modern and challenging business. Thus it develops students' knowledge, skills and attitudes through a rigorous curriculum that meets the requirements of a knowledge-based economy.

SYNOPSIS

Diploma in Secretarial Science is designed to develop the student's ability to handle letters, reports and business documents. This will equipped students with professional secretarial knowledge and acquire a good understanding of an organisation structure in both private and public sectors. This will enable the students to become semi- professional individuals. Hence this programme has numerous layers of complexity that can make it invaluable to those who enrol in this programme. Diploma in Secretarial Science coordinates an office's administrative tasks and organise, disseminate information. It covers various fields of knowledge and skills such as Typewriting, Shorthand, "Trenkas", Office Administration, Office Suite Software, Business Communication, Personality Development, Business Law, Foreign Language and Fundamental of Accounting. Most of the knowledge and skills are acquired through real working experience. Secretarial Science programme equips students with the knowledge and abilities needed to assist in several administrative works in any organisation or industry.

6.5.2 JOB PROSPECTS

The knowledge and skills that the students acquire from the programme will enable them to participate in the job market as:-

- Junior Secretary
- Administrative Assistant
- Confidential Secretary
- Personal Assistant
- Secretarial Assistant
- Junior Administrator

6.5.3 PROGRAMME AIMS

Diploma in Secretarial Science graduates will be equipped with secretarial and administrative knowledge and skills that will allow them to apply semi-professional standards for career enhancement and organizational development. The graduates will possess positive attitudes and desirable working habits, as well as a pleasant personality. Thus, graduates will communicate effectively with colleagues, clients, employers, society and are able to work as individuals or in a team. Finally, they would be able to face the challenge, think creatively and critically when faced with problem solving situations at middle level managerial and operational tasks.

6.5.4 PROGRAMME LEARNING OUTCOMES

Upon completion of the programme, the students will be able to:

1. apply fundamental principles of secretarial sciences discipline and soft skill in related area of secretary in the real work place.
2. use correctly knowledge and skills of secretarial science discipline in office practice.
3. communicate effectively with professionals, community environments and organization.
4. use appropriately knowledge and skills to recommend effective solution in the organization.
5. develop an effective social responsibility and humanistic value to meet the common goals.
6. engage in life-long learning and professional development to enrich knowledge and competencies.
7. include entrepreneurial skills in the related discipline that contributes towards national growth and be competitive in related industries.
8. display confidently of good personality and adhere to professional code of ethics to adapt in the real challenges in working environment.
9. demonstrate effective leadership and teamwork responsibility.

6.5.5 SYNOPSIS AND COURSE LEARNING OUTCOME (DSS)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	COMMON CORE	DUW1012 Occupational Safety And Health	<p>OCCUPATIONAL SAFETY AND HEALTH course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety & Health Act (OSHA). This course presents the responsibilities of employers and employees in implementing and complying with the safety procedures at work. This course provide an understanding of the key issues in OSH management, incident prevention, Emergency Preparedness and Response (EPR), fire safety, occupational first aid, Hazard Identification, Risk Assessment and Risk Control (HIRARC) and guide the students gradually into this multi-disciplinary science.</p> <p>CREDIT (S) : 2 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Identify the OSH legislation and its compliance in Malaysia. (C2, LD1) 2. Explain briefly incident hazards, risks and safe work practices in order to maintain health and safe work environment. (C2, LD1) 3. Discuss cooperatively in responding to an accident action at workplace. (C3,LD1; A2,LD4) 4. Adhere to the safety procedures in respective fields. (A3, LD8)
1	COMMON CORE	DPK1013 Short hand 1	<p>SHORTHAND 1 equips students with the knowledge and skills of Shorthand Pitman 2000. This course allows students to have a better understanding that Pitman 2000 Shorthand in which spoken sounds are represented by written signs and students have to understand every shorthand rule. Students should be able to recognize and illustrate each outline and words without any hesitation by performing the dictation speed of 30 w.p.m with 96% accuracy of transcribe outline.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Use the knowledge and skill successfully of Pitman 2000. (C3, PLO1) 2. Recognize and illustrate words, short forms, phrases and derivatives correctly. (C3, PLO1) (P1, PLO2) 3. Dictate the shorthand dictation speed 30 w.p.m. and transcribe outline with 96% accuracy. (C3, PLO1) (P1, PLO2)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	COMMON CORE	DPK1023 Office administration 1	<p>OFFICE ADMINISTRATION 1 is an introductory subject to provide the students with a basic foundation of knowledge that covers role and functions of an office, office accommodation, layout and environment, telephone and technology services, office stationery, office automation and procedures in office mail services that give impact to the efficiency of a secretary or an administrator in an organization.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe the role and functions of office, office accommodation, layout and environment in the real workplace. (C1, PLO1) 2. Demonstrate the telephone technology and technique in transmitting information effectively in situation given. (C3, PLO1) 3. Explain the usage of office stationery, office appliances and equipment and processing office mail in order to carry out office activities. (C2, PLO1) (A3, PLO3)
1	COMMON CORE	DPK1033 Keyboarding Skills	<p>KEYBOARDING SKILLS provide students with hands on knowledge and skills on proper typing techniques and procedures. The course covers the introduction to typing, alphabet, numbers and symbols. At the same time, this course also emphasizes on building accuracy and increasing their typing speed progressively. Typescripts in English and Bahasa Malaysia are used for this purpose.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe the concepts and roles of typing in the real work place. (C1, PLO1) 2. Use all alphabets, numerals, symbols, and shift keys as well as punctuation keys effectively in every typing works. (P4, PLO2) 3. Master the typing speed of 35w.p.m. with 96% accuracy based on continuous learning skills. (P3, PLO2)
1	COMMON CORE	DPK1043 Office Suite Software	<p>OFFICE SUITE SOFTWARE enables students to acquire and apply hands-on knowledge in using office application. It helps students to improve their personal productivity by making it faster and easier to create flexible documents, powerful spreadsheets, and great looking presentation. It also prepares students the concept of working as a group which work together dynamically and effectively, even though the team members work for different organizations, work remotely, or work offline.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe precisely features of word processing, spreadsheet, presentation software and structure of relational database (C2,PLO1) 2. Create and present carefully a business document using the right technique of office software in the situation given. (P1, PLO2) 3. Perform combination files from different packages orderly into one e- document. (P2,PLO2) (A5, PLO6)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	COMMON CORE	DPB2012 Entrepreneurship	<p>ENTREPRENEURSHIP focuses the principles and concept of entrepreneurship. This course concentrates on the systematic methods of getting business ideas. This course also prepares the students on ways to conduct and control the business including fundamental of management, marketing and financing. It also emphasizes on the preparation of business plan, thus developing their entrepreneurial skills.</p> <p>CREDIT (S) : 2 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain clearly the concept of entrepreneurship, process and procedures involved in developing effective business plan. (C2, LD1) 2. Work cooperatively in group to complete the assigned project based on entrepreneurial skills. (P3, LD2) (A3, LD7) 3. Present business plan creatively using knowledge gained via group. (A2, LD3)
2	DISCIPLINE CORE	DPK2013 Shorthand 2	<p>SHORTHAND 2 equips students with the knowledge and skill of Pitman 2000. The knowledge of the theory ensures that outlines can be written swiftly when taking the speed and the writer is able to transcribe them quickly and accurately into typewritten or handwritten form.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : DPK1013 SHORTHAND 1</p>	<ol style="list-style-type: none"> 1. Apply the knowledge and skills to take the dictation successfully using Pitman 2000. (C3, PLO1) 2. Dictate the shorthand dictation speed between 40 w.p.m. to 80 w.p.m. and transcribe the outline at a speed between 25 w.p.m. to 35 w.p.m. with 96% accuracy. (C3, PLO1)(P3, PLO2) 3. Prepare the outline accurately based on the chosen materials using shorthand Pitman 2000. (C3, PLO1)(A4, PLO6)
2	DISCIPLINE CORE	DPK2023 Personality Development	<p>PERSONALITY DEVELOPMENT provides in-depth information on the character study of a secretary involving personal qualities and image building. It is designed to train the students to project a professional image as a secretary. Development of self- confidence and positive attitudes as well as making rational decisions is inculcated throughout the course.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply the personality traits, personal appearance and healthy lifestyle of a good Secretary. (C3, PLO1) 2. Build the greatly attitude and image of a secretary at the workplace. (C3, PLO1) (P1, PLO2) 3. Demonstrate professional and social ethics effectively in all occasions attend. (C3,PLO1)(A3, PLO8)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	DISCIPLINE CORE	DPK2033 Document Processing	<p>DOCUMENT PROCESSING provides students hands on knowledge and skills on proper typing techniques and procedures. This course exposes various types of business documents and format which also emphasises on building student's accuracy and typing speed using typescripts given</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : DPK 1033 KEYBOARDING SKILLS</p>	<ol style="list-style-type: none"> 1. Develop touch control of the keyboard with proper typing techniques and use proofreaders' marks appropriately. (C5, PLO1) 2. Build basic speed and accuracy with minimum typing speed of 45 w.p.m. and 96% accuracy. (P7, PLO2) 3. Produce Business Document using appropriate format. (C3, PLO1)
2	DISCIPLINE CORE	DPK2043 Trenkas 1	<p>TRENGKAS 1 memberi pengetahuan kepada pelajar tentang teori-teori penulisan trenkas dengan menggunakan sistem Pitman 2000. Kursus ini memberi penekanan kepada kemahiran memahami, mengkuris dan mentranskrip semua perkataan dalam Bahasa Malaysia. Kursus ini juga memberi penekanan kepada kemahiran mengambil catatan trenkas dengan kelajuan 30 p.s.m dan mentranskrip dengan ketepatan 96%.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Menggunakan kemahiran dan pengetahuan gurusan trenkas yang dipelajari mengikut prinsip Pitman 2000. (C3, PLO1) 2. Mengenalpasti dan mengkuris gurusan bagi semua perkataan, ringkasan dan rangkaikata dengan tepat. (C3, PLO1) (P1, PLO2) 3. Mengambil catatan dari rencana yang dibacakan dengan kepantasan 30 p.s.m dan mentranskrip dengan ketepatan 96%. (C3, PLO1) (P1, PLO2)
3	COMMON CORE	DPK3013 Public Speaking	<p>PUBLIC SPEAKING introduces students to the skills of public speaking which provides both theoretical basis and practical instruction to speaking effectively in public. Areas covered include; ethical standards, topic selection, audience analysis, speech preparation and organization, support of speeches, strategic and creative language use, effective listening and delivery skills, and common types of public speeches.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Identify clearly the knowledge and ethic of public speaking and skills of listening. (C1, PLO1) 2. Produce preparation outline and speaking outline completely according to the knowledge and skills given. (C3, PLO1) 3. Demonstrate public speaking and communication skills effectively to present informative and persuasive speeches and build rapport. (C3, PLO1) (A3, PLO3)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	DISCIPLINE CORE	DPK3023 Office Administration 2	<p>OFFICE ADMINISTRATION 2 provides students with understanding of the concepts and basic principles of a secretary in an office. The course emphasizes on abilities and capabilities of students in leading and assisting other staff as well as providing specific training in various related fields. These course will help them to develop skills that will be important in their career in a professional or business position.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : DPK 1023 OFFICE ADMINISTRATION 1</p>	<ol style="list-style-type: none"> 1. Describe the office competencies and basic financial procedures use in daily office operation. (C2, PLO1) 2. Apply the process and procedures of office activities in business environment. (C3, PLO1) (P4, PLO2) 3. Perform job hunting skills in career development and apply critical thinking and problem solving skills in daily routine duties of a secretary in an office simulation. (C3, PLO1) (A5, PLO6)
3	DISCIPLINE CORE	DPK3033 Records Management	<p>RECORDS MANAGEMENT introduces the students to the principles and practices of effective records management for manual and electronic records systems. The course also includes a concise treatment of information management and key legislation important to the effective operation of modern business firms.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe clearly the purpose of records management in term of records retention and transfer in the workplace. (C1, PLO1) 2. Build correctly the methods of alphabetic storage and the use of management technology within organization. (C3, PLO1) 3. Explain clearly to determine comprehensive coverage and control tools used to evaluate a record system in an organization. (C3, PLO1) (A3, PLO6)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	DISCIPLINE CORE	DPK3043 Trenkas 2	<p>TRENGKAS 2 merupakan sambungan kepada kursus Trenkas 1 menggunakan sistem Pitman 2000. Kursus ini memberi penekanan kepada pelajar untuk mengambil catatan trenkas dengan kelajuan 80 p.s.m secara berperingkat dengan ketepatan 96%. Kursus ini juga memberi penekanan kepada kemahiran mentranskrip secara bertulis atau bertaip.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : DPK2043 TRENGKAS 1</p>	<ol style="list-style-type: none"> 1. Mengaplikasi pengetahuan dan kemahiran trenkas dengan mengambil catatan menggunakan gurisan Trenkas. (C3, PLO1) 2. Mengambil catatan trenkas dengan kelajuan antara 40 p.s.m dan 80 p.s.m serta mentranskrip rencana tersebut pada kelajuan antara 35 p.s.m dan 40 p.s.m. dengan ketepatan 96%. (C3, PLO1) (P3, PLO2) 3. Menyediakan catatan trenkas dengan tepat berdasarkan bahan yang telah diberikan menggunakan Pitman 2000. (C3, PLO1) (A4, PLO6)
4	COMMON CORE	DPB5033 Organizational Behaviour	<p>ORGANIZATIONAL BEHAVIOUR course presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. This course in organizational behavior encompasses the study of individual and group behavior in organizational settings. As a result, issues and topics touching on many academic disciplines may become the subject of study in the field of organizational behavior.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe clearly the concept of organizational behavior. (C2, PLO1) 2. Analyze critically issues on organizational behavior at all levels of organizational system. (C4, PLO1) 3. Explain on issues related to people and organizations that can be used to enhance organization effectiveness. (C5, PLO1) (A4, PLO5)
4	COMMON CORE	DPK5013 Business Accounting	<p>BUSINESS ACCOUNTING enables the students to develop knowledge and understand the operational aspects of accounting system and procedures, the techniques used to maintain accounting records in preparation of financial statements of all entities. Besides that, the student will be able to explain the theory of accounting applied in the accounting cycle related to principles and practice of accounting.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe clearly basic principles, concepts and framework for accounting based on the current Accounting Standards. (C1, PLO1) 2. Explain briefly the financial ratios and the limitations based on the financial statement given. (C2, PLO1) 3. Produce independently the Trial Balance and Financial Statements using double-entry concept. (C3, PLO1)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	COMMON CORE	DPK5023 Law & Procedures Of Meeting	<p>LAW & PROCEDURES OF MEETING provides students with the knowledge and skills of handling meetings and drafting minutes. It covers the understanding of the principles and practices of different types of meetings held within society and the concept of company secretary in the operation and administration of office. It also covers the essential of writing minutes and to cultivate students in appreciating the important practices involved in meetings.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Define clearly meetings and various types of meetings relating to different situations in accordance to Companies Act 1965. (C2, PLO1) 2. Describe precisely the concept of company secretary, its historical functions, qualifications, disqualifications and duties in accordance with the related rules and regulations. (C6, PLO1) 3. Organize correctly the rules and procedures of convening meeting in accordance with the provisions in Companies Act 1965. (C3, PLO1) (P4, PLO2) 4. Determine the correct techniques in writing minutes of meeting and keeping it in a proper way. (C6, PLO1) (A4, PLO8)
4	DISCIPLINE CORE	DPK5033 Note Taking	<p>NOTE TAKING stresses on knowledge and competence application of shorthand, trengkas and document processing. This module concentrates on note taking and produce business document into appropriate format. The exercises will be delivered either verbally or recorded using two languages. (Bahasa Malaysia and English)</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : DPK2033 DOCUMENT PROCESSING DPK2013 SHORTHAND 2 DPK3043 TRENGKAS 2</p>	<ol style="list-style-type: none"> 1. Dictate the information given using Shorthand or Trengkas at 80 w.p.m. (C3, PLO1) (P3, PLO2) 2. Reproduce the dictated outline into appropriate format of business document. (C5, PLO1) (P3, PLO2) 3. Produce the printed business document according to the time given. (C5, PLO1) (P3, PLO2)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
5	COMMON CORE	DPB6013 Human Resource Management	<p>HUMAN RESOURCE MANAGEMENT covers principles and approaches applicable to the human resource management in an organization. It also offers students an understanding about activities of human resource management department. Through this course, students also have the opportunity to have an overview of Malaysia industrial relations practices and procedures.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe correctly principles and approaches applicable to human resource management in an organization. (C2, PLO1) 2. Illustrate properly the procedures and processes in managing human resource.(C4, PLO1) 3. Discuss the importance of managing human resource effectively in achieving organizational goals.(C5, PLO1) (A4, PLO5)
5	DISCIPLINE CORE	DPK6013 Office Practice	<p>OFFICE PRACTICE explores the natures of administration and management in office practice, set in a simulated environment with mock task assigned to students. Students will be given various office practice simulation based on different topics. By doing these tasks, they are able to apply the theory they have learned and apply it in their simulated situations that are usually performed by secretary in the administrative services.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : DPK5033 NOTE TAKING</p>	<ol style="list-style-type: none"> 1. Organize time effectively in completing the given office task with appropriate procedure. (P4, PLO2) 2. Compose and complete the task given according to the office or company procedure. (P5, PLO2) 3. Practice healthy work habits and ethics in their real life working environment. (A2, PLO8)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
5	DISCIPLINE CORE	DPK6023 Event Organization	<p>EVENT ORGANIZATION is a course that will expose the students to all criteria of organizing an event. Students will learn both theoretical procedures and the actual proposed events including budgeting, establishing dates, alternating dates, promotion, safety, entertainment, souvenirs, the ambience and cleanliness.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Develop necessary skills clearly to organize, promote and participate in organizing the event. (C5, PLO1) 2. Perform good communication skills and social skills responsibility in completing group tasks successfully. (C1, PLO1) (A5, PLO9) 3. Organize an event smoothly before and after the event by using a proper work procedures and planning. (P5, PLO2)
6		DUT40110 Industrial Training	<p>INDUSTRIAL TRAINING exposes students to related workplace competencies demanded by industries. This course provides exposure to students in terms of technology literacy, effective communication, practice social skills and teamwork, policies, procedures and regulations, professional ethics and reporting. It also equips students with real work experience, thus helping students to perform as novice workers.</p> <p>CREDIT (S) : 10 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply related knowledge and skills at the workplace. (C3, P2) 2. Communicate effectively with others. (A3) 3. Practice teamwork. (A5) 4. Professionally and ethically comply with policies, procedures and rules of the organization. (A5) 5. Explain the tasks assigned (during the industrial training) according to the prescribed format. (P2, A4)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
ELECTIVE COURSES				
	ELECTIVE	DPB3013 Principles Of Management	<p>PRINCIPLES OF MANAGEMENT provides information on basic functions in management, explains the management theories as practiced in the organization. This course emphasizes the principles in management functions to ensure the efficiency and the effectiveness of their operation in the organizations.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe the basic functions of management in an organization. (C1, PLO1) 2. Relate appropriately theories and functions of management towards the achievements of an organizational goals. (C3, PLO1) 3. Demonstrate precisely the managerial skills in the business related fields. (C3, PLO1) (A2, PLO7)
	ELECTIVE	DPB3043 Business Ethics	<p>BUSINESS ETHICS is about relationships, values, justice, and culture (personal, professional, corporate, National and global). It also provides a basic framework for examining the range of ethical issue arising from a business context. This course also discusses on the issues of right and wrong actions or decisions from all levels of decisions making. It also explains ethical leadership, employee responsibilities, diversity and discrimination.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Explain categories, concepts and theories of business ethics in the related field. (C2, PLO 1) 2. Apply basic framework for examining the range of ethical issues from a business perspective. (C3, PLO 1) 3. Analyze issues arising from a business context via group work. (C4, PLO1) (A2, PLO8)

SEMESTER	COMPONENTS	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
	ELECTIVE	DPK5043 Business Law	<p>BUSINESS LAW provides students with the knowledge of general principles of Business Law which includes the concept of law in Malaysia, law of contract, agency, general principles of consumer protection and the concept of industrial and intellectual property. Students will learn the core elements of the principal areas of Business Law in the operation of modern trade and commerce.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe precisely the concept of law in Malaysia with regards to its definition, classification, sources and hierarchy of court in Malaysia. (C1, PLO1) 2. Explain clearly the position of law regarding contract, agency and sale of goods. (C4, PLO1) 3. Identify accurately the principles of consumer protection such as hire-purchase, trade descriptions, direct sales and employment law. (C4, PLO1) 4. Identify cooperatively the major aspects of industrial and intellectual property practice in the operation of modern trade and commerce in Malaysia. (C4, PLO1)(A4, PLO4)
	ELECTIVE	DPM1013 Principles Of Marketing	<p>PRINCIPLES OF MARKETING provides students with information on basic definition, concept and term in marketing, its orientation and the elements related to it. This course emphasizes the marketing principles, environment, segmentation, marketing mix, consumer and business marketing.</p> <p>CREDIT (S) : 3 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Describe marketing terminology and concept in the marketing landscape.(C2, PLO1) 2. Explain customer driven strategy and individual components of marketing mix.(C2, PLO1) 3. Identify the business communication strategies within the marketing field.(C4, PLO1), (A4, PLO3)

6.5.6 PROGRAMME STRUCTURE (DSS)

COURSE CODE	COURSE NAME	L	P	T	C
SEMESTER 1					
DUB1012	Pengajian Malaysia	1	0	2	2
DUE1012	Communicative English 1	1	0	2	2
DRB1000	Asas Unit Beruniform	0	2	0	0
DUW1012	Occupational Safety and Health	2	0	0	2
DPK1013	Shorthand 1	2	2	0	3
DPK1023	Office Administration 1	3	0	1	3
DPK1033	Keyboarding Skills	1	4	0	3
DPK1043	Office Suite Software	1	4	0	3
TOTAL		11	12	5	18
SEMESTER 2					
DUA2022	Pengurusan Dalam Islam *	1	0	2	2
DUB2012	Nilai Masyarakat Malaysia **	1	0	2	2
DRB2001	Unit Beruniform 1	0	2	0	1
DRS2001	Sukan	0	2	0	1
DPB2012	Entrepreneurship	2	1	0	2
DPK2013	Shorthand 2	1	4	0	3
DPK2023	Personality Development	3	0	1	3
DPK2033	Document Processing	1	4	0	3
DPK2043	Trengkas 1	2	2	0	3
TOTAL		10	13	3	17
SEMESTER 3					
DUE3012	Communicative English 2	1	0	2	2
DRB3002	Unit Beruniform 2	0	4	0	2
DRK3002	Kelab / Persatuan	0	4	0	2
DPK3013	Public Speaking	2	2	0	3
DPK3023	Office Administration 2	3	1	0	3
DPK3033	Records Management	3	1	0	3
DPK3043	Trengkas 2	1	4	0	3
TOTAL		10	16	2	16
SEMESTER 4					
DUE5012	Communicative English 3	1	0	2	2
DPK5013	Business Accounting	3	0	1	3
DPK5023	Law & Procedures of Meeting	3	1	0	3
DPB5033	Organizational Behavior	3	0	1	3
DPK5033	Note Taking	1	4	0	3
	*** Elective 1	3	0	1	3
TOTAL		14	5	5	17
SEMESTER 5					
DUA6022	Komunikasi dan Penyiaran Islam	1	0	2	2
DPB6013	Human Resource Management	3	0	1	3
DPK6013	Office Practice	0	6	0	3
DPK6023	Event Organization	2	2	0	3
	*** Elective 2	3	0	1	3
SEMESTER 6					
DUT40110	Industrial Training	10			
TOTAL		9	8	4	14
GRAND TOTAL		54	54	19	92
***ELECTIVE					
DPM1013	Principles of Marketing	3	0	1	3
DPB3013	Principles of Management	3	0	1	3
DPB3043	Business Ethics	3	0	1	3
DPK5043	Business Law	3	0	1	3
DPA2033	Personal Financial Management	3	0	1	3
<p>Legend / Notes:</p> <p>L : Lecture, P : Practical/Lab, T : Tutorial, C : Credit</p> <p>(The numbers indicated under L, P & T represent the contact hours per week, to be used as a guide for time table preparation).</p> <p>* For Muslim Students ** For Non Muslim Students</p> <p>Elective Courses * : Students are required to take a minimum of six credits of elective courses.</p> <p>For Co-Curriculum</p> <p>1. Path 1 : Sport and Club 2. Path 2 : Uniform Unit</p> <p>Uniform Unit (Students who choose Uniform Unit are required to complete 5 modules for commissioning)</p> <p>1. DRB1000 (Asas Unit Beruniform) is a prerequisite to DRB2001 (Unit Beruniform 1). 2. DRB2001 and DRB3002 are graded. DRB5000 and DRB6000 are optional, non-graded and audited courses with full assessment. Upon completion, students are entitled for commissioning</p>					

6.5.7 MATRIX OF PROGRAMME ASSESSMENT (DSS)

Code & Course	Quiz		Theory Test		Practical Test		Practical Work/ Tutorial Exercise		Presentation		Mini Project		Other Assessment		Final Exam
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	%
DUW1012 Occupational, Safety and Health	2	10	1	20	-	-	-	-	-	-	-	-	4	70	-
DPK1013 Shorthand 1	2	10	-	-	2	20	2	20	-	-	-	-	-	-	50
DPK1023 Office Administration 1	3	15	2	15	-	-	-	-	-	-	1	20	-	-	50
DPK1033 Keyboarding Skills	1	15	-	-	3	45	4	40	-	-	-	-	-	-	-
DPK1043 Office Suite Software	2	20	-	-	2	30	2	20	-	-	1	30	-	-	-
DPB2012 Entrepreneurship	2	10	1	15	-	-	-	-	1	20	1	50	1	5	50
DPK2013 Shorthand 2	1	10	4	60	-	-	1	15	-	-	1	15	-	-	-
DPK2023 Personality Development	2	10	1	15	-	-	-	-	1	5	1	10	1	10	50
DPK2033 Document Processing	-	-	-	-	3	60	4	40	-	-	-	-	-	-	-
DPK2043 Trenkas 1	2	10	-	-	2	20	2	20	-	-	-	-	-	-	50
DPK3013 Public Speaking	3	15	1	20	-	-	-	-	2	40	1	25	-	-	-
DPK3023 Office Administration 2	2	5	1	10	-	-	1	15	-	-	2	20	-	-	50
DPK3033 Records Management	3	15	2	15	-	-	-	-	1	5	1	15	-	-	50
DPK3043 Trenkas 2	1	10	4	60	-	-	1	15	-	-	1	15	-	-	-
DPB5033 Organizational Behavior	2	10	2	30	-	-	-	-	-	-	-	-	1	10	50

Code & Course	Quiz		Theory Test		Practical Test		Practical Work/ Tutorial Exercise		Presentation		Mini Project		Other Assessment		Final Exam
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	%
DPK5013 Business Accounting	2	15	1	10	-	-	2	20	-	-	-	-	1	5	50
DPK5023 Law & Procedures Of Meeting	2	10	1	15	-	-	-	-	1	15	-	-	2	10	50
DPK5033 Note Taking	-	-	-	-	3	30	4	70	-	-	-	-	-	-	-
DPB6013 Human Resource Management	2	10	2	20	-	-	-	-	-	-	-	-	2	20	50
DPK6013 Office Practice	-	-	-	-	-	-	4	100	-	-	-	-	-	-	-
DPK6023 Event Organization	-	-	-	-	-	-	6	100	-	-	-	-	-	-	-

6.6 LAB FACILITIES IN COMMERCE DEPARTMENT


Name	Quantity	Lab Supervisor
Accounting Lab (<i>Makmal Perakaunan</i>)	1	En Mohamad Taher bin Kasa
Stenography Lab 1 (<i>Makmal Steno 1</i>)	1	Pn Salasiah Bt Noordin
Stenography Lab 2 (<i>Makmal Steno 2</i>)	1	Pn Azrul Nizah Bt Yussof
Typing Room (<i>Bilik Menaip</i>)	1	Pn Nor Harlinda Bt Harun
Simulation Room (<i>Bilik Simulasi</i>)	1	Pn Nor Ashikin Binti Mat Isa
Presentation Room (<i>Bilik Persembahan</i>)	1	En Mohd Nizam bin Mat Isa

6.7 HIGHER ACADEMIC PATHWAY

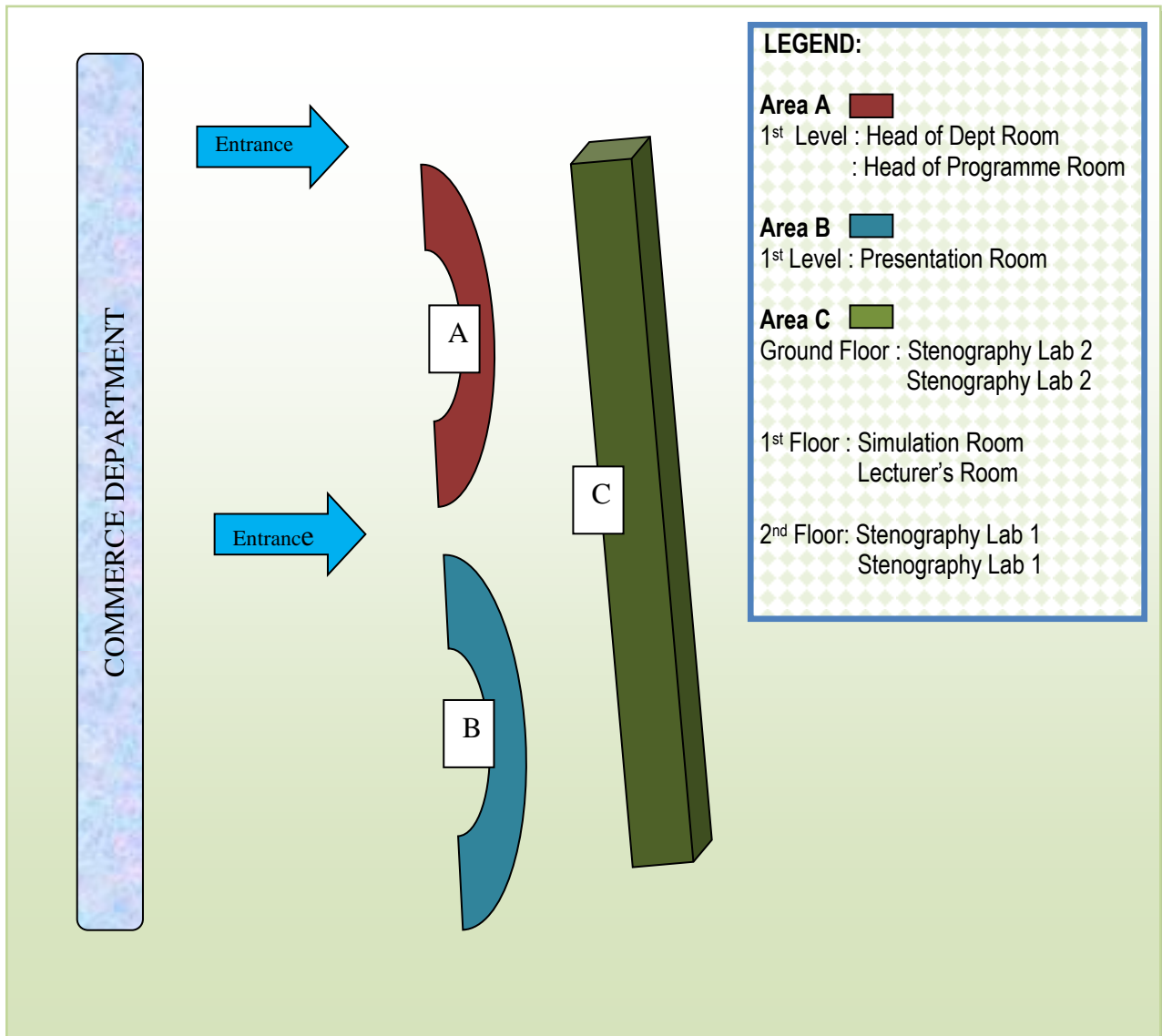
All the programmes in Commerce Department are designed in such a way that it is able to educate and equip the students with comprehensive knowledge and skills in related fields and incorporates all aspects of business studies and entrepreneurship. Therefore, the graduates can have a wide choice of higher academic pathway at the local university.

Advance Diploma Programme

	<p>Advance Diploma Accounting</p> <p>Advance in Entrepreneurship</p>	<p>Politeknik Ungku Omar Jalan Raja Musa Mahadi, 31400 Ipoh, Perak Darul Ridzuan.</p> <p>Tel:05-5457622 Fax:05-5471162</p>
	<p>Degree (Hons) Accounting</p> <p>Degree (Hons) Business Management</p> <p>Degree (Hons) Human Resource Management</p>	<p>Universiti Utara Malaysia 06010 Sintok, Kedah</p> <p>Tel: 04-928 4000 Faks: 04-928 3016</p>
	<p>Bachelor of Accounting</p> <p>Bachelor of Business Administration</p>	<p>University of Malaya 50603 Kuala Lumpur MALAYSIA</p> <p>Tel. No : +603 7967 3213 / 3510 / +603 7956 8400 Fax No.: +603 7954 7551</p>
	<p>Bachelor of Economic</p> <p>Bachelor of Business Administration</p> <p>Bachelor of Accounting</p>	<p>Universiti Putra Malaysia 43400 UPM Serdang, Selangor</p> <p>Tel: +603-8946 6024 Faks: +603-8943 2516</p>

 <p data-bbox="395 327 767 577"> اَوْنِيُوَسِيْتِي تِي كُوْلُو كِي مَارَا UNIVERSITI TEKNOLOGI MARA </p>	<p data-bbox="794 174 1094 241">Bachelor of Accounting (Hons)</p> <p data-bbox="794 271 1094 371">Bachelor of Business Administration (Hons) Entrepreneurship</p> <p data-bbox="794 400 1094 501">Bachelor of Business Administration (Hons) Marketing</p> <p data-bbox="794 530 1094 598">Bachelor of Office Management System</p> <p data-bbox="794 627 1094 730">Bachelor of Business Administration (Hons) Marketing</p>	<p data-bbox="1139 237 1442 360">Universiti Teknologi MARA (UiTM) Malaysia, 40450 Shah Alam Selangor</p> <p data-bbox="1139 383 1442 439">Tel : +603-55443159/3300/3509</p> <p data-bbox="1139 461 1442 524">Fax : +60355443510/3210/2820</p>
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6.8 COMMERCE DEPARTMENT SITE MAP

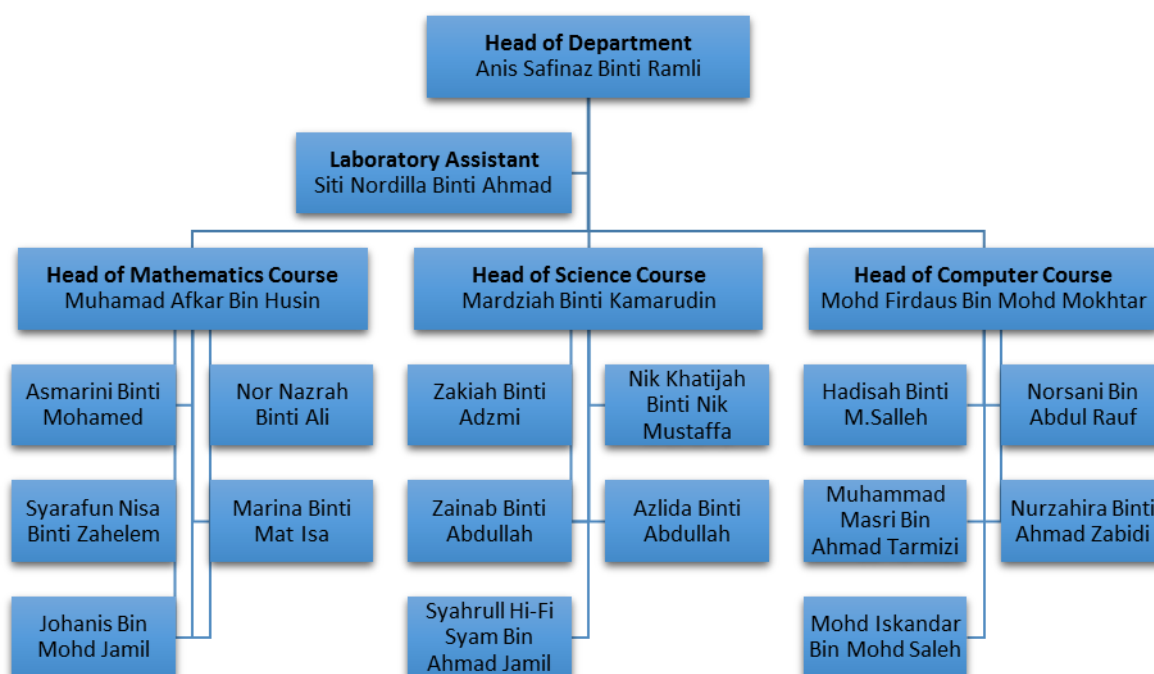




**SUPPORTING
DEPARTMENTS & UNITS**

7.1 MATHEMATICS, SCIENCE AND COMPUTER DEPARTMENT (JMSK)

7.1.1 ORGANISATION CHART



7.1.2 MATHEMATICS, SCIENCE AND COMPUTER DEPARTMENT LECTURERS

No.	Name	Designation	Contact No.	E-mail
1	Anis Safinaz Binti Ramli	Head of Department	04-9886399	anissafinaz.poli@1govuc.gov.my
2	Muhamad Afkar Bin Husin	Head of Mathematics Course	04-9881378	muhamadafkar.poli@1govuc.gov.my
3	Mardziah Binti Kamarudin	Head of Science Course	04-9881376	mardziahk.poli@1govuc.gov.my
4	Mohd Firdaus Bin Mohd Mokhtar	Head of Computer Course	04-9881377	firdausmokhtar.poli@1govuc.gov.my
5	Asmarini Binti Mohamed	Lecturer	04-9886398	asmarinimohamed.poli@1govuc.gov.my
6	Azlida Binti Abdullah	Lecturer	04-9886395	azlidaabdullah.poli@1govuc.gov.my
7	Hadisah Binti M Salleh	Lecturer	04-9886395	hadisahmsalleh.poli@1govuc.gov.my
8	Johanis Bin Mohd Jamil	Lecturer	04-9886395	johanis.poli@1govuc.gov.my
9	Marina Binti Mat Isa	Lecturer	04-9886395	marinaisa@ptss.edu.my
10	Mohd Iskandar Bin Mohd Saleh	Lecturer	04-9886395	iskandarsaleh.poli@1govuc.gov.my
11	Muhammad Masri Bin Ahmad Tarmizi	Lecturer	04-9886394	masri@ptss.edu.my
12	Nik Khatijah Binti Nik Mustaffa	Lecturer	04-9886398	nikkhatijah.poli@1govuc.gov.my
13	Nor Nazrah Binti Ali	Lecturer	04-9886398	nornazrahali.poli@1govuc.gov.my
14	Norsani Bin Abdul Rauf	Lecturer	04-9886394	norsani.poli@1govuc.gov.my
15	Nurzahira Binti Ahmad Zabidi	Lecturer	04-9886395	nurzahira@ptss.edu.my
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17	Syarafun Nisa Binti Zaelem	Lecturer	04-9886395	syarafunnisa.poli@1govuc.gov.my
18	Zainab Binti Abdullah	Lecturer	04-9886398	zainababdullah.poli@1govuc.gov.my
19	Zakiah Binti Adzmi	Lecturer	04-9886398	zakiah.adzmi.poli@1govuc.gov.my
20	Siti Nordilla Binti Ahmad	Laboratory Assistant	04-9886392	sitinordilla.poli@1govuc.gov.my

7.1.3 COURSE LEARNING OUTCOME (JMSK)

PRA – DIPLOMA

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	PBM1035 Intensive Mathematics	<p>INTENSIVE MATHEMATICS is a basic Mathematics course meant for students who are preparing for diploma courses. The course contents including a review of numbering systems, basic algebra, inequalities, indices and basic differentiation as a preparation for Mathematics in the diploma level.</p> <p>CREDIT (S): 5 PREREQUISITE (S): NONE</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Solve basic mathematics operations on polynomials, indices and inequalities. (C3) 2. Draw the graphs of functions and solve the related problems. (C3) 3. Perform appropriate techniques and basic rules in solving related problems in differentiation. (C3, A2)

7.1.4 MATRIX OF COURSE ASSESSMENT (JMSK)

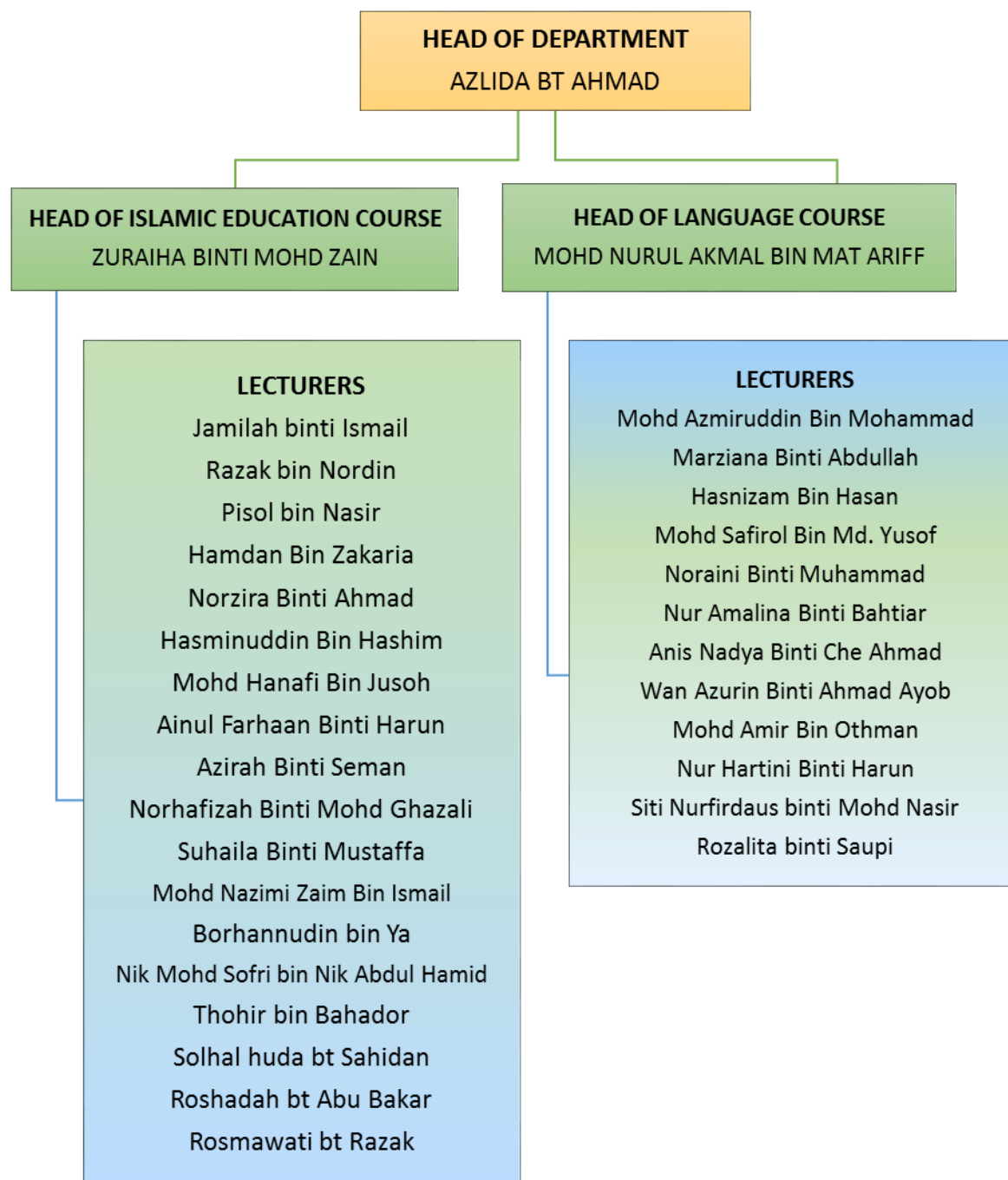
Code & Course	Quiz		Test		Tutorial Exercise		Group Discussion		End of Chapter		Final Exam
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	%
PBM1014 Basic Mathematics 1	2	5	2	15	4	15	1	5	1	10	50

7.1.5 LAB FACILITIES (JMSK)

Name	Quantity	Lab Supervisor
Science Laboratory	1	Zakiah Binti Adzmi
CAD Laboratory 1	1	Mohd Iskandar Bin Mohd Saleh
Class Room AK1	1	Mohd Iskandar Bin Mohd Saleh
Class Room 59 & 60	2	Muhammad Masri Bin Ahmad Tarmizi
Class Room 61	1	Zainab Binti Abdullah
Class Room 62	1	Syarafun Nisa Binti Zahmelem
Class Room 63	1	Syahrull Hi-Fi Syam Bin Ahmad Jamil
Science Laboratory	1	Zakiah Binti Adzmi
CAD Laboratory 1	1	Mohd Iskandar Bin Mohd Saleh

7.2 GENERAL STUDIES DEPARTMENT (JPA)

7.2.1 ORGANISATION CHART



7.2.2 GENERAL STUDIES DEPARTMENT LECTURERS

No	Name	Designation	Contact No.	E-mail
1	Azlida Binti Ahmad	Head of Department	04-9886277	azlidaahmad.poli@1govuc.gov.my
2	Jamilah Binti Ismail	Senior Lecturer	04-9886242	jamilahis.poli@1govuc.gov.my
3	Mohd Azmiruddin Bin MOhammad	Senior Lecturer	04-9886274	mdazmir66@gmail.com
4	Marziana Binti Abdullah	Senior Lecturer	04-9886274	marzianabdullah.poli@1govuc.gov.my
5	Razak Bin Nordin	Senior Lecturer	04-9886276	razaknordin.poli@1govuc.gov.my
6	Pisol bin Nasir	Senior Lecturer	04-9886274	lbnunasr_jpa@yahoo.com
7	Mohd Nurul Akmal Bin Mat Ariff	Head of Unit	04-9881652	mohdnurulakmal.poli@1govuc.gov.my
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12	Hasminuddin Bin Hashim	Lecturer	04-9886274	hasminuddin.poli@1govuc.gov.my
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14	Ainul Farhaan Binti Harun	Lecturer	04-9886273	ainulfarhaan.poli@1govuc.gov.my
15	Azirah Binti Seman	Lecturer	04-9886276	azirahseman.poli@1govuc.gov.my
16	Norhafizah Binti Mohd Ghazali	Lecturer	04-9886276	nor.hafizah.poli@1govuc.gov.my
17	Nur Hartini Binti Harun	Lecturer	04-9881656	nurhartiniharun.poli@1govuc.gov.my
18	Mohd Safirol Bin Md Yusof	Lecturer	04-9886276	mohdsafirol.poli@1govuc.gov.my
19	Noraini Binti Muhammad	Lecturer	04-9886273	norainimuhammad.poli@1govuc.gov.my
20	Nur Amalina Binti Bahtiar	Lecturer	04-9881657	amalinabahtiar.poli@1govuc.gov.my
21	Suhaila Binti Mustaffa	Lecturer	04-9886276	suhailamustaffa.poli@1govuc.gov.my
22	Anis Nadya Binti Che Ahmad	Lecturer	04-9881657	anisnadya.poli@1govuc.gov.my
23	Mohd Nazimi Zaim Bin Ismail	Lecturer	04-9881656	mohdnazimizaim.poli@1govuc.gov.my
24	Wan Azurin Binti Ahmad Ayob	Lecturer	04-9886273	wanazurin.poli@1govuc.gov.my
25	Nik Mohd Sofri Bin Nik Abdul Hamid	Lecturer	04-9886273	nikmohdsofri.poli@1govuc.gov.my
26	Borhannudin Bin Ya	Lecturer	04-9886273	borhannudinya.poli@1govuc.gov.my
27	Mohd Amir Bin Othman	Lecturer	04-9886276	mohdamirothman.poli@1govuc.gov.my
28	Thohir Bin Bahador	Lecturer	04-9881657	thohirbahador.poli@1govuc.gov.my
29	Solhalhuda bt Sahidan	Lecturer	04-9886275	solhalhuda@gmail.com
30	Roshadah bt Abu Bakar	Lecturer	04-9886276	Roshadah5058@gmail.com
31	Rosmawati bt Razak	Lecturer	04-9886276	Wardati83@yahoo.com
32	Siti Nurfirdaus Binti Mohd Nasir	Lecturer	04-9881657	sitinurfirdaus.poli@1govuc.gov.my
33	Rozalita Binti Saupi	Lecturer	04-9881657	rozalitasaupi.poli@1govuc.gov.my

7.2.3 COURSE LEARNING OUTCOME (JPA)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DUB1012 Pengajian Malaysia	<p>PENGAJIAN MALAYSIA memupuk penghayatan ke arah melahirkan generasi yang cintakan negara. Kursus ini juga dapat mendidik kelompok masyarakat yang mempunyai daya juang yang tinggi dan mampu menghadapi cabaran di peringkat antarabangsa. Kursus ini memberi penghayatan tentang sejarah dan politik, perlembagaan Malaysia, kemasyarakatan dan perpaduan, pembangunan negara dan isu-isu keprihatinan negara. Objektif kursus ini adalah untuk melahirkan warganegara yang setia dan cintakan negara, berwawasan serta bangga menjadi rakyat Malaysia.</p> <p>KREDIT : 2 PRASYARAT : TIADA</p>	<ol style="list-style-type: none"> 1. Menerangkan dengan baik sejarah bangsa dan negara. (C2, LD1) 2. Menjelaskan Perlembagaan Malaysia dan sistem pemerintahan negara. (C2, LD1) 3. Melaksanakan aktiviti berkaitan kenegaraan ke arah peningkatan patriotisme pelajar. (C3, LD1 : A3,LD6)
1	DUE1012 Communicative English 1	<p>COMMUNICATIVE ENGLISH 1 focuses on speaking skills for students to develop the ability to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. It is also aimed to equip students with effective presentation skills.</p> <p>CREDIT(S) : 2 PRE REQUISITE(S) : NONE</p>	<ol style="list-style-type: none"> 1. Apply appropriate communication skills in discussions and conversations. 2. (C3) 3. Respond to selected texts using appropriate reading skills.(C2) 4. Respond to current issues / topics of interest in written form. (C2) 5. Apply effective presentation skills.(C3, A3)
2	DUA2022 Pengurusan Dalam Islam	<p>PENGURUSAN DALAM ISLAM diperkenalkan untuk memberikan kefahaman kepada para pelajar konsep asas pengurusan Islam dan sejarah pengurusan di zaman Rasulullah SAW. Kursus ini juga membincangkan prinsip, etika, amalan terbaik pengurusan dan komunikasi dalam organisasi mengikut acuan pengurusan Islam.</p> <p>KREDIT : 2 PRASYARAT : TIADA</p>	<ol style="list-style-type: none"> 1. Menghuraikan konsep Islam sebagai cara hidup. (C2, LD1 : P2, LD2) 2. Menjelaskan konsep pengurusan dalam Islam. (C2 : LD1) 3. Membincangkan prinsip syariah dan etika dalam pengurusan menurut perspektif Islam. (C3, LD1 : A3, LD6)

2	DUB2012 Nilai Masyarakat Malaysia	<p>NILAI MASYARAKAT MALAYSIA membincangkan aspek sejarah pembentukan masyarakat Malaysia, nilai-nilai agama serta adat resam dan budaya masyarakat majmuk. Selain itu, pelajar diberi kefahaman mengenai tanggungjawab individu dalam kehidupan dan cabaran-cabaran dalam membangunkan masyarakat Malaysia.</p> <p>KREDIT : 2 PRASYARAT : TIADA</p>	<ol style="list-style-type: none"> 1. Menerangkan sejarah pembentukan masyarakat dan nilai agama di Malaysia. (C2 : LD1) 2. Menghubung kait tanggungjawab individu dalam kehidupan masyarakat dan negara. (C3 : LD1, A2 : LD5) 3. Membincangkan cabaran-cabaran dalam membangunkan masyarakat Malaysia. (C3 : LD1, A3 : LD6)
3	DUE3012 Communicative English 2	<p>COMMUNICATIVE ENGLISH 2 emphasises the skills required at the workplace to describe products or services as well as processes or procedures. It also focuses on the skills to give and respond to instructions. This course will also enable students to make and reply to enquiries and complaints.</p> <p>CREDIT(S) : 2 PRE REQUISITE(S) : DUE1012 COMMUNICATIVE ENGLISH 1</p>	<ol style="list-style-type: none"> 1. Describe products or services related to their field of studies using appropriate language. (C3, A3) 2. Transfer information on processes or procedures using appropriate language from non-linear to linear form. (C3) 3. Listen and respond to enquiries using appropriate language.(C3) 4. Make and respond to complaints using appropriate language.(C3)
5	DUE5012 Communicative English 3	<p>COMMUNICATIVE ENGLISH 3 aims to develop the necessary skills in students to carry out a mini project as well as job hunting. Students will learn to present ideas through the use of graphs and charts. Students will learn the process of job hunting which includes job search strategies and making enquiries. They will also learn to write resumes and cover letters. The students will develop skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.</p> <p>CREDIT(S) : 2 PREREQUISITE(S) : DUE3012 COMMUNICATIVE ENGLISH 2</p>	<ol style="list-style-type: none"> 1. Describe information contained in graphs and charts effectively. (C4, A3) 2. Apply job hunting mechanics appropriately. (C3) 3. Respond to interview questions using appropriate language when applying for jobs. (C3)
6	DUA6022 Komunikasi Dan Penyiaran Islam	<p>KOMUNIKASI DAN PENYIARAN ISLAM memfokuskan kepada penguasaan konsep, kemahiran komunikasi dan penyiaran Islam bagi meningkatkan kefahaman pelajar secara holistik terhadap kursus ini.</p> <p>KREDIT : 2 PRASYARAT : TIADA</p>	<ol style="list-style-type: none"> 1. Menjelaskan konsep komunikasi dan penyiaran dalam Islam. (C2 : LD1) 2. Menghubung kait isu-isu semasa dalam komunikasi Islam. (C3, A4 : LD1, LD5) 3. Menunjukkan kemahiran pengurusan dakwah dalam bidang penyiaran Islam. (C3, A3 : LD1, LD6)

7.2.4 MATRIX OF COURSE ASSESSMENT (JPA)

SEMESTER	CODE & COURSE	TYPES OF ASSESSMENT													
		Quiz		Presentation		Group Discussion		E-Folio		Listening Test		Role Play		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
1	DUB1012 Pengajian Malaysia	Quiz		Presentation		Group Discussion		E-Folio		Listening Test		Role Play		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		2	20	1	20	-	-	1	30	-	-	-	-	1	30
1	DUE1012 Communicative English 1	Quiz		Presentation		Group Discussion		Role Play		Listening Test		Test		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		1	10	1	30	1	20	-	-	1	20	1	20		
2	DUA2022 Pengurusan dalam Islam	Quiz		Test		Practical		E-Folio		Listening Test		Project		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		2	20	-	-	1	20	1	30	-	-	1	30	-	-
2	DUB2012 Nilai Masyarakat Malaysia	Quiz		Test		Practical		E-Folio		Listening Test		Project		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		2	20	-	-	-	-	1	30	-	-	2	50	-	-
3	DUE3012 Communicative English 2	Quiz		Test		Presentation		Assignment		Listening Test		Role Play		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		-	-	1	20	1	30	1	20	1	10	1	20	-	-
5	DUE5012 Communicative English 2	Quiz		Test		Presentation		Written Task		Listening Test		Mock Interview		Final Exam	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		-	-	1	20	1	30	2	20	-	-	1	30	-	-
6	DUA6022 Komunikasi dan Penyiaran Islam	Quiz		Test		Presentation		Written Task		Listening Test		Project		Final Test	
		Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
		2	20	-	-	1	20	-	-	-	-	1	30	1	30

7.2.5 LAB FACILITIES (JPA)

Name	Quantity	Laboratory Supervisor
Language Laboratory	1	Language Laboratory 1 Mohd Amir bin Othman Mohd Azmiruddin Bin Mohammad
	1	Language Laboratory 2 Mohd Amir bin Othman Mohd Safirol bin Md Yusof
	1	Language Laboratory 3 Mohd Amir bin Othman Wan Azurin Binti Ahmad Ayob

7.3 CO-CURRICULUM UNIT

Function	Contact Personnel	Contact No
Co-Curriculum Unit is responsible for managing and coordinating all co-curriculum courses in PTSS. It is designed to ensure that all co-curriculum courses to be implemented smoothly and effectively.	En. Bustamam Bin Bonari DH48 Head of Department	Ext : 1988
	En. Johanis Bin Mohd Jamil DH44 Head of Cocurriculum	Ext : 1989

7.3.1 DRX 1000 / DRX 2001 / DRX 3002 / DRX 5000 / DRX 6000 – UNIFORMS

The new syllabus for Uniforms unit has come up with new course structures. Students who has the interest in joining the uniforms unit will be required to complete the whole programme which starts from the first semester until the last semester.

This course emphasizes on the basic skills of team work which includes marching, first aid, fire prevention, protocol and social etiquette, self management and self esteem.

CODE	SEMESTER
DRX 1000 – General Code register in SPMP Specific Code register in i-koko : DRB 1010 – Askar Wataniah DRB 1050 – PISPA DRB 1090 – RELASIS	1
DRX 2001 – General Code register in SPMP Specific Code register in i-koko : DRB 2011 – Askar Wataniah 1 DRB 2051 – PISPA 1 DRB 2091 – RELASIS 1	2
DRX 3002 – General Code register in SPMP Specific Code register in i-koko : DRB 3012 – Askar Wataniah 2 DRB 3052 – PISPA 2 DRB 3092 – RELASIS 2	3

DRX 5000 – General Code register in SPMP Specific Code register in i-koko : DRB 5010 – Askar Wataniah 3 DRB 5050 – PISPA 3 DRB 5090 – RELASIS 3	5
DRX 6000 – General Code register in SPMP Specific Code register in i-koko : DRB 6010 – Askar Wataniah 3 DRB 6050 – PISPA 4 DRB 6090 – RELASIS 3	6

7.3.2 DRX 2001: SPORTS (SEMESTER 2) – GENERAL CODE REGISTER (i-daftar)

DRS 2*** : SPECIFIC CODE REGISTER (i-koko)

DRS 2001 are compulsory to be selected by semester 2 students **who did not choose** the uniforms unit in **SEMESTER 1**. General code for this is DRS 2001. There are 17 sports activity offered every semester. The lists are as shown in the table below :

SPORTS	CODE
BADMINTON	DRS2011
BOLA JARING	DRS 2031
BOLA KERANJANG	DRS 2041
BOLA SEPAK	DRS 2051
BOLA TAMPAR	DRS 2061
CATUR	DRS 2071
DART	DRS 2081
HOKI	DRS 2101
PING PONG	DRS 2151
RAGBI	DSR 2161
SEPAK TAKRAW	DRS 2181
SILAT	DRS 2190
SKUASY	DRS 2201
TAE KWON DO	DRS 2221
TENIS	DRS 2231
FUTSAL	DRS 2261
PETANQUE	DRS 2291
RAGBI SENTUH	DRS 2351
PERMAINAN TRADISIONAL	DRS 2361

7.3.3 DRX 3002 – CLUBS (SEMESTER 3) – GENERAL CODE REGISTER (i-daftar)

DRK 3*** : SPECIFIC CODE REGISTER (I-KOKO)

DRK 3002 are compulsory to be selected by semester 3 students who successfully pass **DRS 2001 - SPORTS** in SEMESTER 2. General code for this is DRK 3002. There are 11 CLUBS AND SOCIETIES activity offered every semester. The lists are as shown in the table below :

CLUBS	CODE
AUDIO VISUAL	DRK 3022
BAHASA INGGERIS	DRK 3032
FOTOGRAFI	DRK 3052
KAUNSELING	DRK 3072
KEMBARA	DRK 3082
KEUSAHAWANAN	DRK 3092
KOMPUTER	DRK 3112
NASYID	DRK 3142
PENGGUNA	DRK 3152
STUDY CIRCLE	DRK 3162
TARIAN TRADISIONAL	DRK 3172
TARANNUM	DRK 3232
BAHASA ARAB	DRK 3252



**SUPPORTING
SERVICES**

8.0 SUPPORTING SERVICES

8.1 STUDENT AFFAIRS DEPARTMENT (HEP)

Our role is to contribute to the mission of Politeknik Tuanku Syed Sirajuddin (PTSS) by partnering with other academic and administrative units to provide professional, creative, accessible, and high-quality services. To fulfill this role, Student Affairs Department seeks to create an environment that is caring and positive for students; practice champion cultural sensitivity and inclusiveness; provide coordinated services to ensure the student-focused and technologically up to date; and respond positively to change.

Our vision is to eliminate barriers and create opportunities that enable all students to experience success. Our actions are guided by these values:

- the well-being of all students
- innovation in problem solving
- the positive affirmation of student achievement
- professionalism and ethical behavior
- cooperative and collaborative efforts that include enthusiasm, respect, and humor

To accomplish our mission, Student Affairs Department has established the following goals:

- increase retention and completion rates of students
- develop capacity to deliver services to all campus sites
- institute data-driven analysis for planning and decision-making
- improve attitudes toward and participation in student activities and services
- increase new student enrollment at class, overall and in specified programs

Function	Contact Personnel	Contact No
The Student Affairs Department is responsible for managing : a. student admission and registration b. scholarships c. residential College d. discipline and student behaviour e. registration of students' vehicle f. students activities through club / soceity g. alumni h. Student Representatives Committee (MPP) i. student insurance	Mohd Ruslan Bin Salikin (Head of Department) DH48	Ext : 6202
	Rosnizam Bin Kamis (Welfare & Discipline Officer) DH44	Ext : 6203
	Mohd Awaluddin Bin Mohamed Bashir (Recruitment and Data Officer) DH41	Ext :1040
	Zulina Binti Yusoff (Walfare Officer) DH41	Ext : 6204
	Nurul Hayati Binti Muda (Administration Assistant Clark) N17	Ext : 6206
	Norfahani Binti Abd Rahim (Administration Assistant Clark) N17	Ext : 6207
	Firdaus Bin Iderus (General Administration Assistant Officer) N1	Ext: 1049

8.2 EXAMINATION UNIT

Function	Contact Personnel	Contact No
<p>Every Polytechnic under the Ministry of Education is responsible for providing guidance on learning, assessment, control and conduct of the examination. Conferment of Certificate and Diploma to each student is subject to approval and confirmation of Board of Examination and Certificate / Diploma Polytechnic after students have passed all examinations and meet all the requirements of the course. Polytechnic Examination Unit is the unit where responsible for planning, managing and implementing all activities related to student assessment based on the guidelines and evaluation set.</p>	<p>Azman Bin Mat Hussin DH44 (Head Of Unit) Examinations Officer</p>	<p>Ext : 6388</p>
	<p>Izan Shuhada Binti Idris DH41 Examinations Officer (Records & Certification)</p>	<p>Ext : 1030</p>
	<p>Mohd Khairudin Bin Saidina Omar DH42 Examinations Officer (Management & Assessment)</p>	<p>Ext : 1037</p>
	<p>Norman Bin Ahmad N11 Assistant Operation</p>	<p>Ext : 6386</p>
	<p>Nafisah Binti Abdullah DH44 Head Coordinator JKE</p>	<p>Ext : 1031</p>
	<p>Hashimi Bin Lazim DH44 Head Coordinator JKM</p>	<p>Ext : 1036</p>
	<p>Nur Hidayah Binti Hassan DH44 Head Coordinator JPH</p>	<p>Ext : 1034</p>
	<p>Nurul Izzati Binti Mohd Noh DH44 Head Coordinator JP</p>	<p>Ext : 1035</p>
	<p>Norul Huda Binti Abdul Razak DH44 Head Coordinator JTMK</p>	<p>Ext : 1011</p>
	<p>Ahmad Fakhruddin Bin Kamaruddin DH41 Head Coordinator JRKV</p>	<p>Ext : 1031</p>
<p>Nazera Binti Dan DH44 Head Coordinator JMSK</p>	<p>Ext : 1032</p>	
<p>Siti Nurfirdaus Bt Mohd Nasir DH41 Head Coordinator JPA</p>	<p>Ext : 1657</p>	

8.3 SPORTS UNIT

Function	Contact Personnel	Contact No
<p>The involvement in co-curriculum creates opportunities for students to develop their talents and interests. To achieve these require commitment, innovation and creativity from both educators and students. It also includes outdoor activities such as sports, uniform units, clubs and societies. The activities should consist of elements that support the physical, emotional, spiritual and intellectual aspects in line with the National Philosophy of Education.</p> <p>The Sports Unit is responsible for:</p> <ol style="list-style-type: none"> managing sports activities inside and outside PTSS compound planning and ensuring sports activities are carried out accordingly monitoring and keeping record of PTSS athletes managing and maintaining the sports facilities developing individuality in spiritual, physical and intellectual 	<p>En. Bustamam Bin Bonari DH48 Head of Department</p>	Ext : 1988
	<p>En. Johanis Bin Mohd Jamil DH44 Head of Cocurriculum</p>	Ext : 1989
	<p>Tn. Syed Azmir Bin Syed Ahmad DH44 Head of Sports Unit</p>	Ext : 6272
	<p>En. Ahmad Zamri Bin Abdul Wahid DH44 Officer of Cultural and Heritage Unit</p>	Ext : 6275 / 1988
	<p>En. Nik Mohd Sofri Bin Nik Abdul Hamid DH41 Cocurriculum - Clubs and Societies</p>	Ext : 6340
	<p>En. Shamsul Anuar Bin Abd Aziz DH44 Cocurriculum – Sports</p>	Ext : 6344
	<p>En. Mohd Zubir Bin Yahaya DH44 Cocurriculum – Uniforms</p>	Ext : 6344
	<p>En. Amirul Affendi Bin Adnan S41 Youths and Sports Officer</p>	
	<p>Pn. Nurul Asmad Bt. Che Harun S41 Youths and Sports Officer</p>	
<p>En. Saiful Bin Ishak N11 General Office Assistant</p>		

8.4 LIBRARY UNIT

Function	Contact Personnel	Contact No
<p>The library provides quality and up-to-date information to everyone in terms of managing and providing access to information resources.</p> <p>Taking the role as a centre of knowledge, the library acts as a catalyst and assists in the teaching and learning and research in the process of producing creative and innovative semi professional.</p> <p>The Library Unit is also an instrument in inculcating the reading culture among PTSS and the local communities through an ongoing reading campaign.</p> <p>Among the many objectives of the library unit are:</p> <ol style="list-style-type: none"> to acquire relevant and current information for reference to manage a collection of information using a standard system for easy access. to provide quality information service and cultivate interest in reading to support the organization's objectives in teaching, learning and research. 	<p>Ismail Bin Harun S44 Librarian</p>	Ext : 6377
	<p>Shahrifatulzainiyah Bt AbdRahman S32 Assistant Librarian</p>	Ext : 6378
	<p>Nur Salizah Ng Abdullah S19 Library Assistant</p>	Ext : 1672
	<p>Nur Dalila Bt Azahari S19 Library Assistant</p>	Ext : 1672
	<p>Nor Hafiza Bt Zakaria S19 Library Assistant</p>	Ext : 1672
	<p>Zafilah Bt Ismail S19 Library Assistant</p>	Ext : 1672
	<p>Mohd. Rizal Bin Md. Zahid C19 Library Assistant</p>	Ext : 1672
<p>Circulation Counter</p>	Ext : 1673	

8.5 LIAISON & INDUSTRIAL TRAINING UNIT

Function	Contact Personnel	Contact No
<p>The Liaison & Industrial Training Unit (UPLI) is responsible for managing students' industrial training affairs. Students will be assigned to a particular organization during their training period based on their respective fields of study.</p> <p>The placement process is finalised before training commences. Students are constantly advised to maintain a high level of discipline. They should abide by the rules and regulations of both the polytechnic and organization. Organizations are advised to consult the polytechnic immediately if there are any disciplinary problems.</p> <p>The objectives of this programme can be summarized as follows:</p> <ol style="list-style-type: none"> to foster a positive character and traits among students to develop better communication skills to practise good work ethics and conform to rules and regulations to expose students to the working environment to produce daily report on the training 	<p>Mazrul Hisyam Bin Mat Ali DH44 (Head of Unit) Liaison & Industrial Training Officer</p>	Ext : 6244
	<p>Mohd Zulfabli Bin Hasan DH41 Liaison & Industrial Training Officer (Training)</p>	Ext :1021
	<p>Noor Farhani Binti Mohd Alui DH41 Liaison & Industrial Training Officer (Liaison)</p>	Ext :1020
	<p>Marsyita Binti Kassim N19 Assistant Administrator</p>	Ext : 6243
	<p>Norazlina Binti Abd. Muttaleb DH44 Head Coordinator JKE</p>	Ext : 1808
	<p>Mohd Fadhli Bin Ahmad DH44 Head Coordinator JKM</p>	Ext : 6284
	<p>Saiful Bin Mohamed Shuib DH41 Head Coordinator JPH</p>	Ext : 6261
	<p>Mohd Fardelie Bin Ramli DH29 Head Coordinator KHK</p>	Ext : 6264
	<p>Mohd Shamsul Bin Ismail DH44 Head Coordinator JP</p>	Ext : 6521
	<p>Siti Nurdiana Binti Abu Bakar DH41 Head Coordinator JTMK</p>	Ext : 6295
<p>Juniza Binti Zamri DH44 Head Coordinator JRKV</p>	Ext : 6365	

8.6 RESIDENTIAL COLLEGE

The uniquely modern PTSS hostel can easily accommodate a total of 3600 students. Students in semester one have the opportunity to enjoy the facilities provided on campus in addition to a comfortable and conducive living environment. Students are placed in the hostel to instill good learning habit, moral values, integration and friendship among students of different race, religion and culture.

Contact Personnel	
Principle of Residential College Pn Nazimah Binti Saad Tel : 04-9886200, Ext :6355	Supervisor of Residential College Pn Saodah Binti Abdullah Tel : 04-9886200, Ext : 6354
Medical Assistant	
Muhammad Fauzee Bin Asuar	
Wardens	
Mohd Zubir Bin Yahaya Johanis Bin Mohd Jamil Nur Adlina Binti Hj. Mohd	Chief Warden Deputy Chief Warden Deputy Chief Warden
En. Abu Hanifah Bin Mohd Said En Azran Bin Abdul Razak En Borhannudin Bin Ya En Fazly Shahril Bin Norizan En King Diaw a/l Eh Sut En Mohd Awaludin Bin Mohamed Bashir En Mohd Fadzil Bin Allias En Mohd Fardelie Bin Ramli En Mohd Firdaus Bin Che Radzi En Mohd Nurul Akmal Bin Mat Ariff En Mohd Safirol Bin Md Yusof En Mohd Shabri Bin Hassan En Norazrizal Bin Norazmi En Shamsul Anuar Bin Abd. Aziz En. Mohd Azha Bin Ismail En. Mohd Kamarul Ariffin Bin Mohamad Azmi En. Mohd Ridzuan Bin Abdul Rahman En. Mohd Rizal Bin Hussain En. Saiful Bin Mohamed Shuib En. Zulkifli Bin Sulaiman	Cik Mime Azrina Binti Jaafar Cik Zainab Binti Abdullah Pn. Balqis Binti Ahmad Shahr Pn. Ku Shazwani Binti Ku Azizan Pn. Mahirah Binti Rafie Pn. Nor Arinah Binti Mohamed Zemudin Pn. Nurishah Binti Wahab@Abdul Wahab Pn. Rafidah Binti Jaafar Pn. Rosmini Binti Abdul Rahman Pn. Rozalita Binti Saupi Pn. Salasiah Binti Noordin Pn. Siti Aishah Binti Kadir

8.7 PSYCHOLOGY AND CAREER UNIT

Function	Contact Personnel	Contact No
<p>The Psychology and Career Unit works on implementing the Human Capital Development program based on psychological approaches which include aspects of development, prevention, rehabilitation and intervention. In addition, this unit also provides counseling and professional guidance to ensure semi professional work force is well balanced mentally and physically.</p> <p>The Psychology and Career unit is responsible for:</p> <ol style="list-style-type: none"> raising self awareness and surroundings highlighting ones' potential developing multi skills promoting studies opportunities promoting career opportunities 	<p>Wan Kamariah Binti Wan Mat S41 (Head of Unit) Psychology and Career Officer</p>	Ext : 6208
	<p>Norzila Binti Mhd Noor S41 Psychology and Career Officer</p>	Ext : 6205
	<p>Raja Rabiatum Adawiyah Bt Raja Mamat S41 Psychology and Career Officer</p>	Ext : 1100

8.8 UNIT FOR INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA

Function	Contact Personnel	Contact No
<p>The Unit for Instructional Development and Multimedia (UIDM) is one of the support unit for Academic and Administration in PTSS.</p> <p>The main functions are:</p> <ol style="list-style-type: none"> Advising and guiding in Instructional Development for the purpose of Learning and Teaching. Provide sufficient skill and Audio Visual equipment for any activities (on campus/outside of campus) based on frequent application. Supervise in-term of skill and facilities/equipment for any activities by students/lecturers. UIDM as Audio Visual Committee for any major events on campus such as Convocation, Students Registration Day, major celebrations and assembly. Documentation Record any events on/off campus through video and photo for the purpose of archives. As committee for Design & Printing for most of the major events on campus. 	<p>Mohamad Naaim Bin Md Zain DH41 (Head of Unit) Multimedia & Resource Officer</p>	Ext : 6380
	<p>Mohammad Shahiran Bin Salim DH41 Multimedia & Resource Officer</p>	Ext : 6380
	<p>Ahmad Norhaizam Bin Ahmad Rosli B19 Photographer</p>	Ext : 1693
	<p>Muhamad Fadzwan Bin Amir Roslan B19 Designer</p>	Ext : 1690
	<p>Syed Shafirul Bin Wan Idrus B19 Designer</p>	Ext : 1690
	<p>Shukri Bin Abdullah JA29 Assistant Engineer</p>	Ext : 1693
	<p>Oszamry Bin Othman@Ismail N11 Assistant Operation</p>	Ext : 1693

8.9 INFORMATION TECHNOLOGY & COMMUNICATION UNIT

<p>The Information & Communication Technology Unit (UTMK) is one of the support unit for Academic and Administration in PTSS.</p> <p>The main function of UTMK is:</p> <ol style="list-style-type: none"> Monitor and maintain ICT equipment and campus local network. Coordinate the acquisition of hardware, software and computer networks to meet the set standards and avoid duplication in procurement. Supervise the movement of ICT equipment. Acting as the system administrator for application system such as SPMP, HRMIS and etc. 	<p>Saifulazmi Bin Tayib F44 (Head of Unit) Information Technology Officer</p> <p>Nor Hafizah Binti Khadzir F41 Information Technology Officer</p> <p>Suria Binti Shaari F41 Information Technology Officer</p> <p>Safariza Binti Md Fazil F29 Assistant Information Technology Officer</p> <p>Marina Binti Meor Lizi F29 Assistant Information Technology Officer</p> <p>Sasnidar Binti Yusri F29 Assistant Information Technology Officer</p> <p>Mohamad Razali Bin Mohamad Ismail FT22 Assistant Information Technology Officer</p> <p>Muhamad Kamalhamdy Bin Kamaludin FT29 Assistant Information Technology Officer</p> <p>Mohamad Khairul Fazmi Bin Jamaludin FT19 Assistant Information Technology Officer</p> <p>Nurul Fara Binti Noor Azman Raman FT19 Assistant Information Technology Officer</p>	<p>Ext: 6345</p> <p>Ext: 6346</p> <p>Ext: 6349</p> <p>Ext: 6347</p> <p>Ext: 1502</p> <p>Ext: 1501</p> <p>Ext: 1504</p> <p>Ext: 1507</p> <p>Ext: 1503</p> <p>Ext: 1508</p>
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Function	Contact Personnel	Contact No
	Ridzuan Bin Yaakob FT29 Assistant Information Technology Officer	Ext: 1508
	Zuraidah Binti Ghazali FT29 Assistant Information Technology Officer	Ext: 6348
	Mohd Rifaiz bin Mohd Razali FT19 Computer Technician	Ext: 6348

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