



**POLITEKNIK**  
MALAYSIA  
TUANKU SYED SIRAJUDDIN

# STUDENT HANDBOOK



**JABATAN**  
REKABENTUK DAN KOMUNIKASI VISUAL

# STUDENT HANDBOOK

## DESIGN AND VISUAL COMMUNICATION DEPARTMENT

Second Edition, June 2017  
©Politeknik Tuanku Syed Sirajuddin

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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 hand book 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

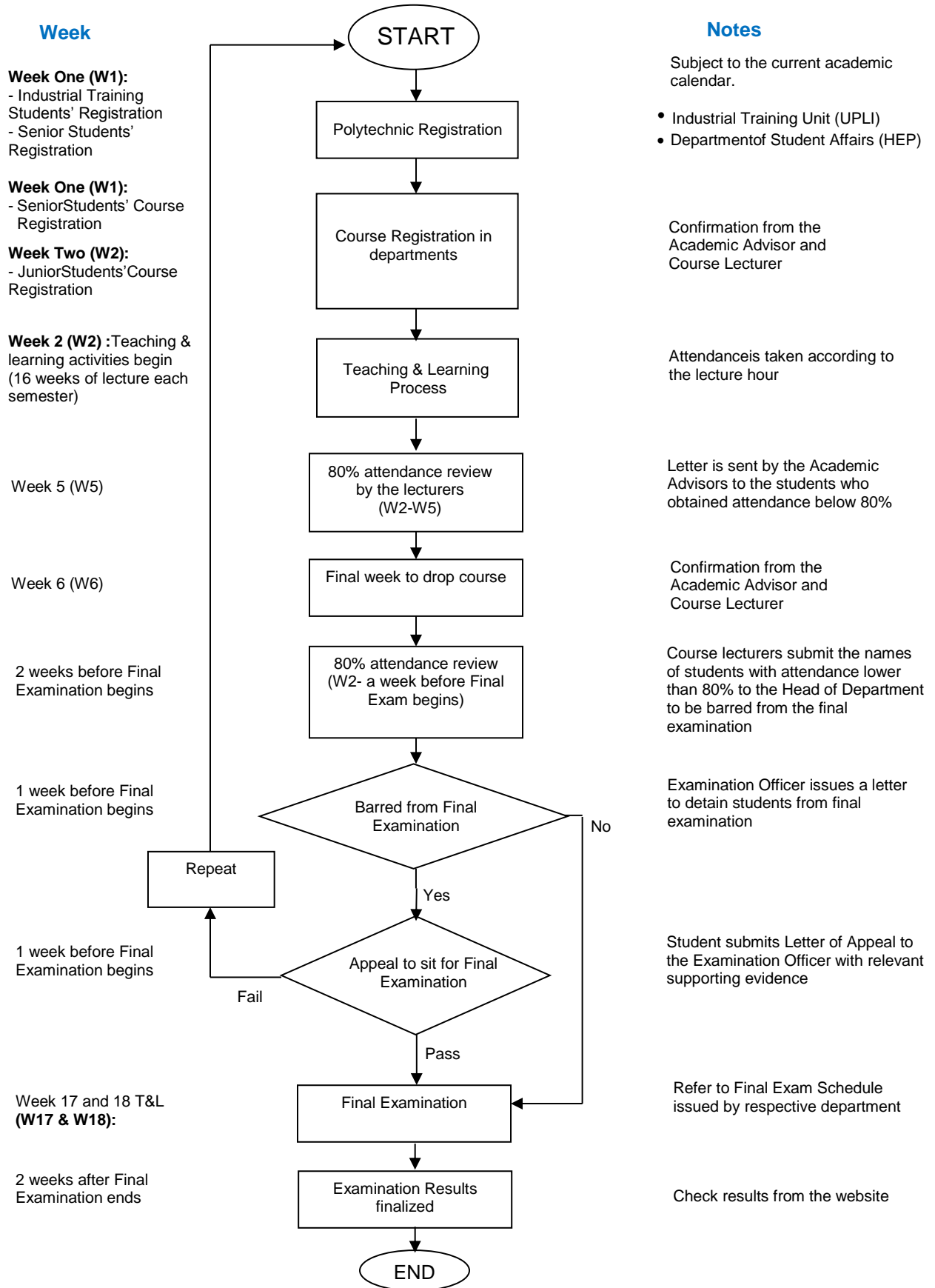
To implement the quality of TVET programme and recognized

Producing well balanced and competitive graduates

#### MOTTO

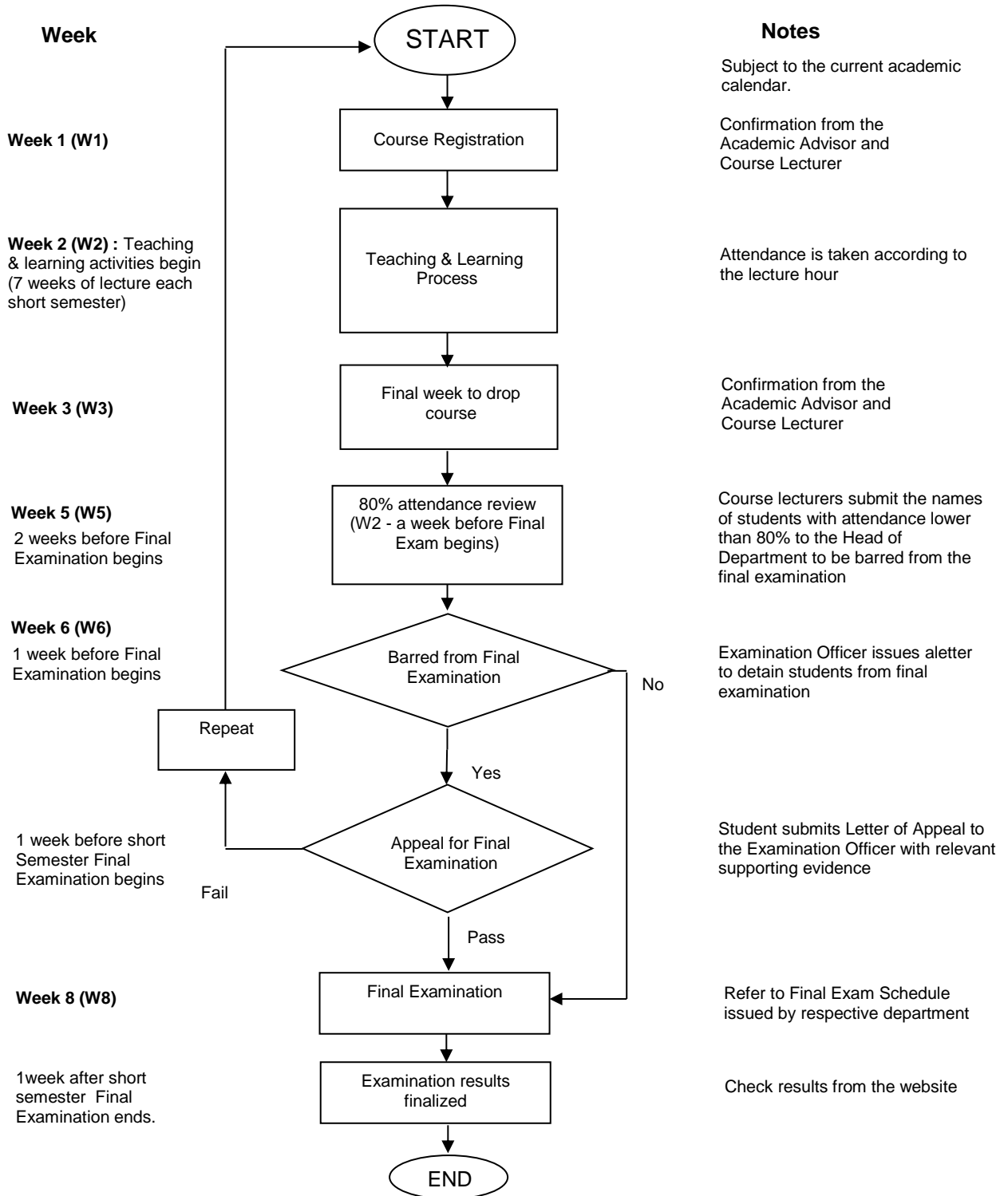
Knowledge drive Development

### 3.0 ACADEMIC FLOW CHART





### 3.1 ACADEMIC FLOW CHART FOR SHORT SEMESTER

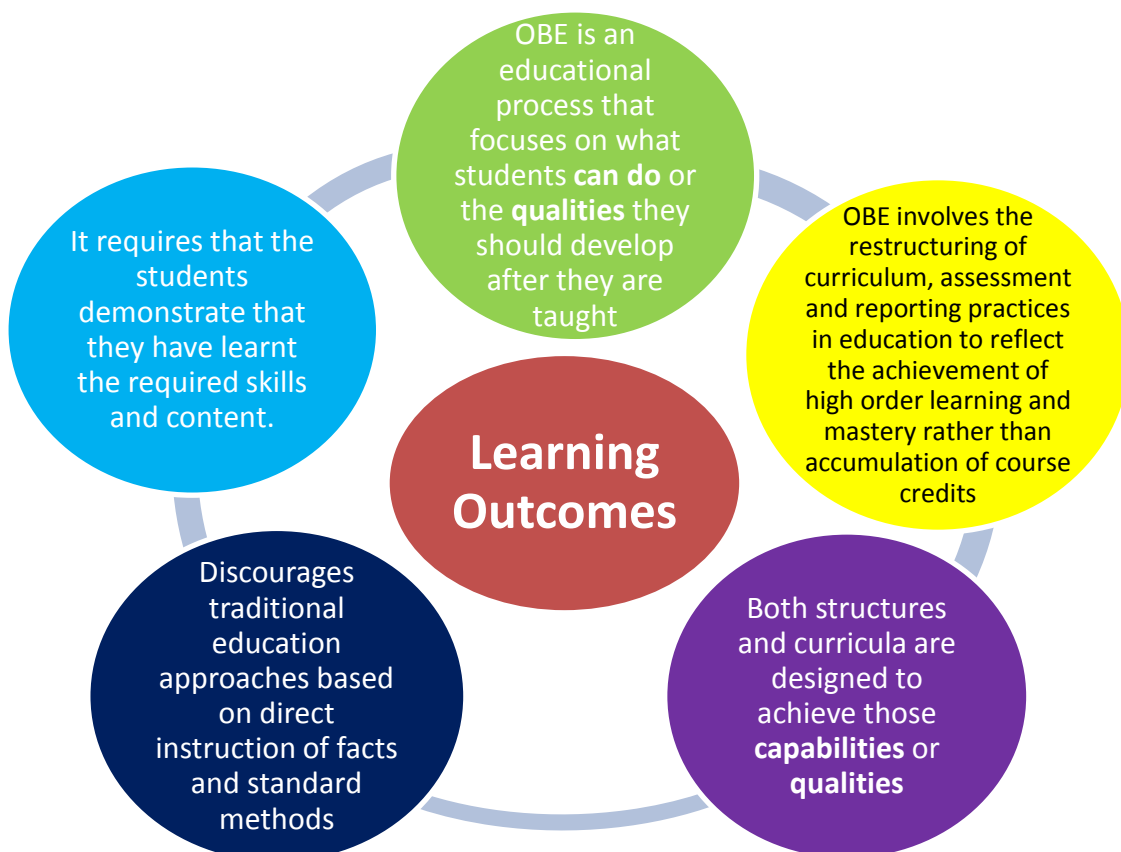


## 4.0 OUTCOME-BASED EDUCATION (OBE)

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.

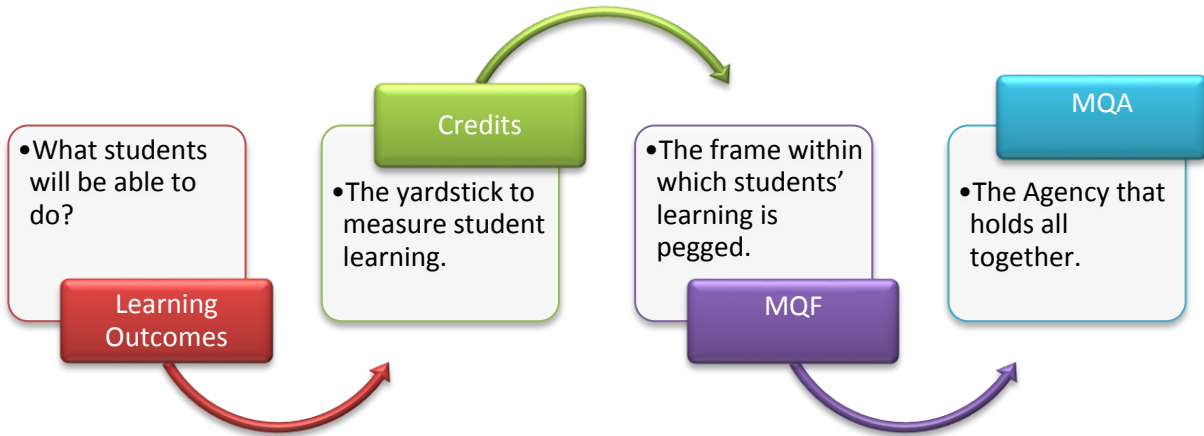
### 4.1 WHAT IS OUTCOME-BASED EDUCATION (OBE)



## 4.2 ACREDITATION

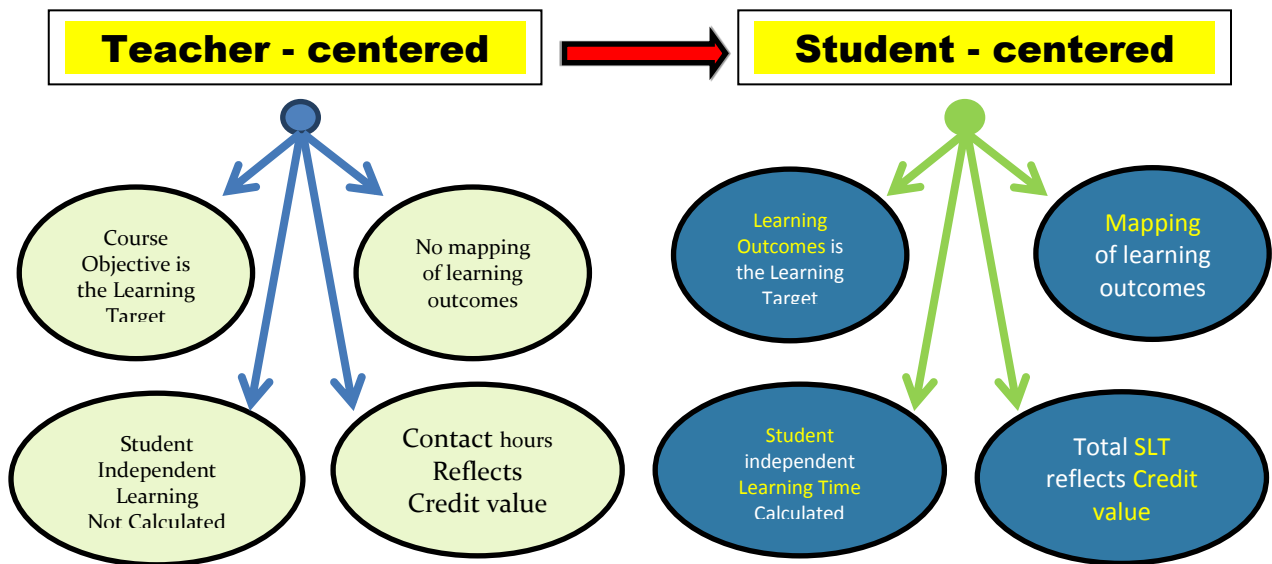
Reference Number : MQA/FA3323  
 Certificate Number : 09617  
 Name of Qualification : Diploma in Digital Arts

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

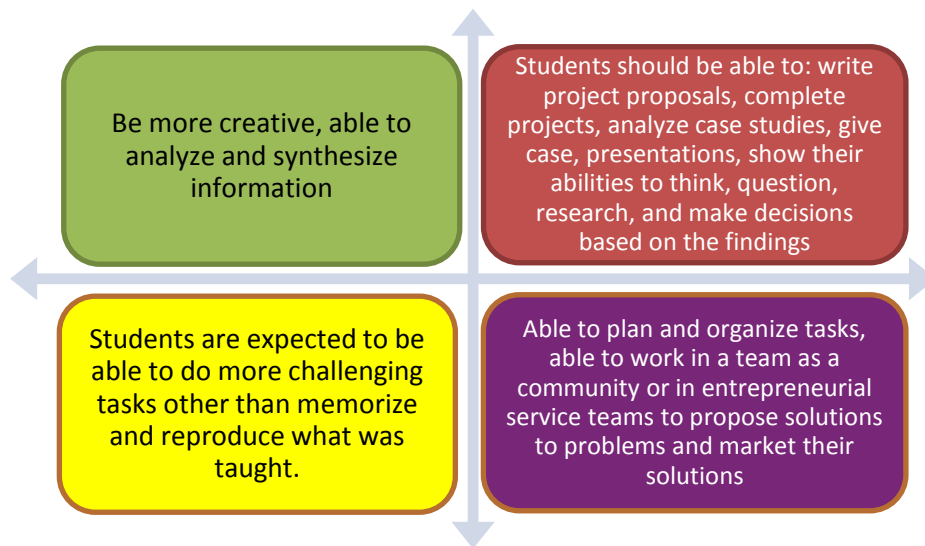


Acreditation Process

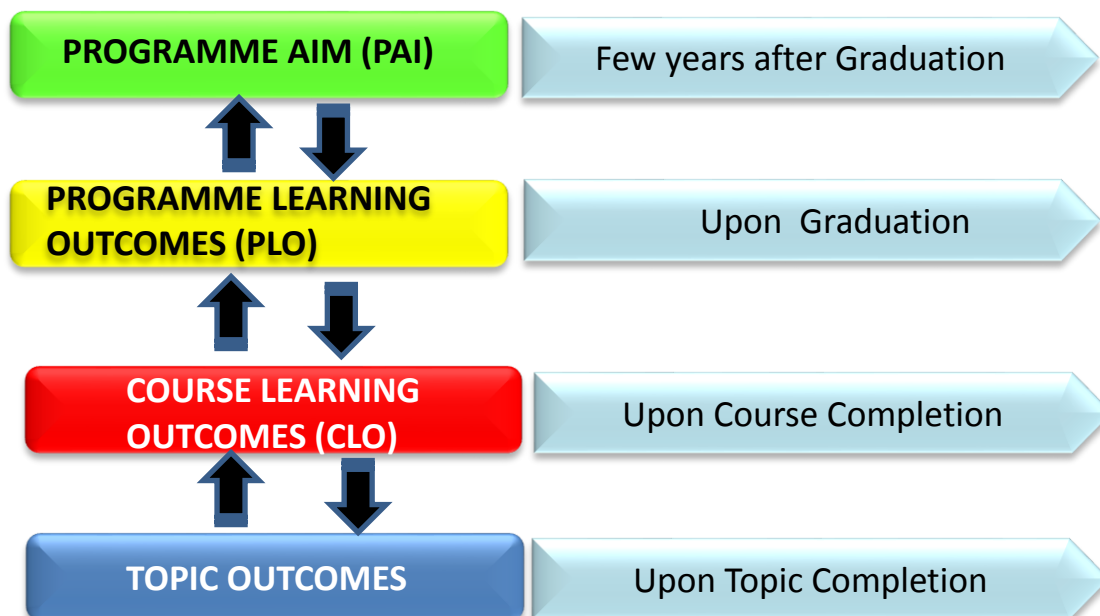
## 4.3 HOW DOES OBE AFFECT TEACHING-LEARNING?



#### 4.4 EXPECTATIONS ON STUDENTS



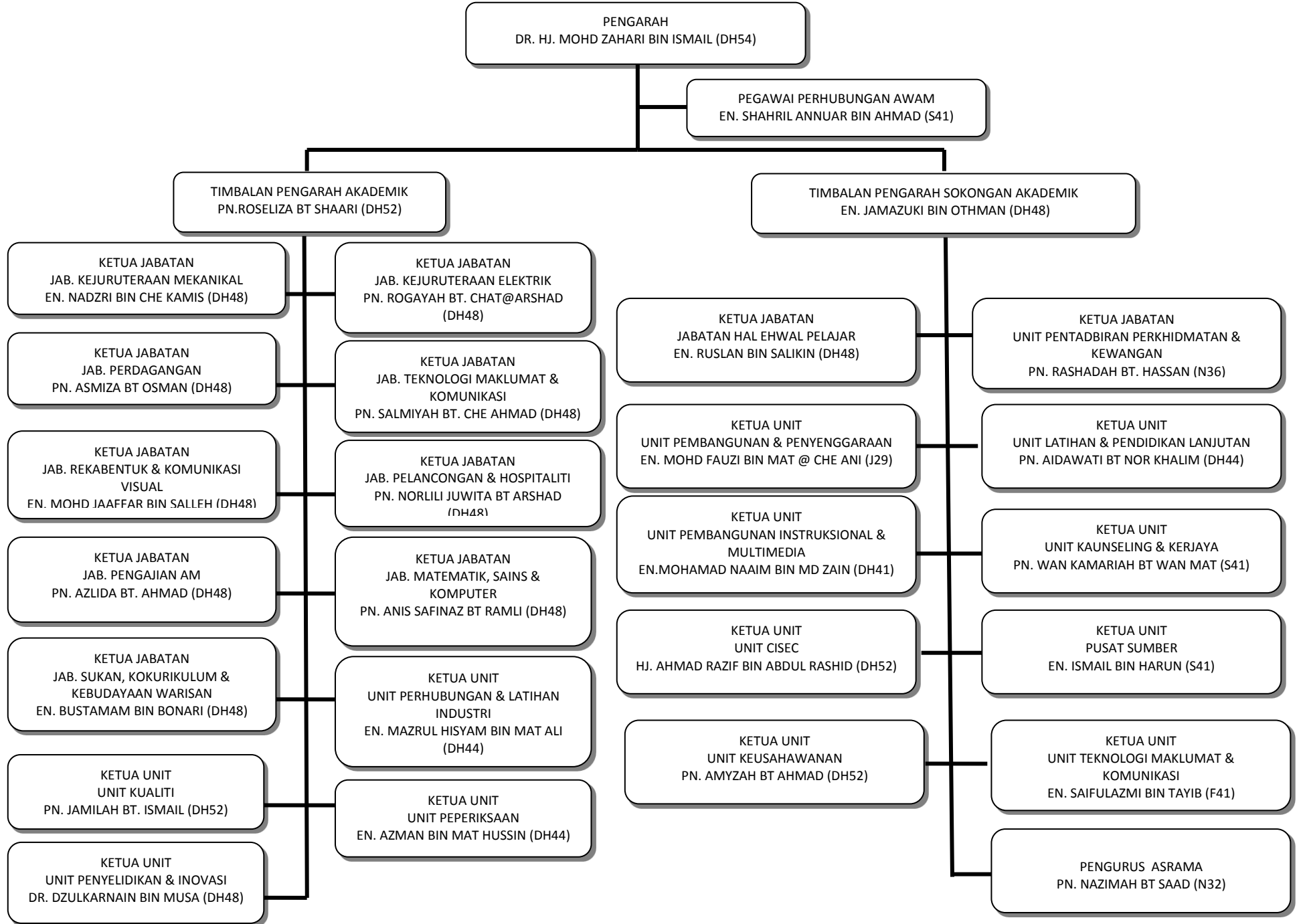
#### 4.5 DIFFERENT LEVELS OF OBE



## 4.6 LEARNING DOMAIN (LD)

LD1	• Knowledge
LD2	• Practical Skills
LD3	• Communication Skills
LD4	• Critical Thinking & Problem Solving Skills
LD5	• Social Skills & Responsibilities
LD6	• Continuous Learning & Information Management Skills
LD7	• Management & Entrepreneurial Skills
LD8	• Professionalism, Ethics and Moral
LD9	• Leadership & Teamwork Skills

# 5.0 PTSS ORGANISATION CHART



## 6.0 DESIGN & VISUAL COMMUNICATION DEPARTMENT

### 6.1 DEPARTMENT ORGANISATION CHART



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### 6.3 INDUSTRY ADVISORY PANEL



**AMIR HAMZAH BIN HASHIM**  
TIMBALAN PRESIDEN  
PERSATUAN ANIMASI MALAYSIA (ANIMAS)

DIGITAL ART

DESIGN AND VISUAL COMMUNICATION DEPARTMENT

**DIGITAL ART**



## **6.4 DIPLOMA IN DIGITAL ART (DDS)**

### **6.4.1 PROGRAMME OVERVIEW**

#### **INTRODUCTION**

**DIPLOMA IN DIGITAL ART** programme will equip students with knowledge and skills in multimedia infotainment, edutainment and entertainment industries. Specializing in Digital Art, this programme emphasises the fundamentals of art and design with application of the latest technologies in multimedia. While developing creative skills in content creation, interface design and multimedia technology, students will also be grounded in the essential skills of multimedia production.

In order to keep abreast with rapid technological advancements and evolving requirements in industries today, Curriculum Development and Evaluation Division (CDED), Department of Polytechnic Education (DPE) has reviewed the curriculum of Diploma in Digital Art, which aims to prepare students with the latest knowledge and skills required by the industry. CDED collaborates with the industries, Private Higher Learning Institutions and Public Higher Learning Institutions to review the curriculum of this programme. This collaboration aims to equip students with latest knowledge, relevant skills and attitudes to meet global challenges and requirements of the Digital Art industry.

The curriculum of diploma in Digital Art is also reviewed according to the competency standard which is developed by the CDED. This competency standard integrates with the Body of Knowledge which is recommended by National Association School of Art and Design (NASAD) and Career and Technical Education, USA (CTE) to ensure that the competency standard is relevant to the industrial needs.

## **SYNOPSIS**

The curriculum of Diploma in Digital Art covers Art history, Fundamental of Art and Design, Fundamental of Drawing, Event Management and Entrepreneurship. This programme also provides students with knowledge, skills and value in discipline courses such as Fundamental of Digital Photography, Digital Imaging, Storyboarding, Fundamental of Typography, Film Studies, Digital Illustration, Editing & Compositing, Portfolio and Presentation Techniques, Sound Design, Drawing for Animation, Principle of Animation, 2D and 3D Animation, Web Design, Interactive Media, and Design Research. Its elective courses provide added value in terms of knowledge, expression and appreciation of characteristics and values of digital art. Nevertheless, the Project in the final semester provides in-depth study to enhance student's skills that can be specialised in 2D and 3D Animation, Digital Effects, Multimedia, Web Designing, or combination of experimental Digital Art.

## **JOB PROSPECT**

This programme provides the knowledge and integrated multimedia skills in Digital Art which can be applied to the range of career related to multimedia, edutainment, infotainment and entertainment industries. The potential jobs include:

### **Art and Design Field:**

- Illustrator
- Graphic Designer
- Creative Designer
- Photographer

### **Animation:**

- 3D Animator
- 3D Visualizer
- 2D Animator
- Storyboard Artist

**Multimedia & Promotions:**

- Web Designer
- Multimedia Designer
- Video Editor
- Sound Designer

**PROGRAMME AIM (PAI)**

Graduates of Diploma in Digital Art will apply knowledge and skills which allow them to make tangible contributions and meet new technical challenges in Digital Art industry. They will be able to use creative and analytical thinking as the basis of design theories that offer a strong foundation in Digital Art. The graduates will communicate effectively, able to contribute and show responsibility as a team member. They will practice good work ethics, able to promote good morality and attitude and continuously enhance their knowledge and skills. Graduates are also equipped with basic entrepreneurial skills in the development of Digital Art related business.

**PROGRAMME EDUCATIONAL OUTCOME (PEO)**

Diploma in Digital Art shall produce graduates who are:

1. Skillful in traditional & digital methods to implement an art field and make tangible contributions and meet new challenges in the creative industry.
2. Successful in communication and leadership skills to organize effectively and to be a self-integrated and responsible team member.
3. Able to practice work manners, promote good morality and attitude and continuously enhance their knowledge and skills.
4. Equipped with basic entrepreneurship knowledge in order to enhance their capabilities and able to work independently in line with the industry requirements.

## **PROGRAMME LEARNING OUTCOMES (PLO)**

Upon completion of the programed, graduates should be able to:

1. Demonstrate the knowledge of principles and concepts of Digital Art.
2. Produce the creative and innovative skills in Digital Art.
3. Communicate effectively and organizing in team works.
4. Develop efficiently critical thinking and problem solving, self-actualization
5. Appreciate towards social and environmental changes, technology, local legends and cultural heritage that would inspire the development of Digital Art pieces.
6. Improvisation life-long learning and information management skills
7. Apply the entrepreneurial skills in the development of Digital Art related business.
8. Practice professional ethics with awareness towards occupational safety and health.
9. Implement effective leadership and teamwork skills.

## 6.4.2 SYNOPSIS AND COURSE LEARNING OUTCOME (DDS)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DVI1012 ART HISTORY	<p><b>ART HISTORY</b> is an overview of history of art starting from the Pre-Historic age until the twentieth century. It is an intensive study of the fundamentals and vocabulary of art focusing on the historical, cultural and stylistic context. Students are to explore various art styles, techniques, media and leading artists throughout the different art movements.</p> <p><b>CREDIT (S) : 2</b> <b>PRE REQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain clearly the origins of the art and recognize specifically the art culture during the early civilization and medieval times. (C1, PLO1)</li> <li>2. Discuss Islamic art and eastern art throughout the history.(C2,PLO1)</li> <li>3. Describe appropriately art movement during Renaissance until the 19th century. (C2,PLO1)</li> <li>4. Analyze specifically the art movement and famous artwork during the 20th century. (C4,PLO1)</li> </ol>
			<b>COMMON CORE</b>
1	DVD1013 FUNDAMENTAL OF ART & DESIGN	<p><b>FUNDAMENTAL OF ART &amp; DESIGN</b> introduces the basic elements and principles of art and design. The elements and principles used in visual communications and design determine the styles and trends that form the essences of all aspects in design application. These introduce students to a wide range of artistic and design techniques.</p> <p><b>CREDIT (S) : 3</b> <b>PRE REQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the purpose and terminology of art and design. (C1, PLO1)</li> <li>2. Manipulates appropriately the elements and principles of art and designing produce an aesthetic artwork. (P4, PLO2)</li> <li>3. Demonstrate elements and principles of design in a project. (A3, PLO4)</li> </ol>
			<b>COMMON CORE</b>

1	DVV101 3 FUNDAMENTAL OF DRAWING	<p><b>FUNDAMENTAL OF DRAWING</b> introduces students to the basic drawing by using various techniques and mediums in drawing. Experiences will be gained from exploring and viewing the physical environment and development of the drawn image.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly of the basic drawing using a various type of tools through the aesthetic values of drawing from the previous artist artwork. (C1, PLO1)</li> <li>2. Sketch clearly using a full range of values with the various types of media by following measurements methods. (P3, PLO2)</li> <li>3. Make an aesthetic drawing by exploring various techniques according to the four themes of drawing. (P4, PLO2)</li> </ol> <p style="text-align: center;"><b>COMMON CORE</b></p>
1	DVG1012 FUNDAMENTAL OF DIGITAL PHOTOGRAPHY	<p><b>FUNDAMENTAL OF DIGITAL PHOTOGRAPHY</b> offers a basic photography with creative techniques. It includes the learning process on handling and operating camera. This course also covers the history and the development of photography from conventional to digital technology. All basic aspects in photography are covered including technical and compositional know-how skills.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the functions of photography and history development. (C1, PLO1)</li> <li>2. Explain the photography production processes from conventional towards digital era. (C2, PLO1)</li> <li>3. Perform the basic operations on handlings of camera, lighting and photo-retouching techniques.(P4, PLO2)</li> <li>4. Display high quality photos composition in various themes. (P4, PLO2)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
1	DUW1012 OCCUPATIONAL, SAFETY & HEALTH	<p><b>OCCUPATIONAL SAFETY AND HEALTH</b> course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety &amp; Health Act (OSHA). This course presents the responsibilities of employers and employees in implementing and complying with the safety procedures at</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the OSH legislation and its compliance in Malaysia. (C2, LD1)</li> <li>2. Explain briefly incident hazards, risks and safe work practices in order to maintain health and safe work environment. (C2, LD1)</li> </ol>



		<p>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><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<ol style="list-style-type: none"> <li>3. Discuss cooperatively in responding to an accident action at workplace. (C3,LD1; A2,LD4)</li> <li>4. Adhere to the safety procedures in respective fields. (A3, LD8)</li> </ol>
			<b>COMMON CORE</b>
2	DVD2013 STORYBOARDING	<p><b>STORYBOARDING</b> exposes students to basic visual storytelling concepts using film language as a primary visual communication tool. Students will visualize a story and apply visual composition techniques and skills to convey short stories in the form of thumbnails, storyboards and later shooting board where applicable.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly the functions and components of storyboard. (C4, PLO1)</li> <li>2. Apply basic skills such as sketching and drawing to enhance visual compositions of the stories. (C3, PLO2)</li> <li>3. Create a fine script breakdown to produce a good storyboarding. (P7, PLO6)</li> <li>4. Prepare a clear storyboard with good control of story flow. (A4, PLO9)</li> </ol>
			<b>COMMON CORE</b>
2	DVG2022 DIGITAL IMAGING	<p><b>DIGITAL IMAGING</b> exposes students to basic digital tools and techniques in editing and manipulating images. Students are taught the fundamental skills of scanning images, manipulating complex visuals and effects, utilizing image editing and manipulating software. Formats of output images in the form of media and medium are taught as well.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe correctly the characteristics of digital images, different file formats, hardware and software used in digital application. (C1, PLO1)</li> <li>2. Implement digital image editing and techniques creatively in creating digital art. (C3, PLO1)</li> <li>3. Manipulate creatively a composition utilizing digital tools and features in an experimental visual manipulation and effects. (P3, PLO2)</li> </ol>

			4. Create digital imaging artwork using a variety of image manipulation technique. (P7, PLO2)
			<b>DISCIPLINE CORE</b>
2	DVG2012 FUNDAMENTAL OF TYPOGRAPHY	<p><b>FUNDAMENTAL OF TYPOGRAPHY</b> introduces typefaces in visual communication. The study focuses on the principles, anatomy and manipulating creatively the typefaces for visual communication purpose. The evolution of ancient writing to printed-typefaces and the art of calligraphy are explored for further understanding to be applied for graphic design items.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Appreciate (be aware of) the development and various usage of typography in the media of graphic information communication. (A1, PLO3)</li> <li>2. Distinguish significant characteristics of the letter forms through the analysis of anatomies letters. (C4, PLO1)</li> <li>3. Manipulate letterforms and their essential characteristics to create visual information that embraced specific messages and meanings. (P4, PLO2)</li> </ol>
			<b>DISCIPLINE CORE</b>
2	DVD2022 DRAWING FOR ANIMATION	<p><b>DRAWING FOR ANIMATION</b> .emphasizes the practices of drawing figures for building up animation. The ultimate skill in this study is to record on sketches as much details that could get from close observation of various movements and position in humans and/or animals. Students are also taught to create characters and to visualize a very basic animation from their sketches in the form of flip book.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : DVV1013 FUNDAMENTAL OF DRAWING</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain specifically the types of drawing for animation. (C2, PLO1)</li> <li>2. Manipulate effectively on observation in order to construct the moving figures. (P3, PLO2)</li> <li>3. Create a nice characteristics of figures or animals through lots of observation and sketching with facial expressions, body language and styles. (P7, PLO4)</li> </ol>
			<b>DISCIPLINE CORE</b>

2	DVD2033 PRINCIPLE OF ANIMATION	<p><b>PRINCIPLE OF ANIMATION</b> introduces the concepts of animations. Students are introduced to basic principles of animation such as Squash and Stretch, Timing and Weight, Anticipation, Slow-In-Slow-Out, and Arcs. Students will explore visual communication skills, e.g. constructing visual "path of action" for visualizing natural movement on paper.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : DVV1013 FUNDAMENTAL OF DRAWING</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain clearly the concept, the history of animation and the principle of animation (C2, PLO1).</li> <li>2. Manipulate a dynamic visual path of action, frames and time in between frames to achieve realistic and appealing animistic movements. (P5, PLO2)</li> <li>3. Demonstrate appropriately the principle of animation in various movements or actions. (A3, PLO4)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
2	DVG2032 DIGITAL ILLUSTRATION	<p><b>DIGITAL ILLUSTRATION</b> covers the techniques of digital raster and vector illustration. This course also provides the skills and techniques in digital approach. The evolution of communication using digital illustration and the trends in current market are explored for further understanding.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Define the evolution of communicate and the current digital illustration trends. (C1, PLO1)</li> <li>2. Apply the skills and techniques in digital illustrations. (C3, PLO2)</li> <li>3. Design creative artwork for various purpose using digital illustration technique. (P7, PLO4)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>

3	DVV3013 FILM STUDIES	<p><b>FILM STUDIES</b> is a theoretical-based study emphasizing on the films, history and language as well as interpreting films in terms of semiotic and Mise-En-Scene elements. The principles and structure of storytelling will be introduced to prepare the students for script writing purposes as well as for the application of short story in the following semester.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Determine clearly the film history chronology, film types and film languages. (C4, PLO1)</li> <li>2. Explain in detail the elements and theories of film. (C1,PLO3)</li> <li>3. Produce a proper case study report using <i>Mise-En-Scene</i> and semiotics elements analysis. (C5,PLO4)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
3	DVV3023 EDITING & COMPOSITING	<p><b>EDITING &amp; COMPOSITING</b> course exposes students to skills of video editing. Students are given the opportunity to experiment with various techniques and methods throughout the course. Students are also encouraged to explore their own creativity during the practices of editing and compositing of graphics, audio materials, visual and audio special effects into the final outputs of video presentations.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply extensively the basic editing system, functions, processes and working methods in both linear and non-linear editing techniques. (C3, PLO1)</li> <li>2. Modify comprehensively a footage using non-linear editing techniques to generate a finalized video presentation.(A4, PLO4)</li> <li>3. Manipulate appropriately the compositing techniques to insert graphics, audio materials, special visual or audio effects for video presentation.(P4, PLO2)</li> <li>4. Create innovatively a video montage presentation by using special features, methods, techniques and utilizing editing and compositing tools.(C5, PLO1)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>

3	DVG3022 INTERACTIVE MEDIA	<p><b>INTERACTIVE MEDIA</b> emphasizes on interactivity techniques and composition. Besides providing a comprehensive explanation of the meaning and the content of multimedia, students also have the opportunity to learn methods of organizing content and designing interfaces. The products of interactive CD-ROM for variety purposes content are to be created as the students' final project.</p> <p><b>CREDIT( S ) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly the theories and concepts of interactive media currently practiced in the industry. (C1, PLO1)</li> <li>2. Interpret the methods of organizing contents and interface designs. (C2, PLO4)</li> <li>3. Manipulates effectively skills and knowledge of multimedia interactive application software. (P3, PLO2)</li> <li>4. Build a creative interactive media application. (P3, PLO2)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
3	DVD3013 2D ANIMATION	<p><b>2D ANIMATION</b> emphasizes on techniques of preparing a short digital based two-dimensional animation using popular animation software. This course allows students to create stories, which stress on the concepts of storyboarding in visual storytelling form.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE(S) :</b> <b>DVD2022 DRAWING FOR ANIMATION</b> <b>DVD2033 PRINIPLE OF ANIMATION</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Analyze in detail the characteristics of 2D animation that related with digital imaging technology. (C4,PLO1)</li> <li>2. Construct precisely the storyboard for conceptual study during pre-production. (C5,PLO1)</li> <li>3. Construct effectively 2D animation fundamental theories with production process. (P5,PLO2)</li> <li>4. Demonstrate artistically 2D animation by utilizing the features and tools which available in professional 2D animation software. (A3,PLO4)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>

3	DPB2012 ENTREPRENEURSHIP	<p><b>ENTREPRENEURSHIP</b> 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><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain clearly the concept of entrepreneurship, process and procedures involved in developing effective business plan. (C2, LD1)</li> <li>2. Work cooperatively in group to complete the assigned project based on entrepreneurial skills. (P3, LD2) (A3, LD7)</li> <li>3. Present business plan creatively using knowledge gained via group. (A2, LD3)</li> </ol> <p style="text-align: center;"><b>COMMON CORE</b></p>
4	DVV5013 EVENT MANAGEMENT	<p><b>EVENT MANAGEMENT</b> course provides students with the skill and knowledge required to succeed in the fast-paced and exciting industry of event management. Students develop a strong foundation for planning events and acquire skills and knowledge in marketing, sponsorship, event logistics, risk management, budgeting and people management. Students work in teams to plan and execute various types of events carried throughout the semester.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify various types of events in event management. (C1, PLO1)</li> <li>2. Organise at least one mini event and one major event successfully throughout the course. (P4, PLO7, PLO9)</li> <li>3. Analyse the event successfulness through conducting a thorough post-mortem. (A5, PLO4)</li> </ol> <p style="text-align: center;"><b>COMMON CORE</b></p>

4	DVD5012 DESIGN RESEARCH	<p><b>DESIGN RESEARCH</b> is a comprehensive course that involves research through design which is project-based and includes materials research and development. In order to complete the course, the students have to implement digital based project and produce a research proposal.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Propose a clear proposal while stating the project accomplishments. (C5, PLO1)</li> <li>2. Prepare a comprehensive research report on the selected title/idea of the research to gather information's about the project.(C5,PLO4)</li> <li>3. Analyze accurately the results of the collected data from the survey and research (C4,PLO4)</li> <li>4. Create a high quality concept design using either one mock up design, sketches or concept board. (P7, PLO2)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
4	DVD5024 3D CHARACTER ANIMATION	<p><b>3D CHARACTER ANIMATION</b> provides basic studies of three dimensional animations with character attributes. Studies of character construction and skeleton with kinematics coordination are especially emphasized. The application of animation principles are practised for final animation production.</p> <p><b>CREDIT(S) : 4</b> <b>PREREQUISITE(S) : DVD3013 2D ANIMATION</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly the features and processes of 3D animation production and the characteristics and essential principles of 3D character animation. (C4, PLO1)</li> <li>2. Select the appropriate technique for modeling and rendering two-legged character. (P1, PLO2)</li> <li>3. Construct the proper application of character setup and rigging for the character. (P7, PLO2)</li> <li>4. Perform the understanding of animation principles to the rigged character for final animation production. (P4, PLO4)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>

4	DVV5023 SOUND DESIGN	<p><b>SOUND DESIGN</b> allows students to explore, appreciate and discover technical aspects and aesthetic values of sound. Students are also guided to compose new and experimental sound tracks, combining various natural and synthesized sounds for various production purposes and occasions.</p> <p><b>CREDIT(S) : 3</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe appropriately the roles of sound in visual presentation and film making. (C2, PLO1)</li> <li>2. Demonstrate properly the process for Foley, audio recording and editing scenarios. (P5, PLO2)</li> <li>3. Compose creatively final sound clips for various purposes used in music, SFX, video narrations, animation and multimedia production. (P7, PLO2)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
4	DVG5013 WEB DESIGN	<p><b>WEB DESIGN</b> exposes students to the applications and processes used for developing web page. The manipulation of image, content and latest web design trend will be emphasized. User interface design principle and structuring information method are introduced for better understanding and preparation to the web design process.</p> <p><b>CREDIT(S) : 3</b> <b>PRE-REQUISITE(S):</b> <b>DVG3022 INTERACTIVE MEDIA</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe briefly the background history, applications and categories of web page. (C1, PLO1)</li> <li>2. Develop content of various web pages. (C5, PLO1)</li> <li>3. Manipulate knowledge of typography, illustrations and digital images to build the web pages. (P4, PLO2)</li> <li>4. Design a website to suit the current trend according to the needs of electronic media production industry. (P7, PLO2)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>



5	DVD6014 DIGITAL ART PROJECT	<p><b>DIGITAL ARTS PROJECT</b> is a major project that the students have to create and develop during their final semester. A cumulative knowledge of theories and practical experiences gained throughout the course, are to be applied in constructing the project. Students are given opportunities to choose and gain further experience of a specific interest within the course where a comprehensive research and critique sessions in the digital-based-project's.</p> <p><b>CREDIT(S) : 4</b>  <b>PREREQUISITE(S) :</b>  <b>DVD5012 DESIGN RESEARCH</b>  <b>DVD5024 3D CHARACTER ANIMATION</b>  <b>DVG5013 WEB DESIGN</b>  <b>DVG3022 INTERACTIVE MEDIA</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Construct systematically the idea development through Gantt chart, storyboard and sketches developments process. (C5,PLO1)</li> <li>2. Design creatively in order to achieve the conceptual design in digital art project. (P7,PLO4)</li> <li>3. Integrate the knowledge of actual process in developing the digital art project in order to produce a quality project. (A4,PLO6)</li> </ol>
<b>DISCIPLINE CORE</b>			
5	DVG6032 PORTFOLIO AND PRESENTATION TECHNIQUE	<p><b>PORTFOLIO AND PRESENTATION TECHNIQUE</b> focuses on understanding the purpose of a portfolio throughout the process of producing portfolio. The skills and techniques are taught and students are to present a comprehensive graphic designer's portfolio, thus to expose them to the preparation of job interview.</p> <p><b>CREDIT(S) : 2</b>  <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Recognize clearly the best portfolio in search of jobs for the creative field. (C2, PLO1)</li> <li>2. Organize in details a collection of documentation and artwork that reflects professional achievements. (P4, PLO2)</li> <li>3. Exhibit own comprehensive of portfolio presentation method based on the student specific area of study with an effective presentation techniques. (A5, PLO4)</li> </ol>
<b>DISCIPLINE CORE</b>			

5	DVG5042 MOTION GRAPHIC	<p><b>MOTION GRAPHIC</b> exposes students to the applications used in industry for developing motions for broadcast identification, opening titles, as well as the production of animated graphics. The manipulation of typography, illustrations and images will be emphasized following the latest trends. Students are required to produce series of motion graphics for variety purposes content as their project.</p> <p><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe briefly the background history, the applications and the basic elements for developing motion graphics. (C1,PLO1)</li> <li>2. Analyze the elements and application in developing the various contents of motion graphics. (C4,PLO4)</li> <li>3. Manipulate creatively knowledge of typography, illustrations and digital images in the production of motion graphics. (P4,PLO2)</li> <li>4. Design a motion graphics project appropriately to suit the current trend according to the needs of electronic media production industry. (C5,PLO4)</li> </ol>
<b>DISCIPLINE CORE</b>			
<b>ELECTIVE</b>			
5	DVD5032 COMIC ILLUSTRATION	<p><b>COMIC ILLUSTRATION</b> allows application of knowledge and basic skills of drawing as well as producing comic illustration. Student's creativity and their exposure to the surrounding scenario play an important role to produce an effective and a good comic storyline quality. Students are also exposed to the process of comic publishing from scriptwriting to printed publication.</p> <p><b>CREDIT(S) : 2</b> <b>PRE-REQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply appropriately the basic tools, materials and process in producing a comic illustration.(C3, PLO1)</li> <li>2. Prepare a proper story or an adaptation from other stories in publishing comic book. (C5, PLO1)</li> <li>3. Design properly digital comic using illustration software. (P7, PLO4)</li> <li>4. Organizes appropriately the comic book before sending for printing. (A4, PLO2)</li> </ol>

5	DVD5042 MUSIC APPRECIATION	<p><b>MUSIC APPRECIATION</b> exposes the students to the world of music. It provides a brief history of music, followed by types of music, perception in listening and obstacles to music appreciation elements of music such as rhythm, harmony, tone, melody as well as texture are discussed. Subsequently, the different types of orchestral instruments are classified into their make. Finally, a discussion on the appreciation of Western and Eastern music is conducted.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify correctly the musical agents, the perception and types of listening in order to comprehend the concepts of music and appreciating the music. (C4, PLO1)</li> <li>2. Analyze clearly the types of western and non-western music. (C4, PLO1)</li> <li>3. Determine specifically orchestral instruments. (C6, PLO1)</li> <li>4. Demonstrate clearly the elements of music. (P5, PLO2)</li> </ol>
5	DVD5052 PAINTING	<p><b>PAINTING</b> is a studio-based course that introduces basic oil painting. Students have the opportunity to paint their own canvas and explore the variety of techniques using oil paint. This course enables the students to implement and express their vision through painting.</p> <p><b>CREDIT(S) : 2</b> <b>PRE-REQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify correctly the characteristics and qualities of painting as a form of a fine art. (C4, PLO1)</li> <li>2. Manipulate correctly the tools, media and techniques used in painting. (P5, PLO2)</li> <li>3. Demonstrate creatively painting using different techniques of painting onto own painting styles. (A4, PLO2)</li> </ol>
5	DVG5052 VISUAL MERCHANDISING	<p><b>VISUAL MERCHANDISING</b> is designed to expose students to practise producing actual visual displays using the effective strategies in visual merchandising. It provides the basic framework in which merchandisers can plan and construct visual displays that will enhance the selling of the merchandise and ideas.</p> <p><b>CREDIT(S) : 2</b> <b>PRE-REQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Recognize the visual merchandisers' roles in the retail organization. (C1, PLO1)</li> <li>2. Identify the elements of visual merchandising. (C2, PLO1)</li> <li>3. Design creatively visual merchandising planning and design. (C5, PLO4)</li> </ol>
5	DVF3052 WARDROBE	<p><b>WARDROBE MANAGEMENT FOR SCREEN INDUSTRY</b> is a comprehensive course in training students who are pursuing their career in the screen</p>	<p>Upon completion of this course, students should be able to:</p>

		<p>industry as a wardrobe assistant consequently as a costume designer. This course will cover all the important skill and knowledge that needed to be a competent wardrobe assistant such as sourcing, maintaining and repairing costumes, performing art finishing breakdown, dressing of performers and maintaining costume continuity.</p> <p><b>CREDIT(S) : 2</b> <b>PRE-REQUISITE(S) : NONE</b></p>	<ol style="list-style-type: none"> <li>1. Describe clearly the terminology, structure, schedule, sourcing requirements and procedures practiced in the screen industry.(C2, PLO1)</li> <li>2. Maintain and repair costumes by applying the correct alteration and cleaning methods.(P3,PLO2)</li> <li>3. Carry out art finishing breakdown based on scrip using suitable art finishing techniques, tools and materials.(P3, PLO2)</li> <li>4. Dress performers and maintain costume continuity by implementing the right protocols and suitable process. (C2,P3, PLO1, PLO2)</li> </ol>
<b>INDUSTRIAL TRAINING</b>			
6	DUT40110 INDUSTRIAL TRAINING	<p><b>INDUSTRIAL TRAINING</b> 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><b>CREDIT(S) : 10</b> <b>PRE-REQUISITE(S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply related knowledge and skills at the workplace. (C3, P2)</li> <li>2. Communicate effectively with others. (A3)</li> <li>3. Practice teamwork. (A5)</li> <li>4. Professionally and ethically comply with policies, procedures and rules of the organization. (A5)</li> <li>5. Explain the tasks assigned (during the industrial training) according to the prescribed format. (P2, A4)</li> </ol>

### 6.4.3 PROGRAMME STRUCTURE (DDS)

COURSE CODE	COURSE	L	P	T	C
<b>SEMESTER 1</b>					
DUB1012	Pengajian Malaysia	1	0	2	2
DUE1012	Communicative English 1	1	0	2	2
DRB1XX0	Asas Unit Beruniform	0	2	0	0
DUW1012	Occupational, Safety & Health	2	0	0	2
DVI1012	Art History	2	0	0	2
DVD1013	Fundamental Of Art & Design	1	4	0	3
DVV1013	Fundamental Of Drawing	1	4	0	3
DVG1012	Fundamental Of Digital Photography	1	2	0	2
<b>TOTAL</b>		<b>23</b>			<b>16</b>
<b>SEMESTER 2</b>					
DUA2042	Seni Dalam Islam	1	0	2	2
DUB2012	Nilai Masyarakat Malaysia	1	0	2	2
DRB2XX1	Unit Beruniform 1	0	2	0	1
DRS2XX1	Sukan	0	2	0	1
DVD2013	Storyboarding	1	3	0	3
DVG2022	Digital Imaging	1	2	0	2
DVG2012	Fundamental Of Typography	1	2	0	2
DVD2022	Drawing For Animation	1	2	0	2
DVD2033	Principle Of Animation	1	3	0	3
DVG2032	Digital Illustration	1	2	0	2
<b>TOTAL</b>		<b>25</b>			<b>17</b>
<b>SEMESTER 3</b>					
DUE3012	Communicative English 2	1	0	2	2
DRB3XX2	Unit Beruniform 2	0	4	0	2
DRK3XX2	Kelab/Persatuan	0	4	0	2
DPB2012	Entrepreneurship	2	1	0	2
DVV3013	Film Studies	3	0	0	3
DVV3023	Editing & Compositing	1	3	0	3
DVG3022	Interactive Media	1	2	0	3
DVD3013	2D Animation	1	4	0	3
<b>TOTAL</b>		<b>25</b>			<b>17</b>
<b>SEMESTER 4</b>					
DUE5012	Communicative English 3	1	0	2	2
DVV5013	Event Management	1	4	0	3
DVD5012	Design Research	1	2	0	2
DVD5024	3D Character Animation	1	4	0	4
DVV5023	Sound Design	1	4	0	3
DVG5013	Web Design	1	4	0	3
<b>TOTAL</b>		<b>29</b>			<b>17</b>
<b>SEMESTER 5</b>					
DUA6012	Komunikasi dan Penyiaran Islam	1	0	2	2
DVD6014	Digital Art Project	1	6	0	4
DVG6032	Portfolio & Presentation Technique	1	2	0	2

COURSE CODE	COURSE	L	P	T	C
	Elective 1	1	2	0	2
	Elective 2	1	2	0	2
<b>TOTAL</b>		<b>22</b>			<b>14</b>
<b>SEMESTER 6</b>					
DUT40110	Industrial Training	0	0	0	10
<b>TOTAL</b>		<b>0</b>			<b>10</b>
<b>GRAND TOTAL</b>					<b>91</b>

\*\*\* Students can select any of the elective courses that are offered by the department. Students are required to take a minimum of four credits of elective course.

COURSE CODE	COURSE	L	P	T	C
<b>***Elective</b>					
DUA6012	Integrasi Malaysia	1	0	2	2
DVD5032	Comic Illustration	1	2	0	2
DVD5042	Music Appreciation	1	2	0	2
DVD5052	Painting	1	2	0	2
DVG5052	Visual Merchandising	1	2	0	2
DVF3052	Wardrobe Management For Screen Industry	1	2	0	2

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



Code & Course	Quiz		Test		End Of Chapter		Project		Studio/Lab Work		Portfolio		Presentation		Survey & Research		Tutorial Exercises		Case Study		Report Writing		Outdoor/Group Discussion		Workshop		Final Exam	
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	%	
DVG2032 DIGITAL ILLUSTRATION	-	-	-	-	-	-	1	30	1	30	-	-	-	-	1	20	2	20	-	-	-	-	-	-	-	-	-	-
DVV3013 FILM STUDIES	2	10	-	-	1	10	-	-	-	-	-	-	1	10	-	-	-	-	2	10	1	10	-	-	-	-	50	
DVG3022 INTERACTIVE MEDIA	1	10	-	-	-	-	1	30	2	40	-	-	-	-	1	20	-	-	-	-	-	-	-	-	-	-	-	
DVD3013 2D ANIMATION	-	-	-	-	-	-	1	30	6	60	-	-	-	-	-	-	-	-	1	10	-	-	-	-	-	-	-	
DVV3023 EDITING & COMPOSITING	1	10	1	20	-	-	1	30	3	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
DPB2012 ENTREPRENEURSHIP	2	10	1	15	-	-	1	50	-	-	-	-	1	20	-	-	-	-	1	5	-	-	-	-	-	-	-	
DVD5012 DESIGN RESEARCH Portfolio (proposal, literature review, data analysis, conclusion)	1	5	-	-	-	-	1	15	-	-	4	80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
DVD5024 3D CHARACTER ANIMATION	1	10	-	-	-	-	1	30	2	50	-	-	-	-	-	-	1	10	-	-	-	-	-	-	-	-	-	
DVV5023 SOUND DESIGN	1	10	-	-	-	-	1	30	2	40	-	-	-	-	-	-	-	-	-	-	-	-	1	20	-	-	-	

Code & Course	Quiz		Test		End Of Chapter		Project		Studio/Lab Work		Portfolio		Presentation		Survey & Research		Tutorial Exercises		Case Study		Report Writing		Outdoor/Group Discussion		Workshop		Final Exam	
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	%	
DVG5013 WEB DESIGN	1	10	-	-	-	-	1	30	3	50	-	-	-	-	1	10	-	-	-	-	-	-	-	-	-	-	-	-
DVG5042 MOTION GRAPHIC	1	10	-	-	-	-	1	30	2	50	-	-	-	-	1	10	-	-	-	-	-	-	-	-	-	-	-	-
DVD6014 DIGITAL ART PROJECT	-	-	-	-	-	-	1	70	-	-	1	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DVG6032 PORTFOLIO & PRESENTATION TECHNIQUE	-	-	-	-	-	-	1	30	1	50	-	-	-	-	1	20	-	-	-	-	-	-	-	-	-	-	-	-
DVD5032 COMIC ILLUSTRATION	2	20	-	-	-	-	1	30	2	50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DVD5042 MUSIC APPRECIATION	1	10	1	30	-	-	-	-	-	-	-	-	1	30	-	-	-	-	2	30	-	-	-	-	-	-	-	-
DVD5052 PAINTING	-	-	-	-	-	-	1	30	3	70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DVG5052 VISUAL MERCHANDISING	1	10	-	-	-	-	1	30	2	50	-	-	-	1	10	-	-	-	-	-	-	-	-	-	-	-	-	-
DVF3052 WARDROBE MANAGEMENT FOR SCREEN INDUSTRY	2	10	-	-	-	-	1	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	60	-	



Code & Course	Quiz		Test		End Of Chapter		Project		Studio/Lab Work		Portfolio		Presentation		Survey & Research		Tutorial Exercises		Case Study		Report Writing		Outdoor/Group Discussion		Workshop		Final Exam
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	%
DUW1012 OCCUPATIONAL, SAFETY & HEALTH	2	10	1	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	60	-	-	1	10	-	-	-

# FILM STUDY

DESIGN AND VISUAL COMMUNICATION DEPARTMENT

## VIDEO AND FILM STUDIES



## **6.5 DIPLOMA IN VIDEO AND FILM STUDIES (DDV)**

### **6.5.1 PROGRAMME OVERVIEW**

#### **INTRODUCTION**

**DIPLOMA IN VIDEO AND FILM STUDIES** is designed to equip students with creative knowledge and skills in video and film production of related industries such as entertainment, multimedia, infotainment and edutainment. This programme focuses on the technical application of audio and video, while stressing on the fundamental theories and language of film. Study and research in local epics/ legends and cultural heritage are emphasized to instill the keen of such elements in students' projects.

The core courses, with the basis of creative analytical thinking and design theories offer strong foundation in video and film studies. The discipline core courses facilitate students to explore, practice technical skills and to utilize digital media for audio and video production. The elective from various design disciplines provide added value in terms of knowledge, creativity and appreciation on the characteristics and values of art and design. Students are given opportunities to enhance their skills in video of short story, documentary, music video, audio video editing and compositing, or an experimental study of making video from any combination of contents and multimedia. This will give the students value added and ensure that the knowledge and skills acquired through this programme are relevant with the needs of the film industries. As the programme emphasizes self-initiated learning and hands-on competencies, graduates of this programme will be ready to take the challenges in the world of film and broadcast.

#### **SYNOPSIS**

This programme provides educational and training in video and film studies with a specific emphasis on digital technologies. The courses offered such as Fundamental of Art and Design, Fundamentals of Drawing, Art History, Audio Video Technology, Editing and Compositing, Film Studies, Introduction to Video Production, Acting Directing, Broadcast Studies, Digital Photography, Visual Studies, Digital Imaging,

Typography, Event Management, Video Production in Advertising and Drama, Script Writing and Cinematography. Video Media Project is a final semester course which provides an in-depth knowledge to develop student skills.

The knowledge and skills in computer software and production equipment's provide students to get into a broad range of careers in a variety of broadcast and film industries. In addition to the technical courses, students are also taught English for Communication, Islamic Education or Moral Education, Islamic Civilization and Co-Curriculum to enhance their competencies in soft skills.

### **JOB PROSPECT**

Graduates of this programme are qualified to hold a post in a middle position or work as freelancers for the position such as:

- Assistant film /video producer
- Line producer
- Scriptwriter
- Production Manager
- Camera operator/videographer
- Assistant cameraman
- Technical assistant
- Gaffer
- Art Director
- Audio Designer
- Video Editor

**PROGRAMME AIM (PAI)**

Graduates of diploma in engineering programmes at Polytechnics will have knowledge, skills and attitude that will allow them to make tangible contributions and meet new technical challenges. They will possess entrepreneurial skills, practise good work ethics, be able to promote good morality and behaviour, and continuously enhance their knowledge and skills. The graduates will communicate and interact responsibly and be able to contribute effectively as a team member. They will also be adaptable to new changes at the work place.

**PROGRAMME EDUCATIONAL OUTCOME (PEO)**

Diploma in Video and Film Studies shall produce graduates who are:

1. Advance professionally in visual approach to implement Video Production and make tangible contributions to meet new challenges in the creative industry.
2. Successful in communication leadership skills and organize effectively to be a self integrated responsible team member.
3. Able to practice good work manners, promote good morality and behavior and continuously enhance their knowledge and skills.
4. Prepared to embark on business and not depend on establishment to provide job.
5. Demonstrate a commitment to the community and the profession through involvement with community and/or professional organization in order to contribute towards societies for a greater good and prosperity.

## **PROGRAMME LEARNING OUTCOMES (PLO)**

Upon completion of the programme, graduates should be able to:

1. demonstrate the function of video and film production process.
2. produce videos/ films using the proper equipment and techniques following the phases of production.
3. communicate effectively and positively in teamwork/societies.
4. develop an effective critical thinking and problem solving in self-actualization.
5. appreciate towards social and environmental changes, technology, local legends and cultural heritage that would inspire the development of Video Productions.
6. improvisation life-long learning and information management skills.
7. apply the entrepreneurial and managerial skills in the development of related business in Video Productions.
8. practice professional ethics with awareness towards occupational safety and health.
9. perform effective leadership and teamwork skills.

## 6.5.2 SYNOPSIS AND COURSE LEARNING OUTCOME (DDV)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DV11012 ART HISTORY	<p><b>ART HISTORY</b> is an overview of history of art starting from the Pre-Historic age until the twentieth century. It is an intensive study of the fundamentals and vocabulary of art focusing on the historical, cultural and stylistic context. Students are to explore various art styles, techniques, media and leading artists throughout the different art movements.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain clearly the origins of the art and recognize specifically the art culture during the early civilization and medieval times. (C1, PLO1)</li> <li>2. Discuss Islamic art and eastern art throughout the history. (C2, PLO1)</li> <li>3. Describe appropriately art movement during Renaissance until the 19th century. (C2, PLO1)</li> <li>4. Analyze specifically the art movement and famous artwork during the 20th century. (C4, PLO1)</li> </ol>
			<b>DISCIPLINE CORE</b>
1	DVD1013 FUNDAMENTAL OF ART & DESIGN	<p><b>FUNDAMENTAL OF ART &amp; DESIGN</b> introduces the basics elements and principles of art and design. The elements and principles used in visual communications and designs determine the styles and trends that form the essences of all aspects in design application. These introduce students to a wide range of artistic and design techniques.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the purpose and terminology of art and design. (C1, PLO1)</li> <li>2. Manipulates appropriately the elements and principles of art and designing produce an aesthetic artwork. (P4, PLO2)</li> <li>3. Demonstrate elements and principles of design in a project. (A3, PLO4)</li> </ol>
			<b>DISCIPLINE CORE</b>
1	DVV1013 FUNDAMENTALS OF DRAWING	<p><b>FUNDAMENTALS OF DRAWING</b> introduces students to the basic drawing by using various techniques and mediums in drawing. Experiences will be gained from exploring and viewing the physical</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly of the basic drawing using a various type of tools through the aesthetic values of drawing from the previous artist artwork. (C1, PLO1)</li> </ol>

		<p>environment and development of the drawn image.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE (S) : NONE</b></p>	<ol style="list-style-type: none"> <li>2. Sketch clearly using a full range of values with the various types of media by following measurements methods. (P3, PLO2)</li> <li>3. Make an aesthetic drawing by exploring various techniques according to the four themes of drawing. (P4, PLO2)</li> </ol>
<b>DISCIPLINE CORE</b>			
1	DVG1012 FUNDAMENTAL OF DIGITAL PHOTOGRAPHY	<p><b>FUNDAMENTAL OF DIGITAL PHOTOGRAPHY</b> offers a basic photography with creative techniques. It includes the learning process on handling and operating camera. This course also covers the history and the development of photography from conventional to digital technology. All basic aspects in photography are covered including technical and compositional know-how skills.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the functions of photography and history development. (C1, PLO1)</li> <li>2. Explain the photography production processes from conventional towards digital era. (C2, PLO1)</li> <li>3. Perform the basic operations on handlings of camera, lighting and photo-retouching techniques. (P4, PLO2)</li> <li>4. Display high quality photos composition in various themes. (P4, PLO2)</li> </ol>
<b>DISCIPLINE CORE</b>			
1	DVV1022 SCRIPTWRITING	<p><b>SCRIPTWRITING</b> introduces students to the fundamentals of developing and writing scripts for film and television. The course emphasizes on theme, story, plot, dialogue, character arc, dramatic structure, script format, and the process of developing and writing a script.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly fundamental, types and process of scriptwriting. (C4, PLO1)</li> <li>2. Prepare accurately the basic concepts and techniques of scriptwriting. (C5, PLO2)</li> <li>3. Constructs creatively a sense of storytelling, through cinematic techniques stand as an original scriptwriting for television and film. (P5, PLO2)</li> </ol>
<b>DISCIPLINE CORE</b>			



2	DPB2012 ENTREPRENEURSHIP	<p><b>ENTREPRENEURSHIP</b> 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><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain clearly the concept of entrepreneurship, process and procedures involved in developing effective business plan. (C2, LD1)</li> <li>2. Work cooperatively in group to complete the assigned project based on entrepreneurial skills. (P3, LD2) (A3, LD7)</li> <li>3. Present business plan creatively using knowledge gained via group. (A2, LD3)</li> </ol>
<b>COMMON CORE</b>			
2	DVG2022 DIGITAL IMAGING	<p><b>DIGITAL IMAGING</b> exposes students to basic digital tools and techniques in editing and manipulating images. Students are taught the fundamental skills of scanning images, manipulating complex visuals and effects, utilizing image editing and manipulating software. Formats of output images in the form of media and medium are taught as well.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe correctly the characteristics of digital images, different file formats, hardware and software used in digital application. (C1, PLO1)</li> <li>2. Implement digital image editing and techniques creatively in creating digital art. (C3, PLO1)</li> <li>3. Manipulate creatively a composition utilizing digital tools and features in an experimental visual manipulation and effects. (P3, PLO2)</li> <li>4. Create digital imaging artwork using a variety of image manipulation technique. (P7, PLO2)</li> </ol>
<b>DISCIPLINE CORE</b>			
2	DVD2013 STORYBOARDING	<p><b>STORYBOARDING</b> exposes students to basic visual storytelling concepts using film language as a primary visual communication tool. Students will visualize a story and apply visual composition techniques and skills to convey short stories in the form of thumbnails, storyboards and later shooting board where applicable.</p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify clearly the functions and components of storyboard. (C4, PLO1)</li> <li>2. Apply basic skills such as sketching and drawing to enhance visual compositions of the stories.</li> </ol>

		<p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) : NONE</b></p>	<p>(C3, PLO2)</p> <ol style="list-style-type: none"> <li>3. Create a fine script breakdown to produce a good storyboarding. (P7, PLO6)</li> <li>4. Prepare a clear storyboard with good control of story flow. (A4, PLO9)</li> </ol>
			<b>COMMON CORE</b>
2	DVV2013 AUDIO VIDEO TECHNOLOGY	<p><b>AUDIO VIDEO TECHNOLOGY</b> introduces basic concepts and theories of audio-video (AV) system besides providing a brief exposure to its technologies and developments in the video and film industry. The studies also expose students to hands on the latest AV equipment and related devices. Upon completion, students are given opportunities to demonstrate and apply acquired knowledge and skills in configuring setup system for AV production.</p> <p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain specifically the concepts and theories of AV system. (C2, PLO1)</li> <li>2. Organize professionally the operation of input, control, and output devices in AV system. (P3, PLO2)</li> <li>3. Perform effectively in integration of AV and lighting system in video and film production. (P4, PLO2)</li> </ol>
			<b>DISCIPLINE CORE</b>
2	DVV2023 CINEMATOGRAPHY	<p><b>CINEMATOGRAPHY</b> course exposes students to the setup of lighting and camera when recording photographic images for the use of video or film. It is closely related to the art of still photography. This subject aims to introduce the learners to the basic principles and practice of video production from concept development, to do planning, selection and resolution. By developing the learner's critical appreciation of film or video, they develop an awareness of film/video languages, terminologies and processes. By practically applying this knowledge to the development and realization of a concept, learners are hope to learn the production of a shot sequence in a structured and supportive manner.</p> <p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) :</b>  <b>DVG1012 FUNDAMENTAL OF DIGITAL PHOTOGRAPHY</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply appropriately the functions and basic terminologies of cinematography including the early stages of knowledge in elements, concepts and techniques. (C3, PLO1).</li> <li>2. Organize professionally the camera components and handling processes. (A3, PLO2)</li> <li>3. Operationalize correctly the basic lighting techniques and equipment in cinematography. (C3, PLO2)</li> <li>4. Manipulates in accurate manner the various techniques of handling tools in cinematography. (P4,PLO2)</li> </ol>
			<b>DISCIPLINE CORE</b>

2	DVV2032 INTRODUCTION TO VIDEO PRODUCTION	<p><b>INTRODUCTION TO VIDEO PRODUCTION</b> is designed for students with no experience or limited experience in the production field. It introduces the basic process of video production and exposed students with general knowledge of elementary aspects of production management by applying the fundamentals of planning workflow and preparing the related documentation for video making. This exposure is to be served as a foundation for the students to overcome the challenging and intermediate courses related to the video production field.</p> <p><b>CREDIT (S) : 2</b>  <b>PREREQUISITE (S) :</b>  <b>DVV1022 SCRIPT WRITING</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain clearly in general the production process and role of crews. (C2, PLO1)</li> <li>2. Organize effectively the needs of related documents for concept development and management process. (P3, PLO2)</li> <li>3. Constructs competently technical knowledge and proficiency in planning workflow during the implementation of production management. (P5, PLO2)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
3	DVV3013 FILM STUDIES	<p><b>FILM STUDIES</b> is a theoretical-based study emphasizing on the films, history and language as well as interpreting films in terms of semiotic and <i>Mise-En-Scene</i> elements. The principles and structure of storytelling will be introduced to prepare the students for script writing purposes as well as for the application of short story in the following semester.</p> <p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Determine clearly the film history chronology, film types and film languages. (C4, PLO1)</li> <li>2. Explain in detail the elements and theories of film. (C1,PLO3)</li> <li>3. Produce a proper case study report using Mise-En-Scene and semiotics elements analysis. (C5,PLO4)</li> </ol> <p style="text-align: center;"><b>DISCIPLINE CORE</b></p>
3	DVV3023 EDITING & COMPOSITING	<p><b>EDITING &amp; COMPOSITING</b> course exposes students to skills of video editing. Students are given the opportunity to experiment with various techniques and methods throughout the course. Students are also encouraged to explore their own creativity during the practices of editing and compositing of graphics, audio materials, visual and audio</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply extensively the basic editing system, functions, processes and working methods in both linear and non-linear editing techniques. (C3, PLO1)</li> <li>2. Modify comprehensively a footage using non-linear editing techniques to generate a finalized video presentation.(A4, PLO4)</li> </ol>

		<p>special effects into the final outputs of video presentations.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE (S) :</b></p>	<ol style="list-style-type: none"> <li>3. Manipulate appropriately the compositing techniques to insert graphics, audio materials, special visual or audio effects for video presentation.(P4, PLO2)</li> <li>4. Create innovatively a video montage presentation by using special features, methods, techniques and utilizing editing and compositing tools.(C5, PLO1)</li> </ol>
<b>DISCIPLINE CORE</b>			
3	DVV3033 VIDEO PRODUCTION IN ADVERTISING	<p><b>VIDEO PRODUCTION IN ADVERTISING</b> is a study in producing creative advertisements for electronic media. The essential components of this subject focus on process of making advertisements and the important elements required to produce high quality advertisements as demanded by the current media industry.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE (S) :</b> <b>DVV2032 INTRODUCTION TO VIDEO PRODUCTION</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify basically the types of advertising in electronic media. (C1, PLO1)</li> <li>2. Design creatively an advertisement using creative thinking techniques. (P7, PLO2)</li> <li>3. Demonstrate correctly the production process for broadcast advertising. (P5, PLO2)</li> <li>4. Perform correctly the skills and techniques with the right ethics and regulations to produce a brief advertisement in a team. (A2, PLO9)</li> </ol>
<b>DISCIPLINE CORE</b>			
3	DVV3043 ACTING & DIRECTING	<p><b>ACTING AND DIRECTING</b> exposes students to the elements and expressions of acting and the relationship between acting and directing. Both creative arts directing and classical acting-directing approaches are emphasized. Upon completion, short play will be performed on stage in groups.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain briefly the history and physical of acting. (C2, PLO1)</li> <li>2. Differentiate accurately the elements of “in person” acting. (C4, PLO4)</li> <li>3. React creatively the elements of “in styles” acting. (P2, PLO2)</li> <li>4. Organize artistically a short play among the groups using the acting and directing skills. (P4, PLO2)</li> </ol>
<b>DISCIPLINE CORE</b>			
4	DUT40110 INDUSTRIAL TRAINING	<p><b>INDUSTRIAL TRAINING</b> exposes students to related workplace competencies demanded by industries. This course provides</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply related knowledge and skills at the workplace. (C3, P2)</li> </ol>

		<p>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><b>CREDIT (S) : 10</b> <b>PREREQUISITE (S) :</b></p>	<ol style="list-style-type: none"> <li>2. Communicate effectively with others. (A3)</li> <li>3. Practice teamwork. (A5)</li> <li>4. Professionally and ethically comply with policies, procedures and rules of the organization. (A5)</li> <li>5. Explain the tasks assigned (during the industrial training) according to the prescribed format. (P2, A4)</li> </ol>
			<b>COMPULSORY</b>
5	DVV 5013 EVENT MANAGEMENT	<p><b>EVENT MANAGEMENT</b> course provides students with the skill and knowledge required to succeed in the fast-paced and exciting industry of event management. Students develop a strong foundation for planning events and acquire skills and knowledge in marketing, sponsorship, event logistics, risk management, budgeting and people management. Students work in teams to plan and execute various types of events carried throughout the semester.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify various types of events in event management. (C1, PLO1)</li> <li>2. Organise at least one mini event and one major event successfully throughout the course. (P4, PLO7, PLO9)</li> <li>3. Analyse the event successfulness through conducting a thorough post-mortem. (A5, PLO4)</li> </ol>
			<b>COMMON CORE</b>
5	DVV5023 SOUND DESIGN	<p><b>SOUND DESIGN</b> allows students to explore, appreciate and discover technical aspects and aesthetic values of sound. Students are also guided to compose new and experimental sound tracks, combining various natural and synthesized sounds for various production purposes and occasions.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE( S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe appropriately the roles of sound in visual presentation and film making. (C2, PLO1)</li> <li>2. Demonstrate properly the process for foley, audio recording and editing scenarios. (P5, PLO2)</li> <li>3. Compose creatively final sound clips for various purposes used in music, SFX, video narrations, animation and multimedia production. (P7, PLO2)</li> </ol>
			<b>DISCIPLINE CORE</b>
5	DVV503 3 VIDEO PRODUCTION	<p><b>VIDEO PRODUCTION IN DRAMA</b> is an extended study of DVV2032 Introduction To Video Production and</p>	<p>Upon completion of this course, students should be able to:</p>

		<p>DVV3033 Video Production In Advertising. The study starts with the development of storyline until an end product of 10 to 15 minutes of Short Story Video Production, which is required to be crafted in am. Knowledge and skills that have been mastered in previous core course. This course also as a preparation to produce their final project.</p> <p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) :</b>  <b>DVV3033 VIDEO PRODUCTION IN ADVERTISING</b></p>	<ol style="list-style-type: none"> <li>1. Practice proficiently the management skill and the basic of production process. (C3, PLO1)</li> <li>2. Adapt competently all the essential production skills and techniques while presenting a video of short story at the end of the semester. (P6, PLO2)</li> <li>3. Arranges suitably special effects production outcomes using digital motion graphic software. (P7, PLO2)</li> </ol>
			<b>DISCIPLINE CORE</b>
5	DVV5043 PRODUCTION DESIGN	<p><b>PRODUCTION DESIGN</b> introduces basic concepts and theories of creativity and skill in art/craft works in motion picture, production, theater and show performances. Production Design is a group of creative work for design and application including of Sets, Stage, Props, Costume, Make-up, Special EFX, and Set-Lighting. It's provides a basic skill needed for each specialized task. Some of the skill may require technical and craftsmanship.</p> <p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) : DVD1013 FUNDAMENTAL OF ART &amp; DESIGN</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply correctly the process of developing theme &amp; concepts for every design and production purposes. (C3, PLO1)</li> <li>2. Construct creatively the artworks that show the relationship of set-design, stage-design, props-design &amp; lighting-design. (P4, PLO2)</li> <li>3. Demonstrate clearly the relationship between costume design and make-up design. (P5, PLO4)</li> </ol>
			<b>DISCIPLINE CORE</b>
6	DVV 6013 BROADCAST STUDIES	<p><b>BROADCAST STUDIES</b> introduce students to the world of TV and radio broadcasting. It also exposes them to hands-on practice on the basic broadcast system and functions. The art of hosting and doing voice-overs will be introduced in various situations. The studies include principles of journalism, broadcasting, presentation techniques, communication skills and style and the application of multiple equipment. As an evaluation, the students will produce an internal live broadcast show or event.</p> <p><b>CREDIT (S) : 3</b>  <b>PREREQUISITE (S) :</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Clarify accurately the basic types, presentation techniques and hosting skills of broadcasting (Radio, TV and Internet). (A2, PLO8)</li> <li>2. Practice effectively the broadcasting journalism from the aspect of procedures, workload, content of news and writing style. (P4, PLO2)</li> <li>3. Identify clearly the technology of electronic medium and regulations involved in broadcasting area. (C4, PLO1)</li> <li>4. Demonstrate professionally the Multiple Camera Productions (MCP) for live broadcasting. (P5, PLO2)</li> </ol>

			DISCIPLINE CORE
6	DVV6024 VIDEO MEDIA PROJECT	<p>VIDEO MEDIA PROJECT is the major final project where students of Diploma in Digital Media (Video &amp; Film Studies) have to create and develop during their final semester. This project involves implementation of knowledge, related techniques and skills that have been mastered throughout their studies. Students are allowed to choose their own team members. They have to choose their project from categories of short video production. This is to be produced within a real setup which involve crews of the production in a cooperative manner.</p> <p><b>CREDIT (S) : 4</b>  <b>PREREQUISITE (S) :</b>  <b>DVV5033 VIDEO PRODUCTION IN DRAMA</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Rearrange all project development process in line with the presentation format properly. (P6, PLO2)</li> <li>2. Produce a short video according to the three production phase creatively. (C5, PLO1)</li> <li>3. Prepare the documents of production development completely. (A4, PLO3)</li> </ol>
			DISCIPLINE CORE
6	DVG6032 PORTFOLIO AND PRESENTATION TECHNIQUE	<p><b>PORTFOLIO AND PRESENTATION TECHNIQUE</b> focuses on understanding the purpose of a portfolio throughout the process of producing portfolio. The skills and techniques are taught and students are to present a comprehensive graphic designer's portfolio, thus to expose them to the preparation of job interview.</p> <p><b>CREDIT (S) : 2</b>  <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Recognize clearly the best portfolio in search of jobs for the creative field. (C2, PLO1)</li> <li>2. Organize in details a collection of documentation and artwork that reflects professional achievements. (P4, PLO2)</li> <li>3. Exhibit own comprehensive of portfolio presentation method based on the student specific area of study with an effective presentation techniques. (A5, PLO4)</li> </ol>
			DISCIPLINE CORE

ELECTIVE			
5/6	DVD5032 COMIC ILLUSTRATION	<p><b>COMIC ILLUSTRATION</b> allows application of knowledge and basic skills of drawing as well as producing comic illustration. Student's creativity and their exposure to the surrounding scenario play an important role to produce an effective and a good comic storyline quality. Students are also exposed to the process of comic publishing from scriptwriting to printed publication.</p> <p><b>CREDIT(S) : 2</b> <b>PRE-REQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Apply appropriately the basic tools, materials and process in producing a comic illustration. (C3, PLO1)</li> <li>2. Prepare a proper story or an adaptation from other stories in publishing comic book. (C5, PLO1)</li> <li>3. Design properly digital comic using illustration software. (P7, PLO4)</li> <li>4. Organizes appropriately the comic book before sending for printing. (A4, PLO2)</li> </ol>
5/6	DVG5042 MOTION GRAPHIC	<p><b>MOTION GRAPHIC</b> exposes students to the applications used in industry for developing motions for broadcast identification, opening titles, as well as the production of animated graphics. The manipulation of typography, illustrations and images will be emphasized following the latest trends. Students are required to produce series of motion graphics for variety purposes content as their project.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe briefly the background history, the applications and the basic elements for developing motion graphics. (C1, PLO1)</li> <li>2. Analyze the elements and application in developing the various contents of motion graphics. (C4, PLO4)</li> <li>3. Manipulate creatively knowledge of typography, illustrations and digital images in the production of motion graphics. (P4, PLO2)</li> <li>4. Design a motion graphics project appropriately to suit the current trend according to the needs of electronic media production industry. (C5, PLO4)</li> </ol>



ELECTIVE			
5/6	DVD5042 MUSIC APPRECIATION	<p><b>MUSIC APPRECIATION</b> exposes the students to the world of music. It provides a brief history of music, followed by types of music, perception in listening and obstacles to music appreciation elements of music such as rhythm, harmony, tone, melody as well as texture are discussed. Subsequently, the different types of orchestral instruments are classified into their make. Finally, a discussion on the appreciation of Western and Eastern music is conducted.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify correctly the musical agents, the perception and types of listening in order to comprehend the concepts of music and appreciating the music. (C4, PLO1)</li> <li>2. Analyze clearly the types of western and non-western music. (C4, PLO1)</li> <li>3. Determine specifically orchestral instruments. (C6, PLO1)</li> <li>4. Demonstrate clearly the elements of music. (P5, PLO2)</li> </ol>
5/6	DVD5052 PAINTING	<p><b>PAINTING</b> is a studio-based course that introduces basic oil painting. Students have the opportunity to paint their own canvas and explore the variety of techniques using oil paint. This course enables the students to implement and express their vision through painting.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify correctly the characteristics and qualities of painting as a form of a fine art. (C4, PLO1)</li> <li>2. Manipulate correctly the tools, media and techniques used in painting. (P5, PLO2)</li> <li>3. Demonstrate creatively painting using different techniques of painting onto own painting styles. (A4, PLO2)</li> </ol>
5/6	DVD5012 DESIGN RESEARCH	<p><b>DESIGN RESEARCH</b> is a comprehensive course that involves research through design which is project-based and includes materials research and development. In order to complete the course, the students have to implement digital based project and produce a research proposal.</p> <p><b>CREDIT (S) : 2</b> <b>PREREQUISITE (S) : NONE</b></p>	<p>Upon completion of this course students should be able to:</p> <ol style="list-style-type: none"> <li>1. Propose a clear proposal while stating the project accomplishments. (C5, PLO1)</li> <li>2. Prepare a comprehensive research report on the selected title/idea of the research to gather information's about the project. (C5, PLO4)</li> <li>3. Analyze accurately the results of the collected data from the survey and research. (C4, PLO4)</li> <li>4. Create a high quality concept design using either one mock up design, sketches or concept board. (P7, PLO2)</li> </ol>

### 6.5.3 PROGRAMME STRUCTURE (DDV)

COURSE CODE	COURSE	L	P	T	C
<b>SEMESTER 1</b>					
DUB1012	Pengajian Malaysia	1	0	2	2
DUE 1012	Communicative English 1	1	0	2	2
DRB1XX0	Asas Unit Beruniform	0	2	0	0
DVI1012	Art History	2	0	0	2
DUW1012	Occupational, Safety & Health	2	0	0	2
DVD1013	Fundamental of Art & Design	1	4	0	3
DVV1013	Fundamental of Drawing	1	4	0	3
DVG1012	Fundamental of Digital Photography	1	2	0	2
DVV1022	Script Writing	1	2	0	2
<b>TOTAL</b>		<b>10</b>	<b>12</b>	<b>4</b>	<b>18</b>
<b>SEMESTER 2</b>					
DUA2042	Seni Dalam Islam*	1	0	2	2
DUB2012	Nilai Masyarakat Malaysia**				
DRB2XX1	Unit Beruniform1	0	2	0	1
DRS2XX1	Sukan	0	2	0	1
DPB2012	Entrepreneurship	2	1	0	2
DVG2022	Digital Imaging	1	2	0	2
DVD2013	Storyboarding	1	4	0	3
DVV2013	Audio Video Technology	2	2	0	3
DVV2023	Cinematography	1	4	0	3
DVV2032	Introduction To Video Production	1	2	0	2
<b>TOTAL</b>		<b>9</b>	<b>17</b>	<b>2</b>	<b>18</b>
<b>SEMESTER 3</b>					
DUE3012	Communicative English 2	1	0	2	2
DRB3XX2	Unit Beruniform2	0	4	0	2
DRK3XX2	Kelab/Persatuan	0	4	0	2
DVV3013	Film Studies	3	0	0	3
DVV3023	Editing & Compositing	1	3	0	3
DVV3033	Video Production In Advertising	1	4	0	3
DVV3043	Acting & Directing	1	4	0	3

COURSE CODE	COURSE	L	P	T	C
<b>TOTAL</b>		<b>7</b>	<b>15</b>	<b>2</b>	<b>16</b>
<b>SEMESTER 4</b>					
DUE5012	Communicative English 3	1	0	2	2
DVV5013	Event Management	1	4	0	3
DVV5023	Sound Design	1	4	0	3
DVV5033	Video Production In Drama	1	4	0	3
DVV5043	Production Design	1	4	0	3
***Elective 1		1	2	0	2
<b>TOTAL</b>		<b>6</b>	<b>18</b>	<b>2</b>	<b>16</b>
<b>SEMESTER 5</b>					
DUA6022	Komunikasi dan Penyiaran Islam	1	0	2	2
DVV6013	Broadcast Studies	1	4	0	3
DVV6024	Video Media Project	1	6	0	4
DVG6032	Portfolio & Presentation Techniques	1	2	0	2
***Elective 2		1	2	0	2
<b>TOTAL</b>		<b>5</b>	<b>14</b>	<b>2</b>	<b>13</b>
<b>SEMESTER 6</b>					
DUT 40110	Industrial Training	<b>10</b>			
<b>GRAND TOTAL</b>					<b>91</b>

\*\*\* Students can select any of the elective courses that are offered by the department. Students are required to take a minimum of four credits of elective course.

COURSE CODE	COURSE	L	P	T	C
<b>***Elective</b>					
DVD5032	Comic Illustration	1	2	0	2
DVG5042	Motion Graphic	1	2	0	2
DVD5042	Music Appreciation	1	2	0	2
DVD5052	Painting	1	2	0	2
DUA6012	Integrasi Malaysia	1	0	2	2
DVD5012	Design Research	1	2	0	2

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

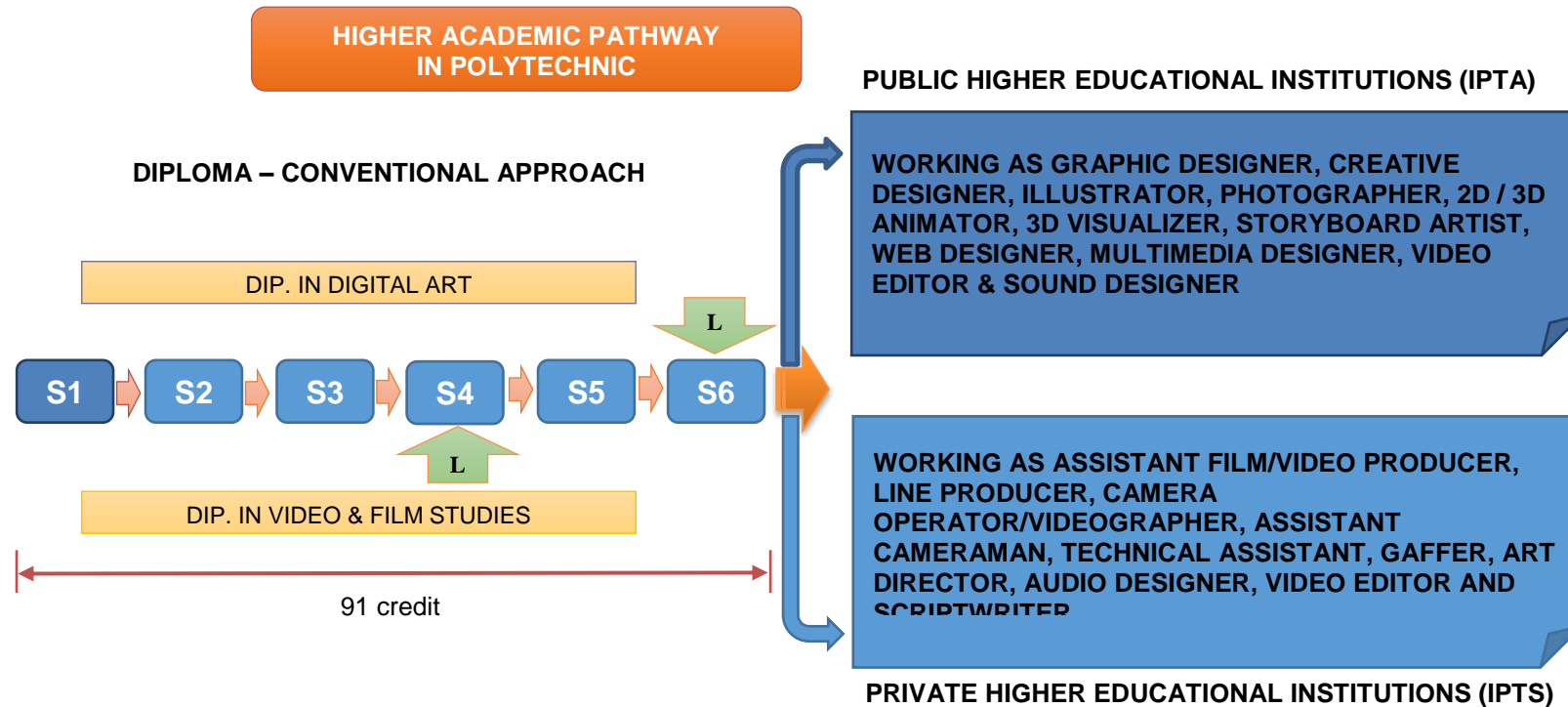




## 6.6 LAB FACILITIES IN DESIGN & VISUAL COMMUNICATION DEPARTMENT






Name	Quantity	Lab Supervisor
Studio Lukisan 1 ( <i>Art Studio 1</i> )	1	En. Ahmad Fakhruddin b. Kamaruddin
Studio Lukisan 2 ( <i>Art Studio 2</i> )	1	En. Ahmad Fakhruddin b. Kamaruddin
Studio Lukisan 3 ( <i>Art Studio 3</i> )	1	Pn. Haizatul Akma bt. Hazali
Studio Lukisan 4 ( <i>Art Studio 4</i> )	1	Pn. Haizatul Akma bt. Hazali
Studio Lukisan 5 ( <i>Art Studio 5</i> )	1	En. Mohd Rizal bin Hussain
Studio Lukisan 6 ( <i>Art Studio 6</i> )	1	Pn. Nor Radhiah bt. Borhan
Studio Lukisan 7 ( <i>Art Studio 7</i> )	1	Pn. Nor Radhiah bt. Borhan
Galeri ( <i>Gallery</i> )	1	Pn. Rafidah bt. Ja'afar
Bilik Persembahan ( <i>Presentation Room</i> )	1	Pn. Nor Shazana bt. Abdul Rashid
<i>Sculpture</i>	1	En. Mohd. Tarmizi bin Ab. Rahman
<i>Studio Production</i>	1	En. Mohd Fairuz b. Othman
<i>Audio Editing Lab</i>	1	Pn. Juniza bt. Zamri
<i>Video Editing Lab</i>	1	Pn. Nor Azlina bt. Md.Nor
<i>Graphic Design Lab</i>	1	Pn. Izyan bt. Mahmud
<i>Interactive Multimedia Lab</i>	1	Cik Siti Izani bt. Idris
<i>2D Animation Lab</i>	1	En. Mohd Syakir b. Abu Bakar
<i>3D Animation Lab</i>	1	Pn. Rosmarwati bt. Abdul Rahman
<i>Final Cut Theater</i>	1	Pn. Rohayu bt. Zulkapli
<i>Amphitheater - INTERNAL</i>	1	Pn. Zaihasrina bt. Zahari
<i>Amphitheater - EXTERNAL</i>	1	Pn. Zaihasrina bt. Zahari
<i>A.V Workshop</i>	1	En. Mohd Fairuz b. Othman
Bilik Sumber Peralatan ( <i>Resource Center</i> )	1	En. Mohamad Hairi b. Othman
		Pn. Haslinda bt. Zulkifli
Bilik Pensyarah ( <i>Lecturer's Room</i> )	1	Pn. Nur Afifah bt. Mohd

## 6.7 HIGHER ACADEMIC PATHWAY



## Suggestion of Degree Programmes

	<ul style="list-style-type: none"> <li>• Bachelor in Creative Technology (Hons) Animation and Screen Technology</li> <li>• Bachelor in Art and Design (Hons.) (Graphic Design and Digital Media)</li> <li>• Bachelor in Art and Design (Hons.) (Graphic Design and Digital Media)</li> <li>• Bachelor in Art and Design (Hons.) (Photography and Creative Imaging)</li> <li>• Bachelor of Education (Hons.) in Art and Design</li> <li>• Bachelor of Creative Technology (Screen)</li> </ul>	<p>Universiti Teknologi MARA (UiTM) 40450 Shah Alam, Selangor Darul Ehsan, Malaysia</p> <p>Phone : + 603-55442000 Web : <a href="http://www.uitm.edu.my">http://www.uitm.edu.my</a></p>
	<ul style="list-style-type: none"> <li>• Bachelor of Multimedia (Hons.) (Animation and Visual Effects)</li> </ul>	<p>Multimedia University (MMU) Cyberjaya, Jalan Multimedia, 63000 Cyberjaya, Selangor, Malaysia</p> <p>Phone: +60 1-300-80-0668 Web: <a href="https://www.mmu.edu.my">https://www.mmu.edu.my</a></p>
	<ul style="list-style-type: none"> <li>• Bachelor of Creative Industry Management (Animation Production)</li> <li>• Bachelor of Creative Industry Management (Interactive Media Production)</li> <li>• Bachelor of Industry Creative with Honours (Management)</li> </ul>	<p>Universiti Utara Malaysia (UUM) 06010 UUM Sintok, Kedah Darul Aman, Malaysia.</p> <p>Phone : +604-928 4000 Fax : +604-928 3053 Web : <a href="http://www.uum.edu.my/">http://www.uum.edu.my/</a></p>
	<ul style="list-style-type: none"> <li>• Bachelor of Applied Arts with Honours (Design Technology) specialising in Animation</li> <li>• Bachelor of Applied Arts with Honours (Design Technology) specializing in Graphic Design</li> <li>• Bachelor of Applied Arts with Honours (Cinematography)</li> <li>• Bachelor of Applied Arts with Honours (Drama and Theatre)</li> </ul>	<p>Universiti Malaysia Sarawak (UNIMAS) 94300 Kota Samarahan, Sarawak. Malaysia.</p> <p>Phone: +60 82581000/+60 82581388 Fax: +60 82 665 Web : <a href="http://www.unimas.my/">http://www.unimas.my/</a></p>
	<ul style="list-style-type: none"> <li>• Bachelor of Design (Animation) with Honours</li> </ul>	<p>Universiti Pendidikan Sultan Idris (UPSI) 35900 Tanjong Malim, Perak Darul Ridzuan Malaysia</p> <p>Phone : +605 4506000 Fax : +05 4582776 Web: <a href="http://www.upsi.edu.my">www.upsi.edu.my</a></p>
	<ul style="list-style-type: none"> <li>• Bachelor of Multimedia Technology (Hons) in Computer Animation</li> </ul>	<p>Universiti Kuala Lumpur (UniKL) Address: 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia</p> <p>Phone: +60 3-2175 4000 Web : <a href="http://www.unikl.edu.my/">http://www.unikl.edu.my/</a></p>

 <ul style="list-style-type: none"> <li>• Bachelor of Arts (Hons) Digital Animation</li> <li>• Bachelor of Arts (Hons) Graphic Design and Multimedia</li> <li>•</li> </ul>	<p>Universiti Tunku Abdul Rahman (UTAR) Address: Jalan Universiti Bandar Barat, 31900, Kampar, Perak, 31900, Malaysia</p> <p>Phone: +60 5-468 8888 Web : <a href="http://www.utar.edu.my">www.utar.edu.my</a></p>
 <ul style="list-style-type: none"> <li>• Bachelor of Performing Art – Drama</li> <li>• Bachelor of Performing Art – Music</li> </ul>	<p>University of Malaya, 50603 Kuala Lumpur, MALAYSIA</p> <p>Tel : +603-7967 7022/3273 Fax : +603-7956 0027 Email : <a href="mailto:icr@um.edu.my">icr@um.edu.my</a> Web : <a href="http://www.um.edu.my">http://www.um.edu.my</a></p>
 <ul style="list-style-type: none"> <li>• Bachelor of Arts (Creative Arts) with Honours</li> <li>• Bachelor of Visual Arts Technology with Honours</li> </ul>	<p>Universiti Malaysia Sabah (UMS), Jalan UMS, 88400, Kota Kinabalu, Sabah, Malaysia.</p> <p>Telefon : (+6088) 320000 atau 320474, Faks : (+6088) 320223 Web : <a href="http://www.ums.edu.my">http://www.ums.edu.my</a></p>
 <ul style="list-style-type: none"> <li>• Bachelor of Arts (Hons) Graphic Communication Design</li> <li>• Bachelor of Drama and Theatre</li> <li>• Bachelor of Broadcast and Film</li> </ul>	<p>Universiti Sains Malaysia, 11800 USM Pulau Pinang Malaysia</p> <p>Telefon : +604-653 3888 Faks : +604-658 9666 Web : <a href="http://www.usm.my/">http://www.usm.my/</a></p>
 <ul style="list-style-type: none"> <li>• Bachelor of Creative Technology (Animation and Ludology) with Honours</li> <li>• Bachelor of Creative Technology (Digital Media) with Honours</li> <li>• Bachelor of Creative Technology (Communication Design) with Honours</li> </ul>	<p>Universiti Malaysia Kelantan, Karung Berkunci 36, Jalan Pengkalan Chepa, 16100 Kota Bharu, Kelantan, Malaysia</p> <p>Telefon : +609-7717000 Faks : +609-7717022 Web : <a href="http://www.umk.edu.my">http://www.umk.edu.my</a></p>



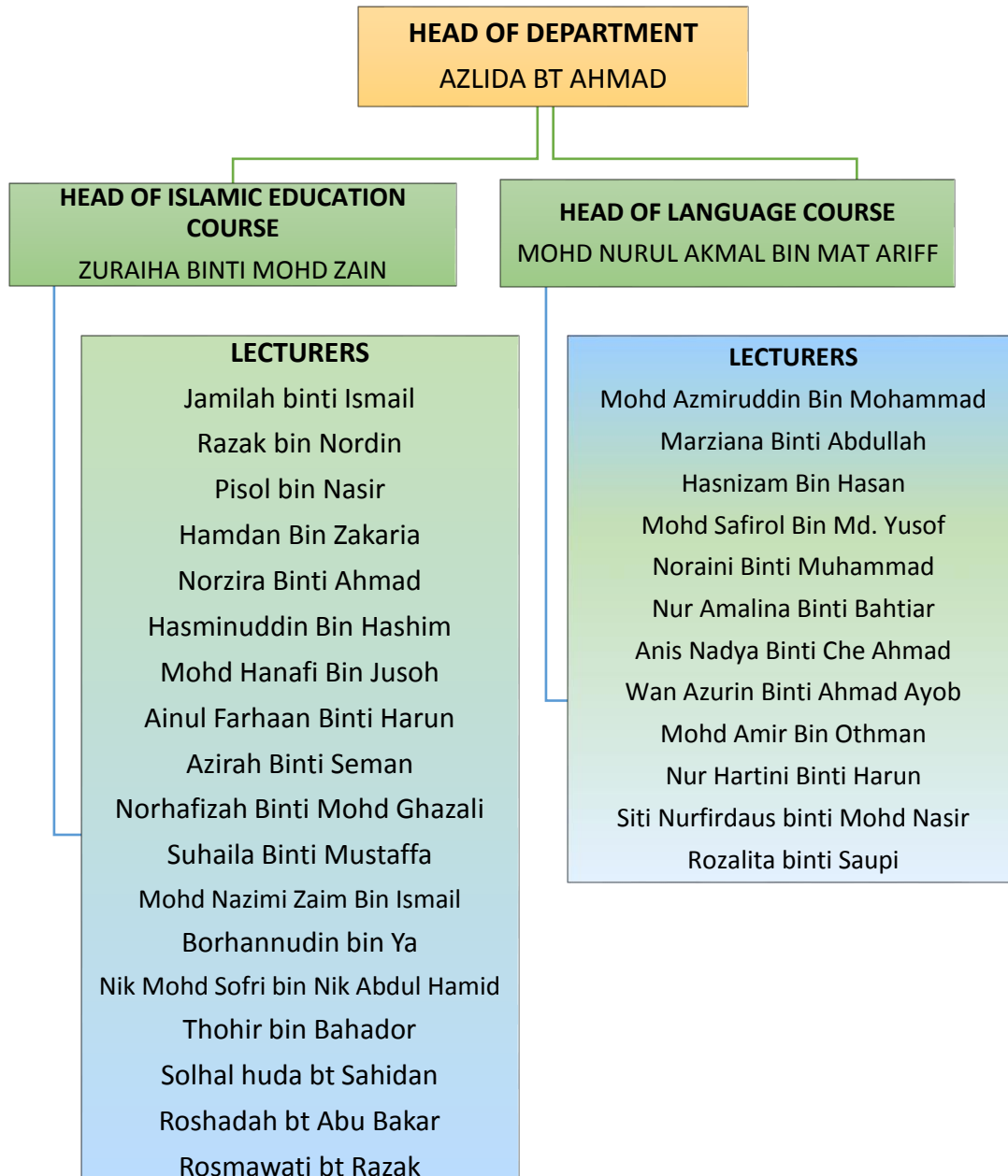
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**SUPPORTING  
DEPARTMENTS & UNITS**

## 7.0 SUPPORTING DEPARTMENTS & UNITS

### 7.1 GENERAL STUDIES DEPARTMENT (JPA)

#### 7.1.1 ORGANISATION CHART



### 7.1.2 GENERAL STUDIES DEPARTMENT LECTURERS

No	Name	Designation	Contact No.	E-mail
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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
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12	Hasminuddin Bin Hashim	Lecturer	04-9886274	hasminuddin.poli@1govuc.gov.my
13	Mohd Hanafi Bin Jusoh	Lecturer	04-9886272	mohdhanafijusoh.poli@1govuc.gov.my
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15	Azirah Binti Seman	Lecturer	04-9886276	azirahseman.poli@1govuc.gov.my
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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

No	Name	Designation	Contact No.	E-mail
33	Rozalita Binti Saupi	Lecturer	04-9881657	rozalitasaupi.poli@1govuc.gov.my

### 7.1.3 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><b>KREDIT : 2</b> <b>PRASYARAT : TIADA</b></p>	<ol style="list-style-type: none"> <li>1. Menerangkan dengan baik sejarah bangsa dan negara. (C2, LD1)</li> <li>2. Menjelaskan Perlembagaan Malaysia dan sistem pemerintahan negara. (C2, LD1)</li> <li>3. Melaksanakan aktiviti berkaitan kenegaraan ke arah peningkatan patriotisme pelajar. (C3, LD1 : A3,LD6)</li> </ol>
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><b>CREDIT(S) : 2</b> <b>PRE REQUISITE(S) : NONE</b></p>	<ol style="list-style-type: none"> <li>1. Apply appropriate communication skills in discussions and conversations.</li> <li>2. (C3)</li> <li>3. Respond to selected texts using appropriate reading skills.(C2)</li> <li>4. Respond to current issues / topics of interest in written form. (C2)</li> <li>5. Apply effective presentation skills.(C3, A3)</li> </ol>
2	DUA2042 SENI DALAM ISLAM	<p><b>SENI DALAM ISLAM</b> memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya pandangan Islam mengenai seni Islam. Ia juga menjelaskan mengenai bidang-bidang kesenian Islam, tokoh-tokoh yang terlibat dalam kesenian serta isu-isu kontemporari yang berkaitan dengan seni Islam.</p> <p><b>KREDIT : 2</b> <b>PRASYARAT : TIADA</b></p>	<p>Di akhir kursus ini, pelajar akan dapat:</p> <ol style="list-style-type: none"> <li>1. Menghuraikan konsep Islam sebagai cara hidup. (C2, LD1 : P2, LD2)</li> <li>2. Menjelaskan konsep seni dalam Islam. (C2 : LD1)</li> <li>3. Membincangkan prinsip syariah dan kaedah fiqah dalam seni menurut perspektif Islam. (C3 : LD1, A3 : LD6)</li> </ol>

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	DUB2012 NILAI MASYARAKAT MALAYSIA	<p><b>NILAI MASYARAKAT MALAYSIA</b> 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><b>KREDIT : 2</b> <b>PRASYARAT : TIADA</b></p>	<p>Di akhir kursus ini, pelajar akan dapat:</p> <ol style="list-style-type: none"> <li>1. Menerangkan sejarah pembentukan masyarakat dan nilai agama di Malaysia. (C2 : LD1)</li> <li>2. Menghubung kait tanggungjawab individu dalam kehidupan masyarakat dan negara. (C3 : LD1, A2 : LD5)</li> <li>3. Membincangkan cabaran-cabaran dalam membangunkan masyarakat Malaysia. (C3 : LD1, A3 : LD6)</li> </ol>
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><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) :</b> <b>DUE1012</b> <b>COMMUNICATIVE ENGLISH 1</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe products or services related to their field of studies using appropriate language. (C3, A3)</li> <li>2. Transfer information on processes or procedures using appropriate language from non-linear to linear form. (C3)</li> <li>3. Listen and respond to enquiries using appropriate language.(C3)</li> <li>4. Make and respond to complaints using appropriate language.(C3)</li> </ol>
4	DUE5012 COMMUNICATIVE ENGLISH 3	<p><b>COMMUNICATIVE ENGLISH 3</b> 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><b>CREDIT(S) : 2</b> <b>PREREQUISITE(S) :</b> <b>DUE3012 COMMUNICATIVE ENGLISH 2</b></p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe information contained in graphs and charts effectively. (C4, A3)</li> <li>2. Apply job hunting mechanics appropriately. (C3)</li> <li>3. Respond to interview questions using appropriate language when applying for jobs. (C3)</li> </ol>

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
5	DUA6022 KOMUNIKASI DAN PENYIARAN	<p><b>KOMUNIKASI DAN PENYIARAN ISLAM</b> memfokuskan kepada penguasaan konsep, kemahiran komunikasi dan penyiaran Islam bagi meningkatkan kefahaman pelajar secara holistik terhadap kursus ini.</p> <p><b>KREDIT : 2</b> <b>PRASYARAT : TIADA</b></p>	<p>Di akhir kursus ini, pelajar akan dapat:</p> <ol style="list-style-type: none"> <li>1. Menjelaskan konsep komunikasi dan penyiaran dalam Islam. (C2 : LD1)</li> <li>2. Menghubung kait isu-isu semasa dalam komunikasi Islam. (C3, A4 : LD1, LD5)</li> <li>3. Menunjukkan kemahiran pengurusan dakwah dalam bidang penyiaran Islam. (C3, A3 : LD1, LD6)</li> </ol>
5	DUA6012 INTEGRASI MALAYSIA	<p><b>INTEGRASI MALAYSIA</b> memfokuskan perbincangan tentang integrasi dan perpaduan antara kaum di Malaysia merupakan proses hubungan sosial yang dinamik. Tujuan kursus ini untuk meningkatkan pemahaman pelajar-pelajar tentang konsep perpaduan dan integrasi di Malaysia. Ianya menyentuh pembentukan integrasi melalui pembangunan politik, pembangunan ekonomi, dan sosial dalam konteks hubungan kaum di Malaysia.</p> <p><b>CREDIT (S) : 3</b> <b>PREREQUISITE( S ) :</b> <b>VV101 FUNDAMENTAL OF DRAWING</b></p>	<p>Di akhir kursus ini, pelajar akan dapat :</p> <ol style="list-style-type: none"> <li>1. Menjelaskan konsep asas perpaduan dan integrasi. (C2)</li> <li>2. Menghubung kait cabaran dalam pembentukan perpaduan dan integrasi melalui sosio budaya, ekonomi dan politik untuk mengekalkan keharmonian antara kaum. (A3, C3)</li> <li>3. Mempamerkan integrasi melalui penulisan dan lisan secara berkesan di peringkat individu, kumpulan dan masyarakat. (A3, C4)</li> </ol>

## 7.1.4 MATRIX OF COURSE ASSESSMENT (JPA)

CODE & COURSE	TYPES OF ASSESSMENT													
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
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		
DUA2042 Seni 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	-	-
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	-	-
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	-	-
DUE5012 Communicative English 3	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	-	-
DUA6012 Integrasi Malaysia	Quiz		Test		Presentation		Written Task		Listening Test		Mini Project		Final Test	
	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%	Qty	%
	2	20	-	-	1	20	-	-	-	-	1	30	1	30
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



### 7.1.5 LAB FACILITIES (JPA)

Name	Quantity	Lab Supervisor
Language Laboratory	1	<b>Language Laboratory 1</b> Mohd Amir bin Othman Mohd Azmiruddin Bin Mohammad
	1	<b>Language Laboratory 2</b> Mohd Amir bin Othman Mohd Safirol bin Md Yusof
	1	<b>Language Laboratory 3</b> 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.	<b>En. Bustamam Bin Bonari</b> DH48 Head of Department	Ext : 1988
	<b>En. Johanis Bin Mohd Jamil</b> 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 / society g. alumni h. Student Representatives Committee (MPP) i. student insurance	<b>Mohd Ruslan Bin Salikin</b> (Head of Department ) DH48	Ext : 6202
	<b>Rosnizam Bin Kamis</b> (Welfare & Discipline Officer) DH44	Ext : 6203
	<b>Mohd Awaluddin Bin Mohamed Bashir</b> (Recruitment and Data Officer) DH41	Ext :1040
	<b>Zulina Binti Yusoff</b> (Welfare Officer) DH41	Ext : 6204
	<b>Nurul Hayati Binti Muda</b> (Administration Assistant Clark) N17	Ext : 6206
	<b>Norfahani Binti Abd Rahim</b> (Administration Assistant Clark) N17	Ext : 6207
	<b>Firdaus Bin Iderus</b> (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><b>Azman Bin Mat Hussin</b> DH44 (Head Of Unit) Examinations Officer</p>	Ext : 6388
	<p><b>Izan Shuhada Binti Idris</b> DH41 Examinations Officer (Records &amp; Certification)</p>	Ext : 1030
	<p><b>Mohd Khairudin Bin Saidina Omar</b> DH42 Examinations Officer (Management &amp; Assessment)</p>	Ext : 1037
	<p><b>Norman Bin Ahmad</b> N11 Assistant Operation</p>	Ext : 6386
	<p><b>Nafisah Binti Abdullah</b> DH44 Head Coordinator JKE</p>	Ext : 1031
	<p><b>Hashimi Bin Lazim</b> DH44 Head Coordinator JKM</p>	Ext : 1036
	<p><b>Nur Hidayah Binti Hassan</b> DH44 Head Coordinator JPH</p>	Ext : 1034
	<p><b>Nurul Izzati Binti Mohd Noh</b> DH44 Head Coordinator JP</p>	Ext : 1035
	<p><b>Norul Huda Binti Abdul Razak</b> DH44 Head Coordinator JTMK</p>	Ext : 1011
	<p><b>Ahmad Fakhruddin Bin Kamaruddin</b> DH41 Head Coordinator JRKV</p>	Ext : 1031
<p><b>Nazera Binti Dan</b> DH44 Head Coordinator JMSK</p>	Ext : 1032	
<p><b>Siti Nurfirdaus Bt Mohd Nasir</b> DH41 Head Coordinator JPA</p>	Ext : 1657	

### 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"> <li>managing sports activities inside and outside PTSS compound</li> <li>planning and ensuring sports activities are carried out accordingly</li> <li>monitoring and keeping record of PTSS athletes</li> <li>managing and maintaining the sports facilities</li> <li>developing individuality in spiritual, physical and intellectual</li> </ol>	<p><b>En. Bustamam Bin Bonari</b> DH48 Head of Department</p>	Ext : 1988
	<p><b>En. Johanis Bin Mohd Jamil</b> DH44 Head of Cocurriculum</p>	Ext : 1989
	<p><b>Tn. Syed Azmir Bin Syed Ahmad</b> DH44 Head of Sports Unit</p>	Ext : 6272
	<p><b>En. Ahmad Zamri Bin Abdul Wahid</b> DH44 Officer of Cultural and Heritage Unit</p>	Ext : 6275 / 1988
	<p><b>En. Nik Mohd Sofri Bin Nik Abdul Hamid</b> DH41 Cocurriculum - Clubs and Societies</p>	Ext : 6340
	<p><b>En. Shamsul Anuar Bin Abd Aziz</b> DH44 Cocurriculum – Sports</p>	Ext : 6344
	<p><b>En. Mohd Zubir Bin Yahaya</b> DH44 Cocurriculum – Uniforms</p>	Ext : 6344
	<p><b>En. Amirul Affendi Bin Adnan</b> S41 Youths and Sports Officer</p>	
	<p><b>Pn. Nurul Asmad Bt. Che Harun</b> S41 Youths and Sports Officer</p>	
	<p><b>En. Saiful Bin Ishak</b> 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"> <li>to acquire relevant and current information for reference</li> <li>to manage a collection of information using a standard system for easy access.</li> <li>to provide quality information service and cultivate interest in reading</li> <li>to support the organization's objectives in teaching, learning and research.</li> </ol>	<p><b>Ismail Bin Harun</b> S44 Librarian</p>	Ext : 6377
	<p><b>Shahrifatulzzainiyah Bt AbdRahman</b> S32 Assistant Librarian</p>	Ext : 6378
	<p><b>Nur Salizah Ng Abdullah</b> S19 Library Assistant</p>	Ext : 1672
	<p><b>Nur Dalila Bt Azahari</b> S19 Library Assistant</p>	Ext : 1672
	<p><b>Nor Hafiza Bt Zakaria</b> S19 Library Assistant</p>	Ext : 1672
	<p><b>Zafilah Bt Ismail</b> S19 Library Assistant</p>	Ext : 1672
	<p><b>Mohd. Rizal Bin Md. Zahid</b> C19 Library Assistant</p>	Ext : 1672
<p><b>Circulation Counter</b></p>	Ext : 1673	

## 8.5 LIAISON & INDUSTRIAL TRAINING UNIT

Function	Contact Personnel	Contact No
<p>The Liaison &amp; 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"> <li>to foster a positive character and traits among students</li> <li>to develop better communication skills</li> <li>to practise good work ethics and conform to rules and regulations</li> <li>to expose students to the working environment</li> <li>to produce daily report on the training</li> </ol>	<p><b>Mazrul Hisyam Bin Mat Ali</b> DH44 (Head of Unit) Liaison &amp; Industrial Training Officer</p>	Ext : 6244
	<p><b>Mohd Zulfabli Bin Hasan</b> DH41 Liaison &amp; Industrial Training Officer (Training)</p>	Ext :1021
	<p><b>Noor Farhani Binti Mohd Alui</b> DH41 Liaison &amp; Industrial Training Officer (Liaison)</p>	Ext :1020
	<p><b>Marsyita Binti Kassim</b> N19 Assistant Administrator</p>	Ext : 6243
	<p><b>Norazlina Binti Abd. Muttaleb</b> DH44 Head Coordinator JKE</p>	Ext : 1808
	<p><b>Mohd Fadhli Bin Ahmad</b> DH44 Head Coordinator JKM</p>	Ext : 6284
	<p><b>Saiful Bin Mohamed Shuib</b> DH41 Head Coordinator JPH</p>	Ext : 6261
	<p><b>Mohd Fardelie Bin Ramli</b> DH29 Head Coordinator KHK</p>	Ext : 6264
	<p><b>Mohd Shamsul Bin Ismail</b> DH44 Head Coordinator JP</p>	Ext : 6521
	<p><b>Siti Nurdiana Binti Abu Bakar</b> DH41 Head Coordinator JTMK</p>	Ext : 6295
<p><b>Juniza Binti Zamri</b> 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 <b>Pn Nazimah Binti Saad</b> Tel : 04-9886200, Ext :6355	Supervisor of Residential College <b>Pn Saodah Binti Abdullah</b> 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 Shahar 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"> <li>raising self awareness and surroundings</li> <li>highlighting ones' potential</li> <li>developing multi skills</li> <li>promoting studies opportunities</li> <li>promoting career opportunities</li> </ol>	<p><b>Wan Kamariah Binti Wan Mat</b> S41 (Head of Unit) Psychology and Career Officer</p>	Ext : 6208
	<p><b>Norzila Binti Mhd Noor</b> S41 Psychology and Career Officer</p>	Ext : 6205
	<p><b>Raja Rabiatum Adawiyah Bt Raja Mamat</b> 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. The main functions are:</p> <ol style="list-style-type: none"> <li>Advising and guiding in Instructional Development for the purpose of Learning and Teaching.</li> <li>Provide sufficient skill and Audio Visual equipment for any activities (on campus/outside of campus) based on frequent application.</li> <li>Supervise in-term of skill and facilities/equipment for any activities by students/lecturers.</li> <li>UIDM as Audio Visual Committee for any major events on campus such as Convocation, Students Registration Day, major celebrations and assembly.</li> <li>Documentation Record any events on/off campus through video and photo for the purpose of archives.</li> </ol>	<p><b>Mohamad Naaim Bin Md Zain</b> DH41 (Head of Unit) Multimedia &amp; Resource Officer</p>	Ext : 6380
	<p><b>Mohammad Shahiran Bin Salim</b> DH41 Multimedia &amp; Resource Officer</p>	Ext : 6380
	<p><b>Ahmad Norhaizam Bin Ahmad Rosli</b> B19 Photographer</p>	Ext : 1693
	<p><b>Muhamad Fadzwan Bin Amir Roslan</b> B19 Designer</p>	Ext : 1690
	<p><b>Syed Shafirul Bin Wan Idrus</b> B19 Designer</p>	Ext : 1690
	<p><b>Shukri Bin Abdullah</b> JA29 Assistant Engineer</p>	Ext : 1693

Function	Contact Personnel	Contact No
f. As committee for Design & Printing for most of the major events on campus.	<b>Oszamry Bin Othman@Ismail</b> N11 Assistant Operation	Ext : 1693

## 8.9 INFORMATION TECHNOLOGY & COMMUNICATION UNIT

<p>The Information &amp; 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"> <li>Monitor and maintain ICT equipment and campus local network.</li> <li>Coordinate the acquisition of hardware, software and computer networks to meet the set standards and avoid duplication in procurement.</li> <li>Supervise the movement of ICT equipment.</li> <li>Acting as the system administrator for application system such as SPMP, HRMIS and etc.</li> </ol>	<p><b>Saifulazmi Bin Tayib</b> F44 (Head of Unit) Information Technology Officer</p>	Ext: 6345
	<p><b>Nor Hafizah Binti Khadzir</b> F41 Information Technology Officer</p>	Ext: 6346
	<p><b>Suria Binti Shaari</b> F41 Information Technology Officer</p>	Ext: 6349
	<p><b>Safariza Binti Md Fazil</b> F29 Assistant Information Technology Officer</p>	Ext: 6347
	<p><b>Marina Binti Meor Lizi</b> F29 Assistant Information Technology Officer</p>	Ext: 1502
	<p><b>Sasnidar Binti Yusri</b> F29 Assistant Information Technology Officer</p>	Ext: 1501
	<p><b>Mohamad Razali Bin Mohamad Ismail</b> FT22 Assistant Information Technology Officer</p>	Ext: 1504
	<p><b>Muhamad Kamalhamdy Bin Kamaludin</b> FT29 Assistant Information Technology Officer</p>	Ext: 1507
	<p><b>Mohamad Khairul Fazmi Bin Jamaludin</b> FT19 Assistant Information Technology Officer</p>	Ext: 1503

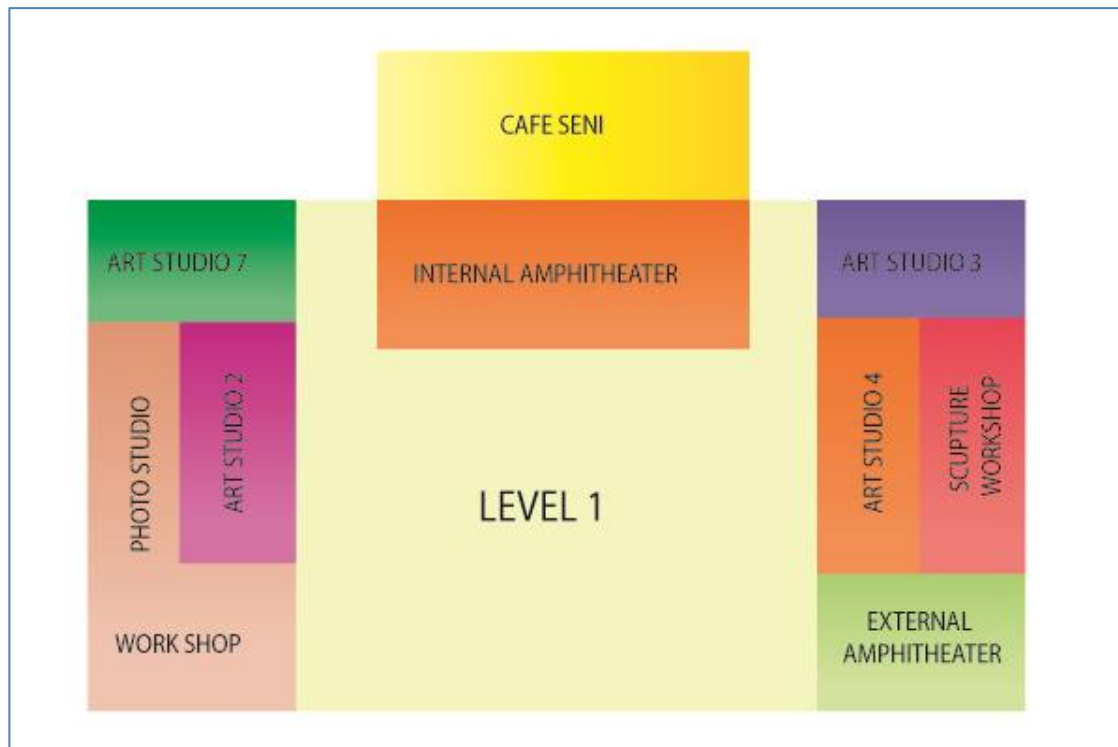
Function	Contact Personnel	Contact No
	<p><b>Nurul Fara Binti Noor Azman Raman</b>            FT19            Assistant Information Technology Officer</p>	Ext: 1508
	<p><b>Ridzuan Bin Yaakob</b>            FT29            Assistant Information Technology Officer</p>	Ext: 1508
	<p><b>Zuraidah Binti Ghazali</b>            FT29            Assistant Information Technology Officer</p>	Ext: 6348
	<p><b>Mohd Rifaiz bin Mohd Razali</b>            FT19            Computer Technician</p>	Ext: 6348

## 9.0 PROFESSIONAL/SKILLS CERTIFICATION

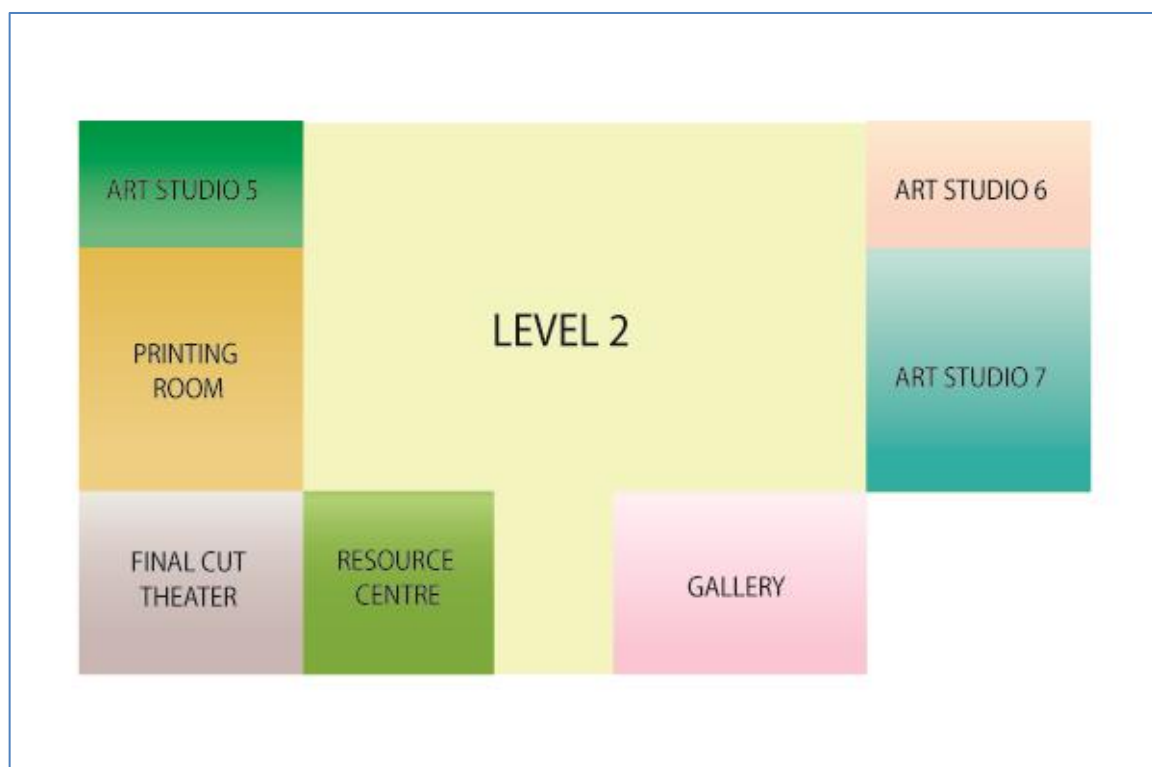
This professional certificate is a finishing programme offered to the selected students to give them an added value for the programme.

Professional Certificate	Related Course	Descriptions
	Code & Course	
Adobe Certified Professional <ul style="list-style-type: none"> <li>• Dreamweaver</li> <li>• Flash</li> <li>• Adobe Premier Pro</li> <li>• Adobe After Effect</li> </ul>	<ul style="list-style-type: none"> <li>• DVV3023 Editing &amp; Compositing</li> <li>• DVV6024 Video Media Project</li> <li>• DVD6014 Digital Art Project</li> <li>• DVG3022 Interactive Media</li> <li>• DVD3013 2D Animation</li> <li>• DVG5013 Web Design</li> <li>• DVG5042 Motion Graphic</li> </ul>	<ul style="list-style-type: none"> <li>- This programme is specifically offered to Final Year Students in Diploma in Digital Art and Diploma in Video and Film Studies.</li> <li>- To enhance student's skills and technique in 2D/3D product designs and video production.</li> </ul>
Autodesk 3D Max Certified Professional	<ul style="list-style-type: none"> <li>• DVD5024 3D Character Animation</li> </ul>	<ul style="list-style-type: none"> <li>- This programme is specifically offered to Final Year Students in Diploma in Digital Art</li> <li>- To enhance student's skills and technique in 3D modelling and animation.</li> </ul>

## 10.0 DESIGN & VISUAL COMMUNICATION DEPARTMENT SITE MAP

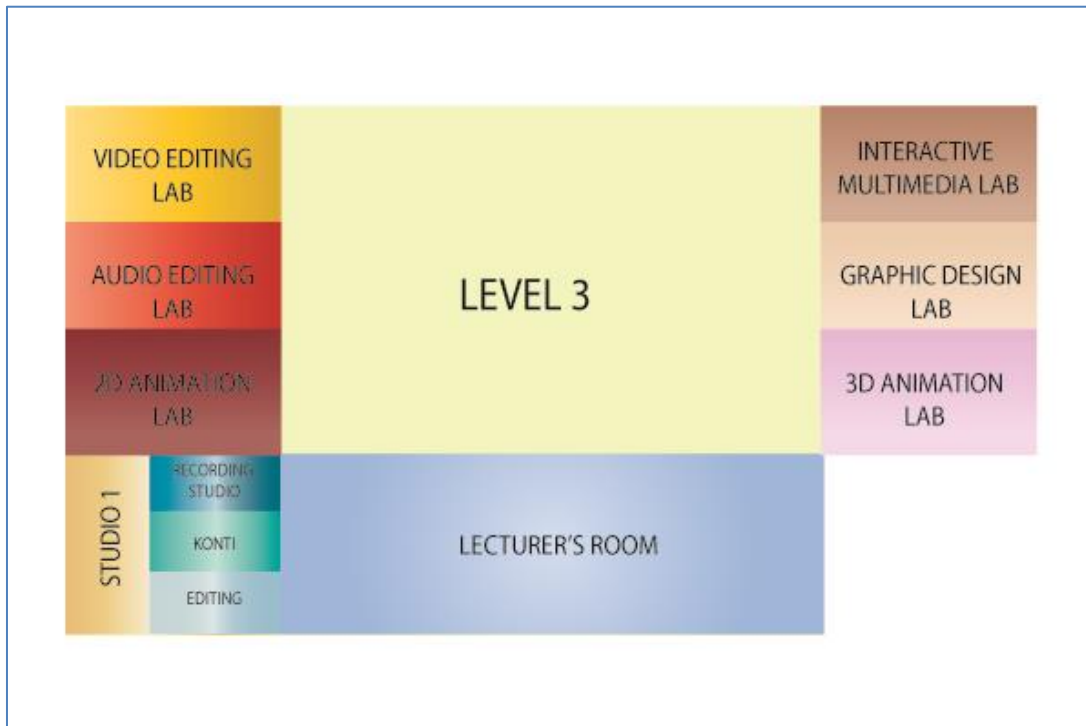


**LEVEL 1**



**LEVEL 2**





**LEVEL 3**



**LEVEL 3A**

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