



STUDENT HANDBOOK



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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. Programs 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 programs 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 programs and services publications and other Departments and Units Policies for further information.

2.0 VISION & MISSION POLYTECHNIC



VISI

MENJADI INSTITUSI TVET YANG UNGGUL

MISI

MENYEDIAKAN AKSES YANG MELUAS KEPADA PROGRAM
TVET BERKUALITI DAN DIKTIRAF

MEMPERKASA KOMUNITI MELALUI PEMBELAJARAN SEPANJANG HAYAT

MELAHIRKAN GRADUAN HOLISTIK, BERCIRI KEUSAHAWANAN DAN SEIMBANG

MEMANFAATKAN SEPENUHNYA PERKONGSIAN PINTAR
DENGAN PIHAK BERKEPENTINGAN

3.0 MECHANICAL ENGINEERING DEPARTMENT

3.1 DEPARTMENT ORGANISATION CHART



3.2 MECHANICAL ENGINEERING DEPARTMENT LECTURERS

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3.3 DIPLOMA IN MECHANICAL ENGINEERING

3.3.1 PROGRAM INFORMATION

INTRODUCTION

In line with the 3rd Industrial Malaysia Plan (IMP3) aiming for the innovative and creative human capital development, via matching talent to expertise with market demand, Diploma in Mechanical Engineering for polytechnic is developed to give balance emphasis on theoretical and practical aspects. The Eleventh Malaysia Plan was drawn to produced 60% out of 1.5 million workers was in TVET sector. Until now a total of 69,475 (51%) of the 136,062 technical education and vocational training (TVET) graduates in Malaysia are working as professionals and skilled workers. Thus, to keep abreast with rapid demand in TVET sector, Department of Polytechnic and Community College Education (DPCCE) progressively collaborates with major industry players in the country in developing the curriculum.

The programme will take six semesters to complete, five academic semesters at their respective polytechnics and one semester of industrial training at relevant industries during the final semester. This programme complies with the Engineering Technology Accreditation Council (ETAC) requirement.

3.3.2 SYPNOSIS

The Diploma in Mechanical Engineering programme is designed to produced holistic graduates that have knowledge and competent skills in the field of mechanical engineering to fulfil the demand of workers in engineering sector. The programme structure focusses on the area of Solid Mechanics, Statics & Dynamics, Thermodynamics & Heat Transfer, Fluid Mechanics, Materials, Mechanical Design, Workshop Practices, Manufacturing, Instrumentation & Control, Mechanical Maintenance, Electrical & Electronic Technology.

3.3.3 JOB PROSPECT

This programme provides the knowledge and skills in Mechanical Engineering field that can be applied to a broad range of careers in Mechanical Engineering. The knowledge and skills that the students acquire from the programme will enable them to participate in the job market as:

- a. Assistant Engineer
- b. Technical Assistant
- c. Assistant Service Manager
- d. Service Advisor
- e. Supervisor
- f. Technician
- g. Technical Instructor or Lecturer
- h. Technical Sales Executive / Engineer
- i. Draughter / Designer
- j. Entrepreneur

3.3.4 PROGRAMME AIM

The programme believes that every individual has potential and the programme aims to develop adaptable and responsible Senior Assistant Engineers to support government aspiration to increase workforce in engineering related field.

3.3.5 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The Diploma in Mechanical Engineering programme should produce balanced and competent technical workers who are:

- PEO1: equipped with industry-relevant knowledge and skills in mechanical engineering field

- PE02: engaging on lifelong and continuous learning to enhance knowledge and skills
- PE03: instilled with entrepreneurial skills and mind set in the real working environment
- PE04: established strong linkage with society and players in the industry

3.3.6 PROGRAMME LEARNING OUTCOMES (PLO)

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

- PLO1: apply knowledge of applied mathematics, applied science, engineering fundamentals and an engineering specialization as specified in DK1 to DK4 respectively to wide practical procedures and practices
- PLO2: identify and analyse well-defined engineering problems reaching substantiated conclusions using codified methods of analysis specific to their field of activity (DK1 to DK4)
- PLO3: design solutions for well-defined technical problems and assist with the design of systems, components or processes to meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations (DK5)
- PLO4: conduct investigations of well-defined problems; locate and search relevant codes and catalogues, conduct standard tests and measurements
- PLO5: apply appropriate techniques, resources, and modern engineering and IT tools to well-defined engineering problems, with an awareness of the limitations (DK6)
- PLO6: demonstrate knowledge of the societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to engineering technician practice and solutions to well-defined engineering problems (DK7)
- PLO7: understand and evaluate the sustainability and impact of engineering technician work in the solution of well-defined engineering problems in societal and environmental contexts (DK7)

- PLO8: understand and commit to professional ethics and responsibilities and norms of technician practice
- PLO9: function effectively as an individual, and as a member in diverse technical teams
- PLO10: communicate effectively on well-defined engineering activities with the engineering community and with society at large, by being able to comprehend the work of others, document their own work, and give and receive clear instructions
- PLO11: demonstrate knowledge and understanding of engineering management principles and apply these to one's own work, as a member or leader in a technical team and to manage projects in multidisciplinary environments
- PLO12: recognize the need for, and have the ability to engage in independent updating in the context of specialized technical knowledge

3.3.7 SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	DJJ10013 ENGINEERING DRAWING	<p>ENGINEERING DRAWING course provides the students with the fundamentals of technical drawings and the application Computer Aided Design (CAD) software. For technical drawing, it emphasizes on the practical knowledge of drawing instruments and drawing techniques while for CAD the student will learn to navigate and use the software to create 2D drawing design in engineering. Students shall be able to demonstrate competency in using some standard available features of technical drawing and CAD application to create and manipulate objects or elements in engineering drawing.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL01: Apply the fundamentals of technical drawing and features of CAD software in producing engineering drawing. (C3, PLO1) CL02: Construct the technical drawing and 2D CAD drawing according to the engineering drawing standards. (P3, PLO5) CL03: Propose a project report with following engineering norms and practices in engineering drawing. (A3, PLO8)</p>
1	DJJ10022 MECHANICAL WORKSHOP PRACTICE 1	<p>MECHANICAL WORKSHOP PRACTICE 1 exposes the students to welding, machining and fitting which involve the use of arc and and gas welding machine, lathe machine, drilling machine, grinding, hand tools, marking out tools, measuring and testing tools. Students are also taught to emphasize on safety procedures and cleanliness in the workshop.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>CL01 : Measure finished product using appropriate measurement instruments (P3, PLO5) CL02 : Perform fitting, welding and machining works according to Standard Operational Procedure (SOP). (P4, PLO5) CL03 : Demonstrate an understanding of professional ethics, responsibilities and norms of engineering practices according to the workshop safety regulation. (A3, PLO6)</p>
		<p>WORKSHOP TECHNOLOGY provides exposure and knowledge in using hand tools, machine operation such as drilling, lathe, milling and computer numerical</p>	<p>CL01 : Apply the knowledge of basic mechanical components and equipment, hand tools and measuring equipment in workshop technology (C3, PLO1)</p>

1	DJJ10033 WORKSHOP TECHNOLOGY	<p>control. It also covers on gear measurement and inspection welding process in oxy acetylene, Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW).</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CLO2 : Apply standard practice in operating mechanical tools and component (C3, PLO8) CLO3 : Demonstrate continuous learning and information management skills to complete assigned task (A3, PLO12)</p>
2	DJJ20042 MECHANICAL WORKSHOP PRACTICE 2	<p>MECHANICAL WORKSHOP PRACTICE 2 exposes the students to arc and gas welding, foundry and machining works. Safety procedure practice is heavily emphasized in the workshop.</p> <p>Credit Value : 2 Prerequisite : DJJ10022 Mechanical Workshop Practice 1</p>	<p>CLO 1: Follow the appropriate procedure for welding, foundry and lathe machining. (P3, PLO5) CLO 2: Perform welding, foundry and lathe machining according to Standard Operating Procedure (SOP). (P4, PLO5) CLO 3: Demonstrate the ability to work as individual and as a team to complete assigned tasks. (A3, PLO9)</p>
2	DJJ20053 ELECTRICAL TECHNOLOGY	<p>ELECTRICAL TECHNOLOGY exposes students to the basic electrical circuit concepts, the application of electromagnetism in electrical machines and transformers. The course focuses on the different types of electrical circuits, the relationship between current and voltage including the resistance. It also provides the skills on the methods of constructing basic circuits and operation of electrical machines and transformers. This course also exposes the students to the demonstration of experiments in Electrical Engineering.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CLO1 :Explain the principles and fundamental of electrical circuits, electromagnetism, transformers and electrical machine (C2, PLO1) CLO2 :Solve the problem related to electrical circuits, electromagnetism, transformers and electrical machine (C3, PLO1) CLO3 :Organize appropriately experiments in groups according to the Standard Operating Procedures. (P4, PLO5)</p>
2	DJJ20063 THERMODYNAMICS	<p>THERMODYNAMICS provides knowledge of theory, concept and application of principles to solve problems related to thermodynamics. It emphasizes on concept of non-flow process and flow process, properties of steam, Carnot cycle and Rankine cycle.</p>	<p>CLO1 : Explain fundamentals concept and properties of pure substances in thermodynamics (C2, PLO1) CLO2 : Apply Laws of thermodynamics and it processes (C3, PLO1)</p>

		<p>This course also exposes the students to the demonstration of experiments in Thermodynamics by using the real equipment.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CLO3 : Organize appropriately experiments according to the Standard Operating Procedures (P4, PLO5)</p>
2	DJJ20073 FLUID MECHANICS	<p>FLUID MECHANICS provides students with a strong understanding of the fundamentals of fluid mechanics principles related to the fluid properties and behavior in static and dynamic situations. This course also exposes the students to the demonstration at the real equipment of fluid mechanics.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CLO1: Explain the fundamentals of fluid (C2, PLO1) CLO2: Solve problems related to fluid properties, fluid statics and fluid dynamics (C3, PLO1) CLO3: Organize appropriate experiments in groups according to the standard operating procedures (P4, PLO5)</p>
3	DJJ30082 MECHANICAL WORKSHOP PRACTICE 3	<p>MECHANICAL WORKSHOP PRACTICE 3 exposes the students to the use of Tungsten Inert Gas (TIG) and Metal Inert Gas (MIG) welding machines. Students also will perform a task by using lathe and milling machine. In addition students will be exposed in safety procedures practice will be emphasized in workshop.</p> <p>Credit Value : 2 Prerequisite : DJJ20042</p>	<p>CLO1 : follow welding tasks according to workshop Standard Operating Procedure (SOP). (P3, PLO5) CLO2 : perform machining tasks according to workshop Standard Operating Procedure (SOP). (P4, PLO5) CLO3 : demonstrate awareness of social responsibility and safety procedures in the workshop according to the workshop safety regulations and create a secured environment in an organization while doing practical work. (A3, PLO6)</p>
3	DJJ30093 ENGINEERING MECHANICS	<p>ENGINEERING MECHANICS focuses on theoretical knowledge in statics and dynamics. This course provides students with fundamental understanding of forces and equilibrium, resultants, equilibrium of a particles and structural analysis. This course also covers kinematics and kinetics of particles. This course also exposes the students to the demonstration of experiments in Engineering Mechanics.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CLO 1: solve problems related to static and dynamics based on the concepts and principle of engineering mechanics (C3, PLO 1) CLO 2: analyze engineering related problems based on fundamentals of static and dynamics (C4, PLO 2) CLO 3: organize appropriately experiment in groups according to Standard Operation Procedures (P4, PLO 5)</p>

3	DJJ30103 STRENGTH OF MATERIALS	<p>STRENGTH OF MATERIALS provides knowledge on concepts and calculation of forces on materials, thermal stress, shear force and bending moment, bending stress, shear stress and torsion in shafts. It also deals with the experiments conducted on tensile test, bending moment, shearing force and torsion and deflection.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL01 : apply the concepts of strength of materials to solve related problems. (C3, PLO1) CL02 : analyze problems correctly related to strength of materials (C4, PLO2) CL03 : organize appropriately experiment in groups according to Standard Operation Procedures (SOP). (P4, PLO5)</p>
3	DJJ30113 MATERIAL SCIENCE AND ENGINEERING	<p>MATERIALS SCIENCE AND ENGINEERING course introduces students a comprehensive coverage of basic fundamentals of materials science and engineering. The course focuses on material structures, properties, fabrication methods, corrosion, thermal processing and material testing mostly of metals and alloys. New fabrication method of powder metallurgy are introduces to student to cater the fabrications of devices, sensors for Industry 4.0 technology.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL01 : Apply the fundamental of material science to identify the materials, properties, behavior, processes and treatment. (C3,PLO1) CL02 : Performed appropriate material testing according to the Standard Operating Procedures. (P4, PLO5) CL03 : Demonstrate the ability to work individually and in groups to complete assigned tasks during the practical work session. (A3,PLO9)</p>
3	DJJ30122 COMPUTER AIDED DESIGN	<p>COMPUTER AIDED DESIGN exposes the students to the fundamentals and principles of 3D drawing using 3D CAD software. Students also equip with various method of creating a solid model using extrude, revolve, swept, assembly, simulation and animation. Hands-on exercises drawing of mechanical engineering will also be covered in this course.</p> <p>Credit Value : 2 Prerequisite : Engineering Drawing</p>	<p>CL01: Apply CAD commands in order to produce engineering drawing. (C3, PLO1) CL02: Construct 3D drawing of Mechanical Components according Drawing Standards. (P4, PLO5) CL03: Demonstrate a presentation with following technical standard Communication. (A3, PLO10)</p>

4	DJJ40132 ENGINEERING AND SOCIETY	<p>ENGINEERING AND SOCIETY focuses on the introduction to professional ethics, theory and philosophy of ethics, values in professional ethics, engineering bylaws and standards, issues in professional ethics and sustainability. It also relates towards IR 4.0 introduction and green engineering.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>CL01: Implement the roles of engineering profession towards the developing of society and its challenges in globalization (C3,PL06)</p> <p>CL02: Determine the important of work ethics, bylaws and professionalism in engineering profession. (C4,PL08)</p> <p>CL03: Determine the needs for sustainable and green engineering towards providing the solutions in engineering field. (C4,PL07)</p>
4	DJJ40142 MECHANICAL WORKSHOP PRACTICE 4	<p>MECHANICAL WORKSHOP PRACTICES 4 course allows the students to operate machine tools, precision grinding, CNC machine and able to work in a clean and safe workshop environment.</p> <p>Credit Value : 2 Prerequisite : Mechanical Workshop Practice 3</p>	<p>CL01 : perform high precision machining processes for the surface or cylindrical grinding machine. (P4, PL05)</p> <p>CL02 : construct programs for EDM and CNC machining process using ISO codes or any related machining software. (P5, PL03)</p> <p>CL03 : demonstrate safety procedures in the workshop according to the workshop safety regulation correctly to create a secured environment in an organization while doing practical work and ability to work in team to complete assigned tasks during practical work sessions. (A3, PL07)</p>
4	DJJ40153 PNEUMATIC AND HYDRAULICS	<p>PNEUMATIC & HYDRAULICS provides knowledge and understanding to the importance of pneumatics and hydraulics circuits, equipment and design along with its usage in the industry.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL01: Analyze the basic concept and function of pneumatics and hydraulics system. (C3 , PL01)</p> <p>CL02: Design pneumatic, electro-pneumatic and hydraulic circuit according to assigned tasks. (C5 , PL03)</p> <p>CL03: Perform experiment on pneumatic, electro-pneumatic and hydraulic circuit during practical session. (P4 , PL05)</p>
4	DJJ40163 MECHANICS OF MACHINES	<p>MECHANICS OF MACHINES exposes the students with knowledge on techniques and concepts of mechanics of machines and analyzing problems related to hoists, simple harmonic motion, velocity and acceleration diagram, and belt drives. This course also exposes the students to the demonstration of experiments in Mechanics of Machines by using the real equipment.</p>	<p>CL01 : Apply the fundamentals of mechanics of machines to solve related problems in the theoretical and graphical aspects. (C3, PL01)</p> <p>CL02 : Analyze problems related to the mechanics of machines in relation to the theoretical aspects. (C4, PL02)</p> <p>CL03 : Perform experiments in groups according to the Standard Operating Procedures. (P4, PL05)</p>

		<p>Credit Value : 3 Prerequisite : Engineering Mechanics</p>	
4	DJJ40173 ENGINEERING DESIGN	<p>ENGINEERING DESIGN course offers a comprehensive coverage of basic concept engineering design. Student will learn the fundamental concepts for designing process, designing consideration, ergonomic, materials selection and emphasizes on mathematical analysis for simple components designs in engineering. It also provides knowledge on reverse engineering and practical on 3D printing.</p> <p>Credit Value : 3 Prerequisite : DJJ30122 Computer Aided Design</p>	<p>CL01: Apply the concept of design process, stress analysis and mechanical joint in an engineering product. (C3 , PLO1)</p> <p>CL02: Implement engineering design process on project design taking into design consideration, ergonomic factors and material selection. (C3 , PLO3)</p> <p>CL03: Builds a part or product in 3D modelling based on project design. (P4 , PLO5)</p> <p>CL04: Adopt design regarding to the environment and sustainability. (A3 , PLO7)</p>
4	DJJ40182 PROJECT 1	<p>PROJECT 1 provides students with solid foundation on knowledge and skills in formulating project proposal preparation, writing and presentation.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>CL01: Identify the engineering problems to be solved (C4, PLO2)</p> <p>CL02: Analyze methods to solve problems (C4, PLO7)</p> <p>CL03: Propose a solution to problems (A3, PLO11)</p>
5	DJJ50193 PROJECT 2	<p>PROJECT 2 is a continuation of Project 1 focusing on project planning, development, project report and presentation. This course introduces students with ability and skills in conducting project planning, development and management based on their project design. It also provides the student with technical writing and presentation skills. The project will be implemented in a group and each group will work on a project under lecturer(s) supervision. Project titles will be based on specialization and students will be assessed individually.</p> <p>Credit Value : 3 Prerequisite : DJJ 40182 PROJECT 1</p>	<p>CL01 : Demonstrate appropriate and creative solution in solving project problems (P5, PLO3)</p> <p>CL02 : Perform project plan to achieve objectives with valid and reliable results (P4, PLO4)</p> <p>CL03 : Explain the project work and defend project outcomes effectively with good communication skills (A4, PLO10)</p> <p>CL04 : Organize project activities and outcomes in report accordance to the specified standard format that applies engineering management principles (P4, PLO11)</p>

5	DJJ50203 TROUBLESHOOTING AND MAINTENANCE FOR MECHANICAL COMPONENTS	<p>TROUBLESHOOTING AND MAINTENANCE FOR MECHANICAL COMPONENTS course covers necessary mechanical components needed in Industries. The topics include maintenance and troubleshooting principles and procedures, power transmission, bearing and pump. This course provides knowledge and skills on maintenance and troubleshooting lubrication, bearing, power transmission and pump.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL01: Analyze the concept of mechanical components to solve related problems. (C3, PLO1)</p> <p>CL02: Assemble selected mechanical components based on service manual maintenance in groups. (P4, PLO4)</p> <p>CL03: Demonstrate understanding of engineering norm and practices in mechanical components and maintenance during practical work sessions. (A3, PLO8)</p>
5	DJJ50212 MAINTENANCE ENGINEERING AND MANAGEMENT	<p>MAINTENANCE ENGINEERING AND MANAGEMENT covers topic such as maintenance organization, maintenance strategies system, system approach to maintenance, maintenance planning and scheduling and computerized maintenance management system (CMMS).</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>CL01 : apply the concepts of maintenance organization and strategies to solve related problems. (C3, PLO1)</p> <p>CL02 : analyze the principles of maintenance strategies and elaborate on the significance of a system approach to maintenance. (C4, PLO7)</p> <p>CL03 : organize project management and finance by group in actual workplace related to maintenance management. (A3, PLO11)</p>

ELECTIVE			
SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
4/5	DJJ42022 INDUSTRIAL MANAGEMENT	<p>INDUSTRIAL MANAGEMENT provides students with a strong fundamental understanding of industrial management prospect and production system planning such as inventory, scheduling, production system operation, facilities, plan location, layout and line balancing. This course also provides knowledge in quality control, and human resource management.</p> <p>Credit Value: 2 Prerequisite : None</p>	<p>CLO1: Apply the basic concept of industrial management system to solve related problems. (C3, PLO2)</p> <p>CLO2: Analyze problems related to industrial management. (C4, PLO8)</p> <p>CLO3: demonstrate good communication skills. (A3, PLO10)</p>
4/5	DJF51082 QUALITY CONTROL	<p>QUALITY CONTROL provides knowledge on basic principle and concept of quality including statistical method in controlling products quality or services. This course also emphasizes on the application of Control Chart and Quality Control tools and also explains the quality improvement technique.</p> <p>Credit Value: 2 Prerequisite : None</p>	<p>CLO1: Apply the relation of statistics and quality management system in understanding of quality control and their application tools. (C3, PLO1)</p> <p>CLO2: Determine the related quality tools and techniques to control the quality of products or services based on case study. (C4, PLO2)</p> <p>CLO3: Demonstrate ability to work in team to complete the assigned tasks. (A3, PLO9)</p>

3.3.8 PROGRAMME STRUCTURE

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT				CREDIT VALUE
			L	P	T	O	
SEMESTER 1							
Compulsory	DUE10012	Communicative English 1	1	0	2	0	2
	MPU24XX1	Sukan	0	2	0	0	1
	MPU24XX1	Unit Beruniform 1					
Common Core	DUW10022	Occupational, Safety and Health for Engineering	2	0	0	0	2
	DBS10012	Engineering Science	2	1	0	0	2
	DBM10013	Engineering Mathematics 1	2	0	2	0	3
Discipline Core	DJJ10013	Engineering Drawing	1	3	0	0	3
	DJJ10022	Mechanical Workshop Practice 1	0	4	0	0	2
	DJJ10033	Workshop Technology	3	0	0	0	3
TOTAL			25				18
SEMESTER 2							
Compulsory	MPU23052	Sains, Teknologi dan Kejuruteraan Dalam Islam*	1	0	2	0	2
	MPU23042	Nilai Masyarakat Malaysia**					
	MPU24XX1	Kelab/Persatuan	0	2	0	0	1
	MPU24XX1	Unit Beruniform 2					
Common Core	DBM20023	Engineering Mathematics 2	2	0	2	0	3
Discipline Core	DJJ20042	Mechanical Workshop Practice 2	0	4	0	0	2
	DJJ20053	Electrical Technology	2	2	0	0	3
	DJJ20063	Thermodynamics	2	2	0	0	3
	DJJ20073	Fluid Mechanics	2	2	0	0	3
TOTAL			25				17
SEMESTER 3							
Compulsory	DUE30022	Communicative English 2	1	0	2	0	2
Common Core	DBM30033	Engineering Mathematics 3	2	0	2	0	3
Discipline Core	DJJ30082	Mechanical Workshop Practice 3	0	4	0	0	2
	DJJ30093	Engineering Mechanics	2	2	0	0	3
	DJJ30103	Strength of Materials	2	2	0	0	3
	DJJ30113	Material Science and Engineering	2	2	0	0	3

	DJJ30122	Computer Aided Design	1	2	0	0	2
TOTAL			26				18
SEMESTER 4							
Common core	DJJ40132	Engineering and Society	2	0	0	0	2
Discipline Core	DJJ40142	Mechanical Workshop Practice 4	0	4	0	0	2
	DJJ40153	Pneumatic and Hydraulics	2	2	0	0	3
	DJJ40163	Mechanics of Machines	2	2	0	0	3
	DJJ40173	Engineering Design	2	2	0	0	3
	DJJ40182	Project 1	2	0	0	0	2
Elective		Elective***					
TOTAL			20				15
SEMESTER 5							
Compulsory	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	0	2
	DUE50032	Communicative English 3	1	0	2	0	2
	MPU22012	Entrepreneurship	1	0	2	0	2
Discipline Core	DJJ50193	Project 2	0	4	0	0	3
	DJJ50203	Troubleshooting and Maintenance for Mechanical Components	2	2	0	0	3
	DJJ50212	Maintenance Engineering and Management	2	0	0	0	2
Elective		Elective***					
TOTAL			19				14
SEMESTER 6							
Industrial Training	DUT600610	Engineering Industrial Training	0	0	0	0	10
TOTAL			0				10
TOTAL CREDIT VALUE						94	

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
ELECTIVE COURSES							
1	DJJ42022	Industrial Management	2	0	0	0	2
2	DJJ42032	Instrumentation and Control	2	0	0	0	
3	DJJ52012	Engineering Plant Technology	2	0	0	0	
4	DJJ52052	Railway Track System	2	0	0	0	
5	DJM20032	C Programming	1	2	0	0	
6	DJM40082	Programmable Logic Control	1	2	0	0	
7	DJM40092	Control System	2	1	0	0	
8	DJF51082	Quality Control	2	0	0	0	
FREE ELECTIVES							
1	DUD10012	Design Thinking	1	0	0	1	2

3.4 LABORATORY FACILITIES IN MECHANICAL ENGINEERING DEPARTMENT

NO	LABORATORY	LABORATORY SUPERVISOR
1	CAD/CAM Laboratory (<i>Makmal CAD/CAM</i>)	Suzilawati Binti Iberahim
2	Mechanics of Machines Laboratory (<i>Makmal Mekanik Mesin</i>)	Nur Ismalina Binti Haris
3	Control Laboratory (<i>Makmal Kawalan</i>)	Mohd Khairi Haslamia Bin Mat Ripin
4	Metallurgy Laboratory (<i>Makmal Metalurgi</i>)	Nurul Khairunnisa Binti Su
5	Metrology Laboratory (<i>Makmal Metrologi</i>)	Nur Faradiana Binti Rusli
6	Material Testing Laboratory (<i>Makmal Ujian Bahan</i>)	Masniza Binti Yusof
7	Electrical Technology Laboratory (<i>Makmal Teknologi Elektrik</i>)	Azyan Binti Md Zahari
8	Foundry Workshop (<i>Bengkel Foundri</i>)	Zulkifli Bin Sulaiman
9	Machine Workshop (<i>Bengkel Mesin</i>)	Mohd Fadzil Bin Allias
10	Welding Workshop (<i>Bengkel Kimpalan</i>)	Mohd Amirul Bin Johari
11	ITL Laboratory (<i>Makmal ITL</i>)	Mohd Zahri Bin Jaafar
12	Plant Laboratory (<i>Makmal Loji</i>)	Nik Noor Zilawati Binti Nik Ab Rahman
13	AK 1 (CAD) Laboratory (<i>Makmal AK 1 CAD</i>)	Mohd Fahmi Hamid@Siron

3.5 HIGHER ACADEMIC PATHWAY

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

3.5.1 UNIVERSITI MALAYSIA PERLIS

- Address : Jabatan Pendaftar, Universiti Malaysia Perlis, Aras 1, Bangunan Canselori, Kampus Alam Unimap Pauh Putra, 02600 Arau, Perlis.
- Telephone No : 04-9414224
- Emel : pendaftar@unimap.edu.my
- Web : www.unimap.edu.my

3.5.2 UNIVERSITI TUN HUSSEIN ONN MALAYSIA

- Address : Timbalan Pendaftar Kanan, Pejabat Pengurusan Akademik, Universiti Tun Hussein Onn Malaysia 86400 Parit Raja, Batu Pahat Johor.
- Telephone No : 07-4537681 / 7655 / 7687 / 7689 / 7694
- Fax No : 07-4536085
- Emel : pa@uthm.edu.my
- Web : www.uthm.edu.my

3.5.3 UNIVERSITI TEKNIKAL MALAYSIA MELAKA

- Address : Bahagian Pengurusan Akademik, Universiti Teknikal Malaysia Melaka, Karung Berkunci 1752, Pejabat Pos Durian Tunggal, 76109 Durian Tunggal, Melaka.

- Telephone No : 06-3316086/ 6078/ 6077/ 6073/ 6076
- Fax No : 06-3316079
- Emel : bpa@utem.edu.my
- Web : www.utem.edu.my

3.5.4 UNIVERSITI MALAYSIA PAHANG

- Address : Bahagian Pengurusan Akademik, Kompleks Perkhidmatan Siswa,
Universiti Malaysia Pahang, Karung Berkunci 112, 2500 Kuantan,
Pahang Darul Makmur.
- Telephone No : 09-5492550 / 2557
- Fax No : 09-5492555
- Web : www.ump.edu.my

4.0 SUPPORTING DEPARTMENTS AND UNITS

4.1 MATHEMATICS, SCIENCE AND COMPUTER DEPARTMENT

4.1.1 DEPARTMENT ORGANISATION CHART



4.1.2 MATHEMATICS, SCIENCE AND COMPUTER DEPARTMENT LECTURERS

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
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4.1.3 SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	DBC20012 COMPUTER APPLICATION	<p>COMPUTER APPLICATION exposes students to different packages of applications software such as word processor, spreadsheet, presentation, project management, internet security and digital etiquette. This course mainly emphasize on the practical aspects of using applications software and awareness in digital world activity. Students will develop teamwork and leadership skills to present ideas and organize project. Students are able to use the information and technology skill attained in future</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Display the ability to apply application software in office environment (P3 , CLS4) CLO2 : Perform inquisitive mind to develop lifelong learning skills in information and technology skills (A5 , CLS3c) CLO3 : Apply information and technology skills in office environment (C3, CLS3b)</p>
1	DBM10013 ENGINEERING MATHEMATICS 1	<p>ENGINEERING MATHEMATICS 1 exposes students to the basic algebra including resolve partial fractions. This course also coversthe concept of trigonometry and the method to solve trigonometry problems by using basic identities, compound angle and double angle formulae. Students will be introduced to the theory of complex number and concept of vector and scalar. Students will explore advanced matrices involving 3x3 matrix.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1:Use mathematical statement to describe relationship between various physical phenomena. (C3, CLS1) CLO2:Show mathematical solutions using the appropriate techniques in mathematics. (C3, CLS3c) CLO3:Use mathematical expression in describing real engineering problems precisely, concisely and logically. (A3, CLS3b)</p>

1	DBS10012 ENGINEERING SCIENCE	<p>ENGINEERING SCIENCE course introduces the physical concepts required in engineering disciplines. Students will learn the knowledge of fundamental physics in order to identify and solve engineering physics problems. Students will be able to perform experiments and activities to mastery physics concepts.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Use basic physics concept to solve engineering physics problems (C3, CLS 1) CLO2: Apply knowledge of fundamental physics in activities to mastery physics concept (C3, CLS1) CLO3: Perform appropriate activities related to physics concept (P3, CLS 3a)</p>
1	DBM10063 MATHEMATICAL COMPUTING	<p>MATHEMATICAL COMPUTING course introduces students to numbering system, basic algebra and complex numbers. Calculus covers the simple techniques of differentiation and integration. In addition, this course also exposes to basic concept of matrices and linear algebra to help them in solving mathematical problem in organizing data through theoretically.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Execute mathematical concepts in the areas of number systems, complex numbers, matrices, algebra and differentiation & integration. (C3, CLS1) CLO2: Show mathematical solutions using the appropriate techniques in mathematics. (C3, CLS1) CLO3: Explain theoretical and solutions to others in solving mathematical related problems. (P2, CLS3c)</p>

2	DBM20023 ENGINEERING MATHEMATICS 2	<p>ENGINEERING MATHEMATICS 2 exposes students to the basic laws of indices and logarithms. This course introduces the basic rules of differentiation concepts to solve problems that relate to maximum, minimum and calculate the rates of changes. This course discusses integration concepts in order to strengthen student's knowledge for solving area and volume bounded region problems. In addition, students will learn application of both techniques of differentiation and integration.</p> <p>Credit Value : 3 Prerequisite : DBM10013</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Use algebra and calculus knowledge to describe relationship between various physical phenomena. (C3, CLS1) CLO2: Solve the mathematical problems by using appropriate and relevant fundamental calculus techniques. (C3, CLS3c) CLO3: Use mathematical language to express mathematical ideas and arguments precisely, concisely and logically in calculus. (A3, CLS3b)</p>
2	DBM20083 DISCRETE MATHEMATICS	<p>DISCRETE MATHEMATICS course introduces students to logical and mathematical thinking. This course focuses on providing basic logic, sets, relations and functions, as well as graphs and trees which integrate symbolic tools, graphical concepts and numerical calculations. This course also addresses the counting principle as well as Boolean Algebra which are related to the information technology programmed.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Carry out basic terminology precisely in the areas of logic, algebra, graphs theory, set theory and combinatory. (C3, CLS2) CLO2: Apply standard operations precisely in the areas of logic, algebra, graphs theory, set theory and combinatory. (C3, CLS2) CLO3: Construct mathematical problems using appropriate concepts, formulas and techniques. (P3, CLS3c)</p>

3	DBM30043 ELECTRICAL ENGINEERING MATHEMATICS	<p>ELECTRICAL ENGINEERING MATHEMATICS exposes students to the statistical and probability concepts and their applications in interpreting data. The course also introduces numerical methods concept to solve simultaneous equations by using Gaussian Elimination method, LU Decomposition using Doolittle and Crout methods, polynomial problems using Simple Fixed Point Iteration methods and Newton Raphson method. In additional, the course also discuss Ordinary Differential Equation (ODE). In order to strengthen the students in solving engineering problems, Laplace Transform by using the Table of Laplace is also included. It is designed to build students' teamwork and problems solving skill.</p> <p>Credit Value : 3 Prerequisite : DBM20023</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Demonstrate an understanding of the common body of knowledge in mathematics (C3, CLS1) CLO2: Demonstrate problems solving skills in engineering problems (C3, CLS3c) CLO3: Use mathematical expression in describing real engineering problems precisely, concisely and logically (A3, CLS3b)</p>
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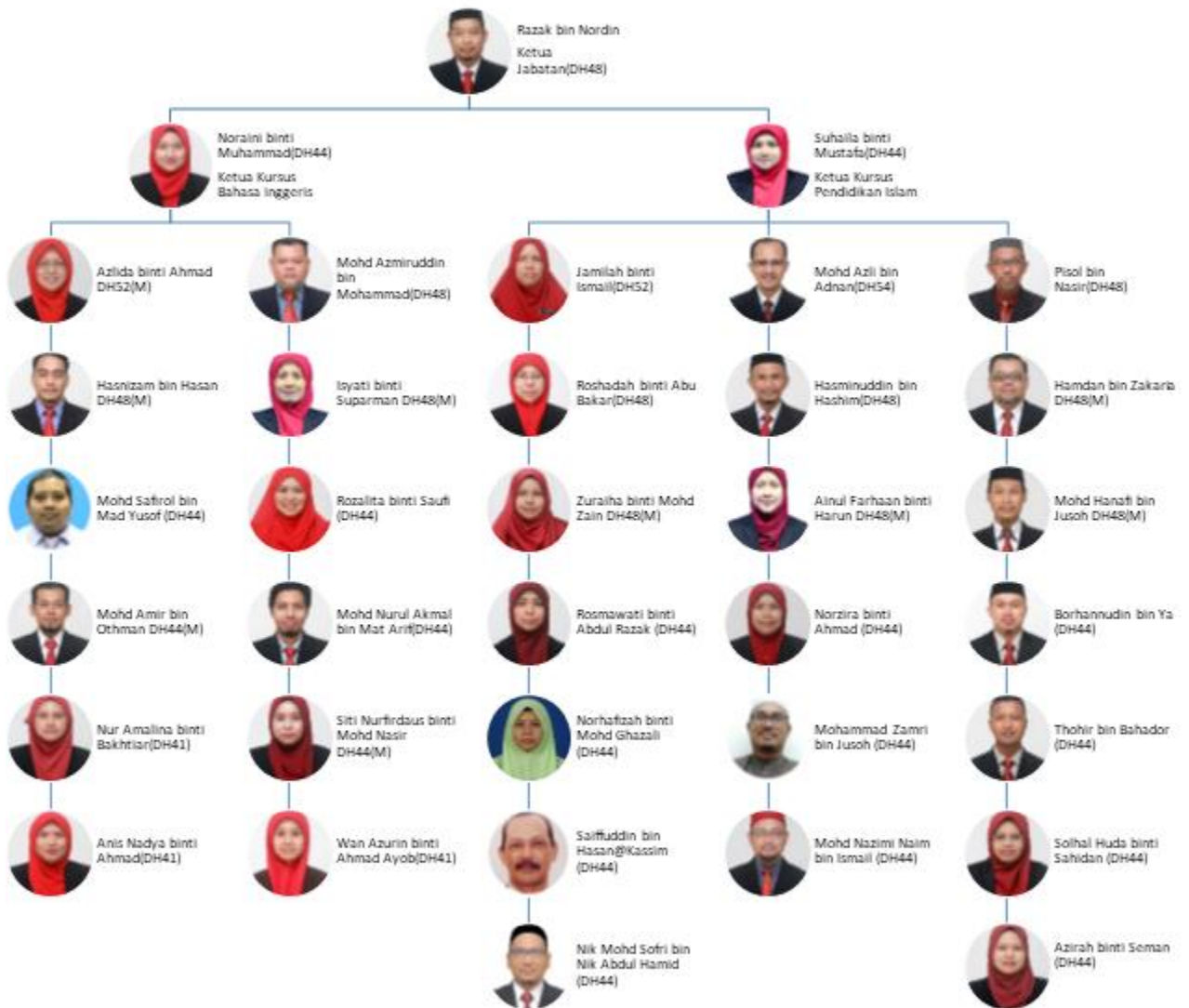
3	DBM30033 ENGINEERING MATHEMATICS 3	<p>ENGINEERING MATHEMATICS 3 exposes students to the statistical and probability concepts and their applications in interpreting data. The course also introduces numerical methods concept to solve simultaneous equations by using Gaussian Elimination method, LU Decomposition using Doolittle and Crout methods, polynomial problems using Simple Fixed Point Iteration and Newton-Raphson methods. In order to strengthen the students in solving engineering problems, Ordinary Differential Equation (ODE) is also included. In addition, the course also discusses optimization problems by using Linear Programming. It is designed to build students' teamwork and problems solving skill.</p> <p>Credit Value : 3 Prerequisite : DBM20023</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Demonstrate an understanding of the common body of knowledge in mathematics(C3, CLS1) CLO2: Demonstrate problems solving skills in engineering problems(C3, CLS3c) CLO3: Use mathematical expression in describing real engineering problems precisely, concisely and logically(A3, CLS3b)</p>
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4.1.4 LABORATORY FACILITIES IN MATHEMATICS, SCIENCE AND COMPUTER DEPARTMENT

NO	LABORATORY	LABORATORY SUPERVISOR
1	CAD Laboratory 1 (CAD 1)	Shahrull Hi-Fi Syam bin Ahmad Jamil
2	Makmal Sains Kejuruteraan	Zakiah binti Adzmi

4.2 GENERAL STUDIES DEPARTMENT

4.2.1 DEPARTMENT ORGANISATION CHART



4.2.2 GENERAL STUDIES DEPARTMENT LECTURERS

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Razak Bin Nordin	Head of Department	012-420 6431	razaknordin@ptss.edu.my
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5	Anis Nadya Binti Che Ahmad	Lecturer	012-5900321	anisnadya@ptss.edu.my
6	Azirah Binti Seman	Lecturer	012-5661682	azirah@ptss.edu.my
7	Azlida Binti Ahmad	Lecturer	012-5971007	azlidaahmad@ptss.edu.my
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12	Isyati Binti Suparman	Lecturer	019-5799454	isyati@ptss.edu.my
13	Jamilah Binti Ismail	Lecturer	011-36882500	jamilah.dh@ptss.edu.my
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21	Mohd Safirol Bin Md Yusof	Lecturer	012-5971339	safirol@ptss.edu.my
22	Nik Mohd Sofri Bin Nik Abdul Hamid	Lecturer	019-4224625	nsofri@ptss.edu.my
23	Norhafizah Binti Mohd Ghazali	Lecturer	017-5523676	norhafizahmg@ptss.edu.my
24	Norzira Binti Ahmad	Lecturer	012-5103511	norzira@ptss.edu.my
25	Nur Amalina Binti Bahtiar	Lecturer	012-9319532	amalinabahtiar@ptss.edu.my
26	Pisol Bin Nasir	Lecturer	017-4685892	pisol@ptss.edu.my
27	Roshadah Binti Abu Bakar	Lecturer	019-5782010	roshadah@ptss.edu.my

28	Rosmawati Binti Razak	Lecturer	013-5881839	rosmarazak@ptss.edu.my
29	Rozalita Binti Saupi	Lecturer	010-4052706	rozalita@ptss.edu.my
30	Saiffuddin Bin Hasan @ Kassim	Lecturer	011-29311888	saifuddin@ptss.edu.my
31	Siti Nurfirdaus Binti Mohd Nasir	Lecturer	013-2988295	sitinurfirdaus@ptss.edu.my
32	Solhal Huda Binti Sahidan	Lecturer	012-5628942	solhalhuda@ptss.edu.my
33	Thohir Bin Bahador	Lecturer	013-9828284	thohir@ptss.edu.my
34	Wan Azurin Binti Ahmad Ayob	Lecturer	011-19620522	azurin@ptss.edu.my
35	Zuraiha Binti Mohd Zain	Lecturer	012-4844863	zuraiha@ptss.edu.my

4.2.3 SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	MPU21032 PENGHAYATAN ETIKA DAN PERADABAN	<p>PENGHAYATAN ETIKA DAN PERADABAN ini menjelaskan tentang konsep etika daripada perspektif peradaban yang berbeza. Ia bertujuan bagi mengenal pastisistem, tahap perkembangan, kemajuan dan kebudayaan merentas bangsa dalam mengukuhkan kesepaduan sosial. Selain itu, perbincangan dan perbahasan berkaitan isu-isu kontemporari dalam aspek ekonomi, politik, sosial, budaya dan alam sekitar daripada perspektif etika dan peradaban dapat melahirkan pelajar yang bermoral dan profesional. Penerapan amalan pendidikan berimpak tinggi (HIEPs) yang bersesuaian digunakan dalam penyampaian kursus ini</p> <p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CLO1 : Membentangkan konsep etika dan peradaban dalam kepelbagaian tamadun. (A2 , CLS 5)</p> <p>CLO2 : Menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2 , CLS 5)</p> <p>CLO3 : Mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban.(A3 , CLS 4)</p>

1	MPU22042 BAHASA KEBANGSAAN A	<p>BAHASA KEBANGSAAN A menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar, serta meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi.</p> <p>Credit Value : 2</p> <p>Prerequisite : Khas untuk pelajar warganegara tidak kredit Bahasa Melayu SPM</p>	<p>CLO1 : Menunjukkan cara berinteraksi yang baik dalam pelbagai situasi (A3 , CLS 3b)</p> <p>CLO2 : Menulis pelbagai jenis bentuk penulisan dengan jelas dan bersistematik (A2 , CLS 3b)</p> <p>CLO3 : Menunjukkan kaedah bertutur dalam komunikasi lisan dengan sebutan dan intonasi yang betul (A3 , CLS 4)</p>
2	MPU23012 PENGAJIAN ISLAM (JP)	<p>PENGAJIAN ISLAM disediakan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa</p> <p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CLO1 : Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian. (A2, CLS 4)</p> <p>CLO2 : Menerangkan etika dan profesionalisme berkaitan Syariah dan Institusi Islam dalam membentuk pembangunan ummah. (A3, CLS 5)</p> <p>CLO3 : Menghubungkan minda ingin tahu dengan Islam dan cabaran semasa di Malaysia. (A4 , CLS 4)</p>
2	MPU23032 PENGAJIAN ISLAM (JTMK)	<p>PENGAJIAN ISLAM disediakan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa</p> <p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CLO1 : Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian. (A2, CLS 4)</p> <p>CLO2 : Menerangkan etika dan profesionalisme berkaitan Syariah dan Institusi Islam dalam membentuk pembangunan ummah. (A3, CLS 5)</p> <p>CLO3 : Menghubungkan minda ingin tahu dengan Islam dan cabaran semasa di Malaysia. (A4, CLS 4)</p>

2	MPU23142 PENDIDIKAN MORAL (JTMK)	<p>PENDIDIKAN MORAL memberi pengetahuan tentang konsep asas moral untuk diamalkan. Selain itu, kursus ini juga menjelaskan etika individu yang bermoral dan bertanggungjawab serta isu-isu moral yang mempengaruhi pembentukan negara dan masyarakat</p> <p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CL01 : Mengamalkan nilai moral yang baik dalam kehidupan seharian (A2 , CLS 4) CL02 : Menjelaskan etika dan profesionalisme individu yang bermoral dan bertanggungjawab terhadap negara (A3 , CLS 5) CL03 : Menghubungkan minda ingin tahu terhadap isu dan cabaran dalam membentuk negara dan masyarakat (A4 , CLS 4)</p>
2	MPU23042 NILAI MASYARAKAT	<p>NILAI MASYARAKAT MALAYSIA membincangkan aspek sejarah pembentukan masyarakat, nilai-nilai agama, adat resam dan budaya masyarakat di Malaysia. Selain itu, pelajar dapat mempelajari tanggungjawab sebagai individu dan nilai perpaduan dalam kehidupan di samping cabaran- cabaran dalam membentuk masyarakat Malaysia</p>	<p>CL01 : Membincangkan sejarah dan nilai dalam pembentukan masyarakat di Malaysia (A2, CLS 4)</p> <p>CL02 : Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia (A3, CLS 5)</p>
		<p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CL03 : Menghubungkan minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia (A4 , CLS 4)</p>
2	MPU23052 SAINS TEKNOLOGI DAN	<p>SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya membincangkan konsep sains, teknologi dan kejuruteraan dalam Islam serta impaknya, pencapaiannya dalam tamadun Islam, prinsip serta peranan syariah dan etika Islam, peranan kaedah fiqh serta aplikasinya</p> <p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CL01 : Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2 , CLS 4)</p> <p>CL02 : Menerangkan etika dan profesionalisme berkaitan sains teknologi dan kejuruteraan dalam Islam (A3 , CLS 5)</p> <p>CL03 : Menghubungkan minda ingin tahu dengan prinsip syariah, etika dan kaedah fiqh dalam bidang sains, teknologi dan kejuruteraan menurut perspektif Islam (A4 , CLS 4)</p>

2	MPU23072 PELANCONGAN DAN HOSPITALITI DALAM	<p>PELANCONGAN DAN HOSPITALITI DALAM ISLAM memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya membincangkan konsep pelancongan dan hospitaliti mengikut perspektif Islam. Ia merangkumi penyediaan rumah penginapan, makanan, layanan terhadap tetamu dan hubungan alam sekitar dalam bidang pelancongan. Seterusnya membincangkan konsep asas kaedah fiqh, nilai-nilai kebersihan dan estetika Islam dalam bidang tersebut</p> <p>Credit Value : 2</p> <p>Prerequisite : None</p>	<p>CLO1 : Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2 , CLS 4)</p> <p>CLO2 : Menerangkan etika dan profesionalisme berkaitan pelancongan dan hospitaliti dalam Islam (A3 , CLS 5)</p> <p>CLO3 : Menghubungkan minda ingin tahu dengan prinsip syariah dalam bidang pelancongan dan hospitaliti menurut perspektif Islam (A4 , CLS 4)</p>
2	DUA2042 SENI DALAM ISLAM	<p>SENI DALAM ISLAM memberi pengetahuan tentang konsep Islam sebagai alDin 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>Credit Value : 2</p> <p>Prerequisite : None</p>	<ol style="list-style-type: none"> 1. Menghuraikan konsep Islam sebagai cara hidup. (C2, LD1 : P2, LD2) 2. Menjelaskan konsep seni dalam Islam. (C2 : LD1) 3. Membincangkan prinsip syariah dan kaedah fiqah dalam seni menurut perspektif Islam. (C3 : LD1, A3 : LD6)

2	DUB2012 NILAI MASYARAKAT MALAYSIA	<p>NILAI MASYARAKAT MALAYSIA membincangkan aspek sejarah pembentukan masyarakat Malaysia, nilai-nilai agama serta adat resam dan budaya masyarakat majmuk. Selain itu, pelajar diberi kefahaman mengenai tanggungjawab individu dalam kehidupan dan cabaran-cabaran dalam membangunkan masyarakat Malaysia.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>1. Menerangkan sejarah pembentukan masyarakat dan nilai agama di Malaysia. (C2 : LD1)</p> <p>2. Menghubung kait tanggungjawab individu dalam kehidupan masyarakat dan negara. (C3 : LD1, A2 : LD5)</p> <p>3. Membincangkan cabaran-cabaran dalam membangunkan masyarakat Malaysia. (C3 : LD1, A3 : LD6)</p>
5	DUA6022 KOMUNIKASI DAN PENYIARAN	<p>KOMUNIKASI DAN PENYIARAN ISLAM memfokuskan kepada penguasaan konsep, kemahiran komunikasi dan penyiaran islam bagi meningkatkan kefahaman pelajar secara holistik terhadap kursus ini.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>1. Menjelaskan konsep, bentuk komunikasi dan hubungannya dalam Islam. (C2 : LD1)</p> <p>2. Menunjukkan kemahiran pengurusan komunikasi dalam bidang penyiaran Islam. (C3, A4 : LD1, LD5)</p> <p>3. Menghubung kait isu-isu semasa dalam komunikasi dan penyiaran Islam. (C3, A3 : LD1, LD6)</p>
1	SUA1011 PENDIDIKAN ISLAM 1	<p>PENDIDIKAN ISLAM 1 memperkenalkan kepada para pelajar tentang cara hidup Islam yang lengkap dan sempurna melalui penghayatan konsep akidah, ibadah (toharah) dan akhlak Islam.</p> <p>Credit Value : 1 Prerequisite : None</p>	<p>1. Menyenaraikan Rukun Iman dan Rukun Islam dengan tepat. (C1 : PLO 1)</p> <p>2. Menunjuk cara pelaksanaan toharah dengan betul. (P2 : PLO 2)</p> <p>3. Membincangkan isu-isu semasa berkaitan dengan akhlak. (C2 : PLO 1)</p>

2	SUA2011 PENDIDIKAN ISLAM 2	<p>PENDIDIKAN ISLAM 2 memperkenalkan konsep ibadah yang merangkumi adab-adab, tanggungjawab suami isteri dan pendidikan anak-anak yang perlu diamalkan dalam kehidupan seharian. Kursus ini juga mendedahkan kepada pelajar mengenai isu-isu semasa yang berkaitan dengan perkahwinan sebagai panduan hidup.</p> <p>Credit Value : 1 Prerequisite : None</p>	<p>1. Menunjuk cara pelaksanaan ibadah solat dengan tertib. (P2 : PLO 2)</p> <p>2. Menjelaskan adab-adab pergaulan dalam Islam. (C2 : PLO 1)</p> <p>3. Membincangkan isu-isu semasa berkaitan dengan perkahwinan. (C2 : PLO 1)</p>
1	SUB1011 PENDIDIKAN MORAL 1	<p>PENDIDIKAN MORAL 1 memberikan kefahaman kepada pelajar tentang peranan individu dalam hidup bermasyarakat. Kursus ini juga mendedahkan kepada pelajar mengenai cabaran dan isu-isu moral dalam mewujudkan masyarakat Malaysia yang harmoni.</p> <p>Credit Value : 1 Prerequisite : None</p>	<p>1. Menyenaikan peranan individu dalam masyarakat. (C1 : PLO 1)</p> <p>2. Menjelaskan elemen-elemen yang mencabar nilai-nilai moral. (C2 : PLO 2)</p> <p>3. Mengenalpasti isu-isu moral semasa. (C2 : P</p>
2	SUB2011 PENDIDIKAN MORAL 2	<p>PENDIDIKAN MORAL 2 memberi pengetahuan tentang penggunaan teknologi maklumat dan kesannya ke atas generasi muda masa kini. Penekanan kursus adalah untuk memberi penerangan tentang kesan kemajuan sains dan teknologi maklumat terhadap manusia. Kursus ini juga membincangkan isu-isu moral semasa dan menyatakan budaya kerja positif serta peranan individu dalam kerjaya.</p> <p>Credit Value : 1 Prerequisite : None</p>	<p>1. Menerangkan dengan jelas tentang kemajuan teknologi maklumat dengan cara yang betul. (C1 : PLO 1)</p> <p>2. Menjelaskan peranan individu dalam mengamalkan budaya kerja secara positif. (C2 : PLO 2)</p> <p>3. Menerangkan isu-isu semasa berkaitan dengan moral dengan jelas. (C2 : PLO 1)</p>

1	SUM1011 BAHASA MELAYU 1	<p>BAHASA MELAYU 1 memberi pengetahuan penggunaan Bahasa Melayu yang betul. Penekanan kepada penggunaan tatabahasa yang betul mengikut situasi sebenar dan menyebarkan maklumat dengan cara yang berkesan.</p> <p>Credit Value : 1 Prerequisite : None</p>	<p>1. Menulis semula dengan menggunakan tatabahasa dan struktur ayat yang betul untuk menghasilkan penulisan yang berkesan. (C2, PLO1)</p> <p>2. Membina struktur ayat pendek untuk menghasilkan penulisan- (C1, PLO1)</p> <p>3. Mengenalpasti maklumat penting daripada sumber yang dibaca dan ditonton kemudian menulis semula dalam ayat yang betul (C1, PLO6)</p>
4	SUM3011 BAHASA MELAYU 2	<p>BAHASA MELAYU2 memberi pengetahuan penggunaan tatabahasa yang betul dalam situasi yang berbeza. Kursus ini juga memberi panduan kepada pelajar cara-cara melengkapkan borang dan menulis surat permohonan serta resume yang sesuai dengan alam pekerjaan.</p> <p>Credit Value : 1 Prerequisite : None</p>	<p>1. Memahami bentuk-bentuk komunikasi (P2, LD2)</p> <p>2. Menggunakan bahasa yang sesuai mengikut situasi sebenar (C2, LD1)</p> <p>3. Mengenalpasti panduan menulis borang dan dokumen yang berkaitan dengan pekerjaan (C2, LD1)</p>
2	DUF10012 BAHASA ARAB 1	<p>BAHASA ARAB 1 dibentuk untuk membina kemahiran mendengar dan bertutur dalam Bahasa Arab. Pelajar akan diperkenalkan dengan bunyi-bunyi vokal dan konsonan Bahasa Arab. Ganti Nama Diri akan digunakan sebagai paksi kepada 14 bentuk perubahan kata Bahasa Arab. Pendekatan komunikasi akan diterapkan melalui dialog-dialog yang memberi penekanan kepada konteks sebenar komunikasi dan gaya bahasa yang diperlukan. Pelajar akan mampu untuk menuturkan frasa-frasa mudah dalam konteks komunikasi harian.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>CLO1 : Memberi respon yang sesuai kepada pelbagai stimulus dengan menggunakan intonasi dan bunyi yang betul (A2 , CLS 3b)</p> <p>CLO2 : Mempamerkan cara berinkteraksi yang baik dalam pelbagai situasi melalui sumbangan idea yang berkaitan dengan situasi yang berlaku dalam kehidupan seharian (A3 , CLS 3b)</p> <p>CLO3 : Menyumbang idea yang sesuai dan tersusun bagi menunjukkan kemampuan belajar secara berdikari dalam mengumpul maklumat (A2 , CLS 4)</p>

1	DUE1012 COMMUNICATIVE ENGLISH 1	<p>COMMUNICATIVE ENGLISH 1 focuses on developing students' speaking skills to enable them to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. It is also aimed to equip students with effective presentation skills.</p> <p>CREDIT(S) : 2</p> <p>PREREQUISITE(S) : None</p>	<p>1. apply appropriate language and communication skills in discussions and conversations. (C3)</p> <p>2. apply effective listening skills to demonstrate comprehension of audio recordings in a variety of situations. (C3)</p> <p>3. comprehend a variety of reading texts by applying effective reading skills. (C2)</p> <p>4. write in response to a stimulus using appropriate language. (C3)</p> <p>5. deliver an effective presentation using appropriate visual aids, verbal and non-verbal communication skills.(C3, A3)</p>
1	DUE10012 COMMUNICATIVE ENGLISH 1	<p>COMMUNICATIVE ENGLISH 1 focuses on developing students' speaking skills to enable them 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. The students are equipped with effective presentation skills as a preparation for academic and work purposes.</p> <p>CREDIT VALUE : 2</p> <p>PREREQUISITE : None</p>	<p>CLO1 : Participate in a discussion using effective communication and social skills to reach an amicable conclusion by accommodating differing views and opinions (A3 , CLS 3b)</p> <p>CLO2 : Demonstrate awareness of values and opinions embedded in texts on current issues (A3 , CLS 3b)</p> <p>CLO3 : Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2 , CLS 4)</p>

1	MPU22053 ENGLISH FOR DIGITAL TECHNOLOGY	<p>ENGLISH FOR DIGITAL TECHNOLOGY emphasises the skills required at the workplace to describe products or services as well as processes or procedures related to Digital Technology. This course will also enable students to make and reply to enquiries and complaints related to the field of Digital Technology.</p> <p>CREDIT VALUE : 3</p> <p>PREREQUISITE : None</p>	<p>CL01 : Describe products and services related to Digital Technology effectively through presentations by highlighting its features and characteristics that appeal to specific audience (A3 , CLS 3b)</p> <p>CL02 : Describe processes, procedures and instructions related to Digital Technology clearly by highlighting information of concern (A3 , CLS 4)</p> <p>CL03 : Demonstrate effective communication and social skills in handling enquiries and complaints related to Digital Technology amicably and professionally (A3 , CLS 3b)</p>
3	DUE3012 COMMUNICATIVE ENGLISH 2	<p>COMMUNICATIVE ENGLISH 2 emphasises the skills required at the workplace to describe products or services as well as processes or procedures. It also focuses on the skills to give and respond to instructions. This course will also enable students to make and reply to enquiries and complaints.</p> <p>CREDIT(S) : 2</p> <p>PREREQUISITE(S) : DUE1012 Communicative English 1</p>	<ol style="list-style-type: none"> 1. describe products or services related to their field of studies using appropriate language. (C3, A3) 2. transfer information of a process or procedure accurately from linear to nonlinear form and vice versa. (C3) 3. listen and respond to enquiries using appropriate language. (C3) 4. make and respond to complaints using appropriate language. (C3)

3	DUE30022 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. This course will also enable students to make and reply to enquiries and complaints.</p> <p>CREDIT VALUE : 2</p> <p>PREREQUISITE(S) : DUE10012</p> <p>Communicative English 1</p>	<p>CL01 : Describe a product or service effectively by highlighting its features and characteristics that appeal to a specific audience (A3 , CLS 3b)</p> <p>CL02 : Describe processes, procedures and instructions clearly by highlighting information of concern (A3 , CLS 4)</p> <p>CL03 : Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally (A3 , CLS 3b)</p>
4	DUE5012 COMMUNICATIVE ENGLISH 3	<p>COMMUNICATIVE ENGLISH 3 aims to develop the necessary skills in students to analyse and interpret graphs and charts from data collected as well as job hunting mechanics. Students will learn to present data through the use of graphs and charts. Students will learn the process of job hunting which includes job search strategies and</p>	<p>1. Describe and analyze information contained in graphs and charts clearly and accurately based on a mini project. (C4, A3)</p> <p>2. Write an effective resume and a supporting cover letter for a relevant job opening. (C3)</p>
		<p>making enquiries. They will also learn to write resumes and cover letters. The students will develop skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.</p> <p>CREDIT(S) : 2</p> <p>PREREQUISITE(S) : DUE3012</p> <p>Communicative English 2</p>	<p>3. Handle a job interview effectively and confidently. (C3)</p>

4	<p style="text-align: center;">DUE50032</p> <p style="text-align: center;">COMMUNICATIVE ENGLISH 3</p>	<p>COMMUNICATIVE ENGLISH 3 aims to develop the necessary skills in students to analyse and interpret graphs and charts from data collected as well as to apply the job hunting mechanics effectively in their related fields. Students will learn to gather data and present them through the use of graphs and charts. Students will also learn basics of job hunting mechanics which include using various job search strategies, making enquiries, and preparing relevant resumes and cover letters. The students will develop communication skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.</p> <p>CREDIT VALUE : 2</p> <p>PREREQUISITE(S) : DUE30022</p> <p>Communicative English 2</p>	<p>CLO1 : Present gathered data in graphs and charts effectively using appropriate language forms and functions (A2 , CLS 3b)</p> <p>CLO2 : Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer’s expectations (A4 , CLS 4)</p> <p>CLO3 : Demonstrate effective communication and social skills in handling job interviews confidently (A3 , CLS 3b)</p>
4	<p style="text-align: center;">MPU4013</p> <p style="text-align: center;">ENGLISH FOR DIGITAL TECHNOLOGY</p>	<p>ENGLISH FOR DIGITAL TECHNOLOGY course is a necessary component in the field of Digital Technology. The course is designed to prepare students to perform effectively in their workplace as English is usually the medium of communication in the ICT world. This is also in line with the needs of the industries that need graduates who can communicate in English.</p> <p>CREDIT VALUE : 3</p> <p>PREREQUISITES : None</p>	<p>CLO 1 : Describe products/services and processes/procedures related to their field of studies using appropriate language. (C3, A3, PLO 1, PLO 3)</p> <p>CLO 2 : Listen and respond to enquiries using appropriate language (C4, A3, PLO1, PLO 3)</p> <p>CLO 3 : Make and respond to complaints using appropriate language (C4, A3, PLO 1, PLO 3)</p> <p>CLO 4 : Apply job hunting mechanics appropriately (C3, A3, PLO 1, PLO 3)</p>

<p style="text-align: center;">1 (PRE-DIPLOMA)</p>	<p style="text-align: center;">PUE1014 ENGLISH (SCIENCE)</p>	<p>ENGLISH 1 (SCIENCE) is designed specifically for Pre-Diploma Science students intending to pursue a Diploma programme in the polytechnic. It focuses on providing students with necessary language skills that could help them to scaffold their language ability. It also aims to provide students with ample opportunities to use the language effectively and meaningfully through various forms of tasks and activities.</p> <p>CREDIT(S) : 4</p> <p>PREREQUISITE(S) : None</p>	<ol style="list-style-type: none"> 1. Read and respond to questions based on reading texts (C3) 2. Carry out an oral presentation (C2, A2) 3. Listen and respond to questions based on audio texts (C2) 4. Write an opinion essay using appropriate language and structure (C3)
<p style="text-align: center;">1 (PRE-DIPLOMA)</p>	<p style="text-align: center;">PUE2014 ENGLISH (SCIENCE)</p>	<p>ENGLISH 2 (SCIENCE) is designed specifically for pre-diploma science students intending to pursue a diploma programme in the Polytechnic. Students are taught to employ necessary language skills to listen and comprehend audio texts, describe places of interest and gadgets and provide information in a written form. Student centred activities are carried out to enable students to communicate effectively, as well as, meet the required standards of English courses at diploma level.</p> <p>CREDIT(S) : 4</p> <p>PREREQUISITE(S) : PUE1014 ENGLISH 1 (SCIENCE)</p>	<ol style="list-style-type: none"> 1. Listen and comprehend audio texts on healthy lifestyles (C2) 2. Describe places of interest using appropriate language (C2) 3. Produce a newsletter using appropriate language and format (C3) 4. Present a description of a gadget clearly and confidently (C3, A2)

1 (PRE-DIPLOMA)	PUE1024 - ENGLISH (COMMERCE)	<p>ENGLISH (COMMERCE) is designed specifically for pre-diploma Commerce students intending to pursue a diploma programme in any of the polytechnics. It aims to guide and facilitate students' learning through various activities and develop their skills in listening, speaking, reading and writing. Opportunities are provided for the students to use their knowledge in speaking and writing creatively. It increases students' confidence in using the language</p> <p>CREDIT(S) : 4</p> <p>PREREQUISITE(S) : None</p>	<ol style="list-style-type: none"> 1. Make and respond to different types of Wh-questions using appropriate language. (C3) 2. Describe and compare characteristics of people using appropriate language structure. (C3) 3. Read and answer comprehension questions based on a variety of texts. (C3) 4. Write a short essay using appropriate structure and language. (C3) 5. Respond to topics of interest in written form. (C3)
2	SUE2011 ENGLISH FOR COMMUNICATION 1	<p>ENGLISH FOR COMMUNICATION ONE (1) is to enhance students' abilities to read and write in the English language. In this course, students will be dealing with two types of document: notices / posters as well as emails. Exposure will be given not only on the understanding of these document but also the production of them.</p> <p>Credit Value : 1</p> <p>Prerequisite : None</p>	<ol style="list-style-type: none"> 1. Extract the important / desired information from the provided notices / posters. (C2, PLO3) 2. Produce attractive and informative notices / posters. (C3, PLO3) 3. Reply to and write comprehensible emails. (C3, PLO3)

3	SUE3011 ENGLISH FOR COMMUNICATION 2	<p>ENGLISH FOR COMMUNICATION TWO (2) still stresses on reading and writing skills. Nonetheless, there is an extra element in which students are expected to carry out a demonstrative presentation. The main topic of this course is instruction. Students will be exposed to a few written instructions. They would also receive guidance in writing instructions as well as carrying out a demonstration with the help of effective visual aids.</p> <p>Credit Value - 1</p> <p>Prerequisite - None</p>	<ol style="list-style-type: none"> 1. Extract the salient information from written documents in regards to instructions at the workplace. (C2, PLO1) 2. Produce a simple but comprehensible manual on a selected instruction which is related to the student's discipline. (C3, PLO3) 3. Demonstrate the correct method or way of doing something based on the provided instruction manual to a target audience effectively with the help of prepared visual aids. (C3, PLO3)
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4.2.4 LABORATORY FACILITIES IN GENERAL STUDIES DEPARTMENT

NO	LABORATORY	LABORATORY SUPERVISOR
1	MAKMAL BAHASA 1	MOHD AMIR BIN OTHMAN
2	MAKMAL BAHASA 2	MOHD AMIR BIN OTHMAN
3	MAKMAL BAHASA 3	MOHD AMIR BIN OTHMAN

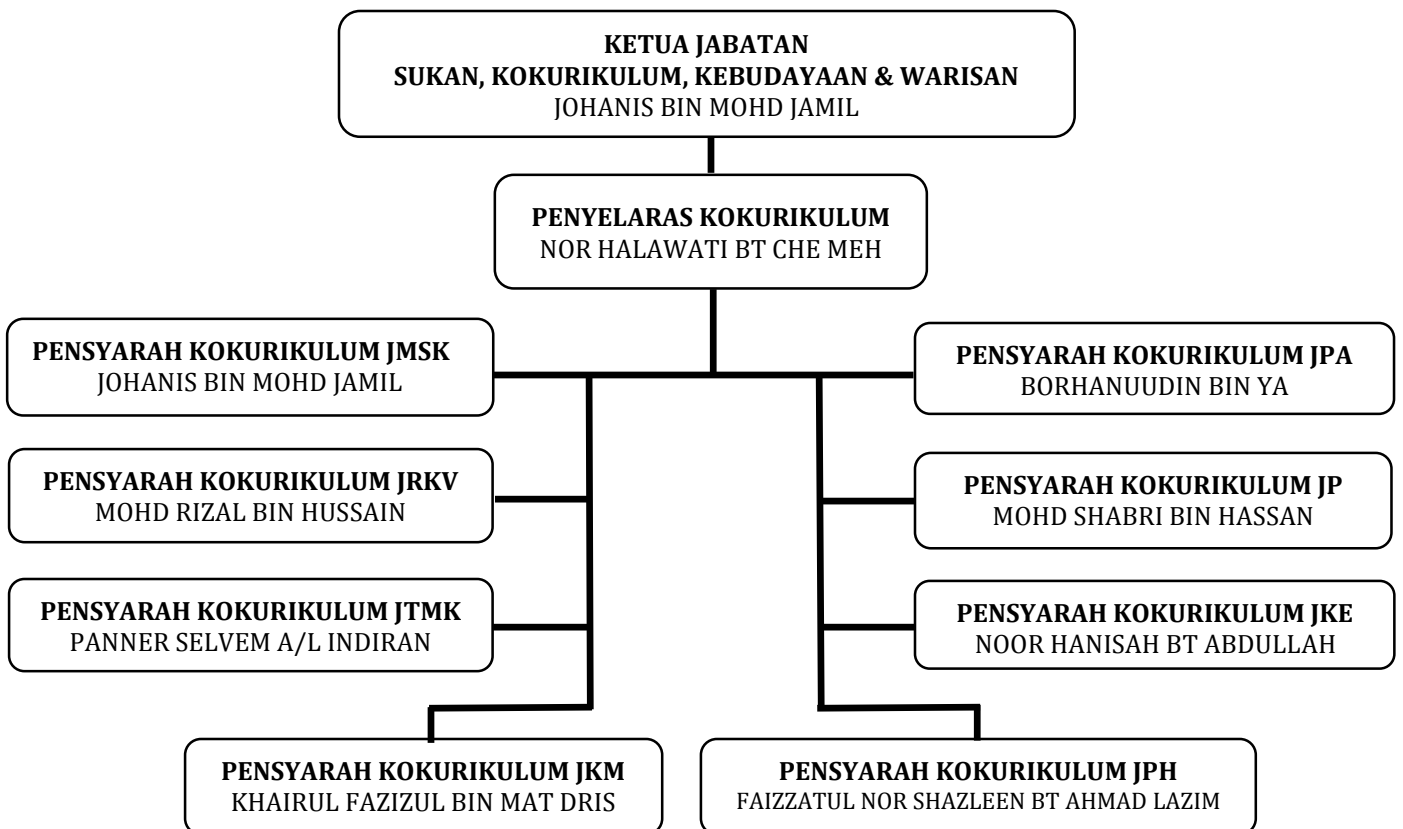
4.3 SPORTS, CO-CURRICULUM, CULTURE AND HERITAGE DEPARTMENT

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.

The Sports Unit is responsible for :

- managing sports activities inside and outside PTSS compound
- planning and ensuring sports activities are carried out accordingly
- monitoring and keeping record of PTSS athletes
- managing and maintaining the sports facilities
- developing individuality in spiritual, physical and intellectual

4.3.1 DEPARTMENT ORGANISATION CHART



4.3.2 SPORTS, CO-CURRICULUM, CULTURE AND HERITAGE DEPARTMENT STAFS

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Johanis bin Mohd Jamil	Head of Department	04-988 1378	johanis@ptss.edu.my
2	Imran Syafik bin Ahmad	Pegawai Belia dan Sukan	04-988 6340	imran ptss.edu.my
3	Saiful bin Ishak	Pembantu Operasi	04-988 6344	saifulishak ptss.edu.my

4.3.3 SYPNOSIS AND COURSE LEARNING OUTCOME

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	MPU24011 SUKAN	SUKAN adalah aktiviti yang mengandungi latihan kemahiran berguna secara rekreasi dan peraturan-peraturan tertentu dalam mengejar kecemerlangan bagi penguasaan pengetahuan dan kemahiran khusus secara holistik bagi mengukuhkan pembentukan kemahiran insaniah pelajar yang positif	CLO1 : Mempamerkan kemahiran khusus bagi kursus berkaitan (P2 , CLS 4) CLO2 : Menunjukkan kepimpinan dan kerja berpasukan berdasarkan penguasaan kemahiran dan amalan positif (A3 , CLS 3d)
2	MPU24021 KELAB	KELAB memfokuskan kepada penguasaan pengetahuan dan kemahiran khusus secara holistik bagi mengukuhkan pembentukan kemahiran insaniah pelajar yang positif.	CLO1 : Mempamerkan kemahiran khusus bagi kursus berkaitan (P2 , CLS 4) CLO2 : Menunjukkan kepimpinan dan kerja berpasukan berdasarkan penguasaan kemahiran dan amalan positif (A3 , CLS 3d)

3	MPU24611 - ASKAR WATANIAH 1 MPU24711 - ASKAR WATANIAH 2	<p>ASKAR WATANIAH memfokuskan kepada penguasaan pengetahuan dan kemahiran khusus secara holistik bagi mengukuhkan pembentukan kemahiran insaniah pelajar yang positif</p>	<p>CLO1 : Mempamerkan kemahiran khusus bagi kursus berkaitan (P2 , CLS 4)</p> <p>CLO2 : Menunjukkan kepimpinan dan kerja berpasukan berdasarkan penguasaan kemahiran dan amalan positif (A3 , CLS 3d)</p>
4	MPU24661 - PENGAKAP KELANA 1 MPU24761 - PENGAKAP KELANA 2	<p>PENGAKAP KELANA memfokuskan kepada penguasaan pengetahuan dan kemahiran khusus secara holistik bagi mengukuhkan pembentukan kemahiran insaniah pelajar yang positif</p>	<p>CLO1 : Mempamerkan kemahiran khusus bagi kursus berkaitan (P2 , CLS 4)</p> <p>CLO2 : Menunjukkan kepimpinan dan kerja berpasukan berdasarkan penguasaan kemahiran dan amalan positif (A3 , CLS 3d)</p>
5	MPU24691 - RELASIS 1 MPU24791 - RELASIS 2	<p>RELASIS memfokuskan kepada penguasaan pengetahuan dan kemahiran khusus secara holistik bagi mengukuhkan pembentukan kemahiran insaniah pelajar yang positif</p>	<p>CLO1 : Mempamerkan kemahiran khusus bagi kursus berkaitan (P2 , CLS 4)</p> <p>CLO2 : Menunjukkan kepimpinan dan kerja berpasukan berdasarkan penguasaan kemahiran dan amalan positif (A3 , CLS 3d)</p>

6	MPU24651 - PISPA 1 MPU24751 - PISPA 2	<p>PISPA memfokuskan kepada penguasaan pengetahuan dan kemahiran khusus secara holistik bagi mengukuhkan pembentukan kemahiran insaniah pelajar yang positif</p>	<p>CLO1 : Mempamerkan kemahiran khusus bagi kursus berkaitan (P2 , CLS 4)</p> <p>CLO2 : Menunjukkan kepimpinan dan kerja berpasukan berdasarkan penguasaan kemahiran dan amalan positif (A3 , CLS 3d)</p>
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5.0 SUPPORTING SERVICES

5.1 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

The Student Affairs Department is responsible for managing :

- student admission and registration
- scholarships
- residential college
- discipline and student behavior

- registration of students' vehicle
- student's activities through club / society
- alumni
- Student Representatives Committee (MPP)
- student insurance

5.1.1 DEPARTMENT ORGANISATION CHART



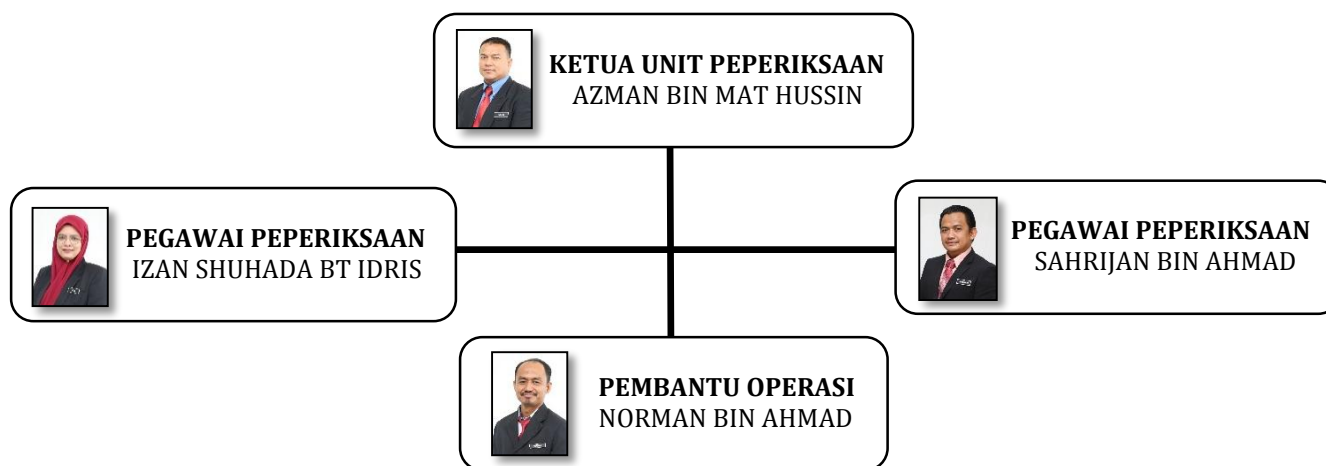
5.1.2 STUDENT AFFAIRS DEPARTMENT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Mazrul Hisyam Bin Mat Ali	Head Of Department	0 12-5255033	mazrul@ptss.edu.my
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4	Syazwani Binti Sobri	Student Affairs Officer (Pd)	0 14-6126367	syazwani@ptss.edu.my
5	Mohamad Hairi Bin Othman	Operation Assistant	0 12-3675029	mohamadhairi@ptss.edu.my
6	Nurul Hayati Binti Muda	Administrative Assistant	0 19-4150773	hayatimuda@ptss.edu.my
7	Rosnaniwati Binti Che Abdullah	Administrative Assistant	0 13-4301757	rosnaniwati@ptss.edu.my

5.2 EXAMINATION UNIT

Every Polytechnic under the Ministry of Higher Education 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.

5.2.1 EXAMINATION UNIT ORGANISATION CHART



5.2.2 EXAMINATION UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Azman Bin Mat Hussin	Head of Unit	04-9886388	azman@ptss.edu.my
2	Izan Shuhada Binti Idris	Examinations Officer	04-9881030	izanshuhada@ptss.edu.my
3	Sahrijan Bin Ahmad	Examinations Officer	04-9881037	sahrijan@ptss.edu.my
4	Norman Bin Ahmad	Operation Assistant	04-9886386	normanahmad@ptss.edu.my

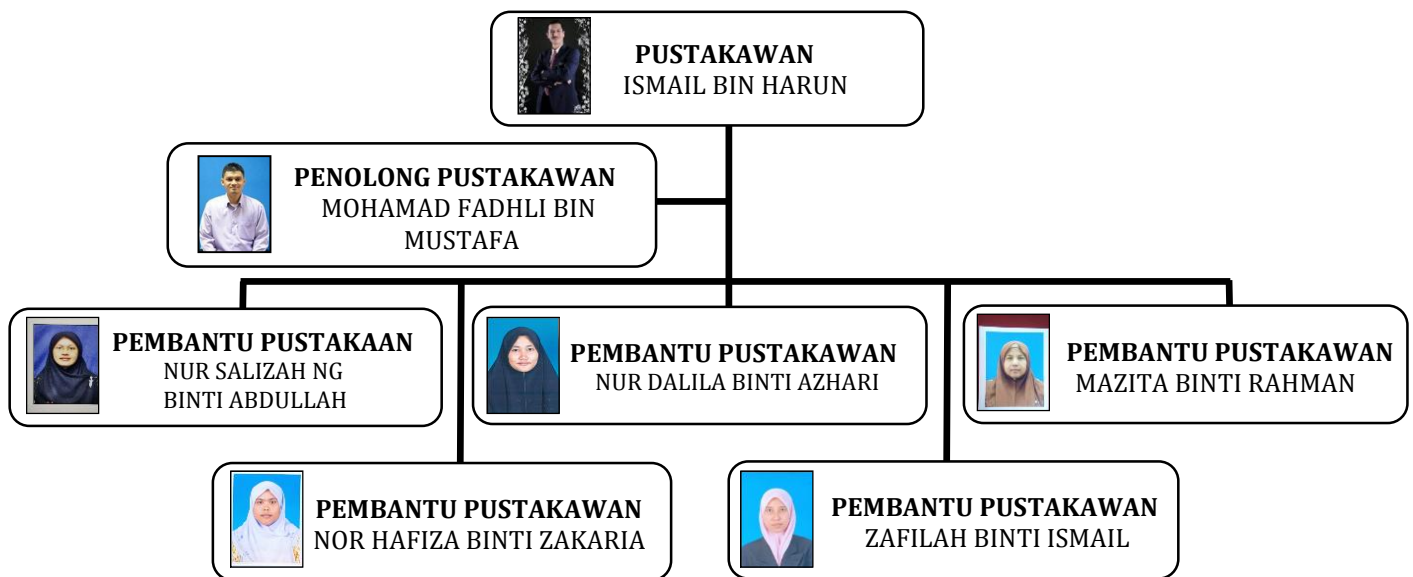
5.3 LIBRARY UNIT

The library provides quality and up-to-date information to everyone in terms of managing and providing access to information resources. 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 semiprofessional.

The Library Unit is also an instrument in inculcating the reading culture among PTSS and the local communities through an ongoing reading campaign. Among the many objectives of the library unit are:

- to acquire relevant and current information for reference
- to manage a collection of information using a standard system for easy access.
- to provide quality information service and cultivate interest in reading
- to support the organization’s objectives in teaching, learning and research.

5.3.1 LIBRARY UNIT ORGANISATION CHART



5.3.2 LIBRARY UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Ismail Bin Harun	Librarian	04-9886377	ismail@ptss.edu.my
2	Mohamad Fadhli Bin Mustafa	Assistant Librarian	04-9886378	mfadhlimustafa@ptss.edu.my
3	Nur Salizah Ng Abdullah	Assistant Librarian	04-9881672	nursalizah@ptss.edu.my
4	Nur Dalila Bt Azahari	Assistant Librarian	04-9881672	dalilaazhari@ptss.edu.my
5	Nor Hafiza Bt Zakaria	Assistant Librarian	04-9881672	hafiza@ptss.edu.my
6	Zafilah Bt Ismail	Assistant Librarian	04-9881672	zafilah@ptss.edu.my
7	Mazita Bt Rahman	Assistant Librarian	04-9881672	mazitarahman@ptss.edu.my

5.4 LIAISON & INDUSTRIAL TRAINING UNIT

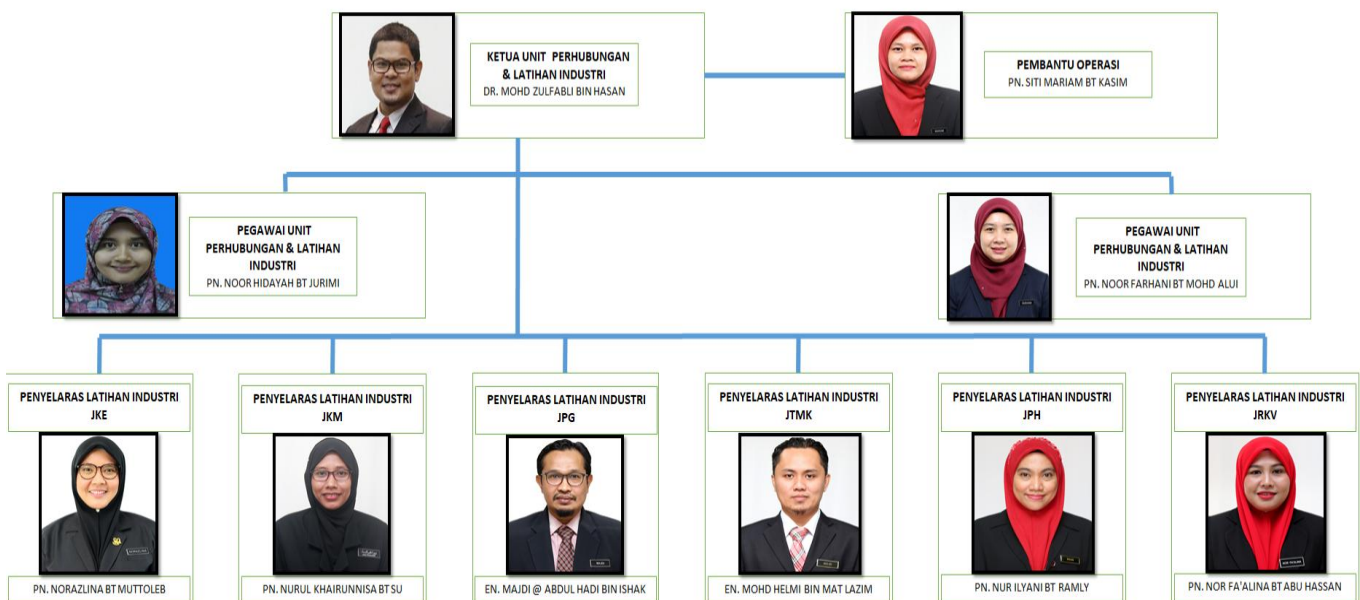
The Liaison & Industrial Training Unit (UPLI) is responsible for managing students' industrial training affairs. Students will be assigned to a particular organization during their training period based on their respective fields of study.

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.

The objectives of this programme can be summarized as follows:

- to foster a positive character and traits among students
- to develop better communication skills
- to practise good work ethics and conform to rules and regulations
- to expose students to the working environment
- to produce daily report on the training

5.4.1 LIASON & INDUSTRIAL TRAINING UNIT ORGANISATION CHART



5.4.2 LIAISON & INDUSTRIAL TRAINING UNIT CONTACT PERSONNEL

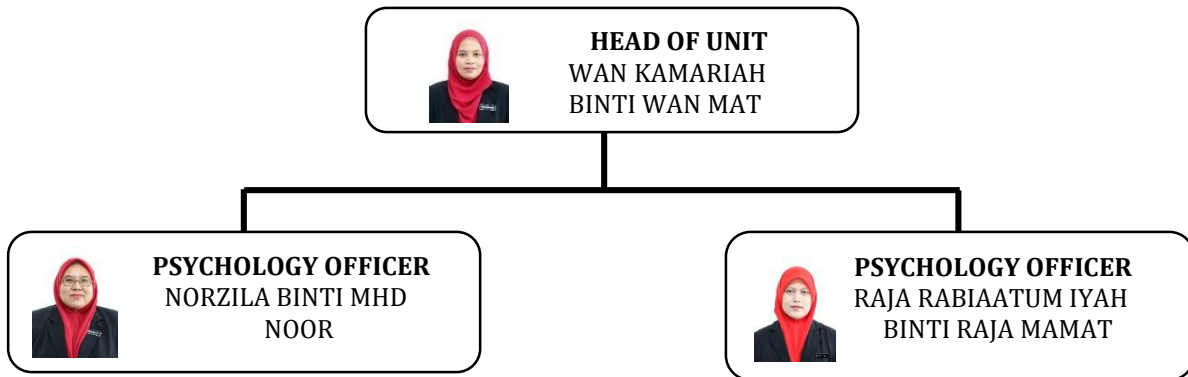
NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Dr. Mohd Zulfabli Bin Hasan	Head of Unit	04-9886244	zulfabli@ptss.edu.my
2	Noor Farhani Binti Mohd Alui	Liaison & Industrial Training Officer	04-9881020	farhani@ptss.edu.my
3	Noor Hidayah Binti Jurimi	Liaison & Industrial Training Officer	04-9881021	noorhidayah@ptss.edu.my
4	Siti Mariam Binti Kasim	Operation Assistant	04-9886243	mariamsyaqis@gmail.com
5	Norazlina Binti Muttaleb	Liaison & Industrial Training Officer of Electrical Department	04-9886234	norazlina.muttaleb@gmail.com
6	Nurul Khairunnisa Binti Su	Liaison & Industrial Training Officer of Mechanical Department	04-9886200	nisa1811@gmail.com
7	Majdi @ Abdul Hadi Bin Ishak	Liaison & Industrial Training Officer of Business Department	04-9886200	majdiishak@ptss.edu.my
8	Mohd Helmi Bin Mat Lazim	Liaison & Industrial Training Officer of Information Technology Department	04-9886200	helmi@ptss.edu.my
9	Nur Ilyani Binti Ramly	Liaison & Industrial Training Officer of Hospitality Department	04-9886200	nurilyani.85@gmail.com
10	Nor Fa'alina Binti Abu Hassan	Liaison & Industrial Training Officer of Art and Visual Design Department	04-9886200	norfaalina@gmail.com

5.5 PSYCHOLOGY MANAGEMENT UNIT

The Psychology Management 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 semiprofessional work force is well balanced mentally and physically. The Psychology Management Unit is responsible for:

- raising self-awareness and surroundings
- highlighting ones' potential
- developing multi skills
- promoting studies opportunities
- assessing student's interests, personality, values and skills, and helps them to explore career options

5.5.1 PSYCHOLOGY MANAGEMENT UNIT ORGANISATION CHART



5.5.2 PSYCHOLOGY MANAGEMENT UNIT CONTACT PERSONNEL

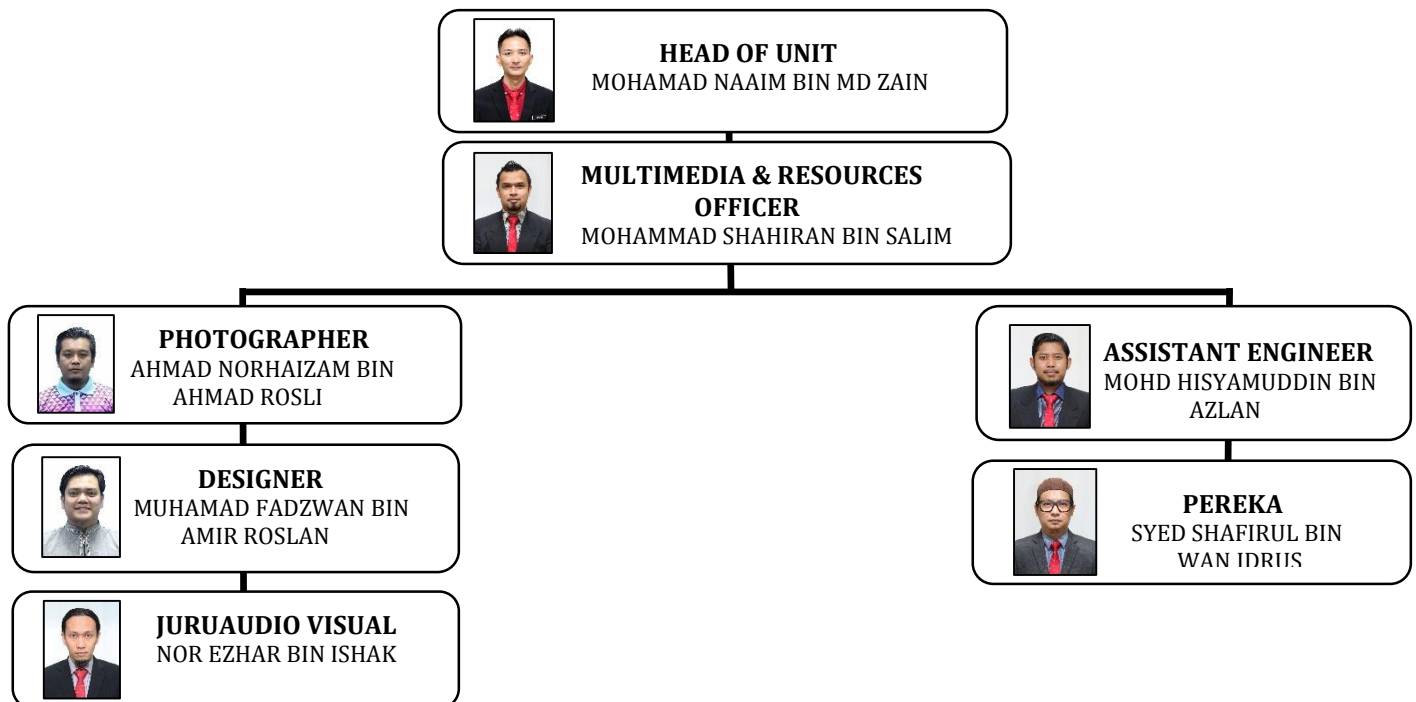
NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Wan Kamariah Binti Wan Mat	Head of Unit	04-9886208	kamariah@ptss.edu.my
2	Norzila Binti Mhd Noor	Psychology Officer	04-9886205	norzila@ptss.edu.my
3	Raja Rabiaatum Adawiyah Bt Raja Mamat	Psychology Officer	04-9881100	rabiaatum@ptss.edu.my

5.6 INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA UNIT

The Instructional Development and Multimedia Unit (UIDM) is one of the support unit for Academic and Administration in PTSS. The main functions are :

- Advising and guiding in Instructional Development for the purpose of Learning and Teaching.
- Provide sufficient skill and Audio Visual equipment for any activities (on campus/outside of campus) based on frequent application.
- Supervise in-term of skill and facilities/equipment for any activities by students/lecturers.
- UIDM as Audio Visual Committee for any major events on campus such as Convocation, Students Registration Day, major celebrations and assembly.
- Documentation Record any events on/off campus through video and photo for the purpose of archives.
- As committee for Design & Printing for most of the major events on campus.

5.6.1 INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA UNIT ORGANISATION CHART



5.6.2 INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA UNIT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
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4	Muhamad Fadzwan Bin Amir Roslan	Designer	04-9881690	fadzwan@ptss.edu.my
5	Syed Shafirul Bin Wan Idrus	Designer	04-9881690	shafirul@ptss.edu.my
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7	Nor Ezhar Bin Ishak	Juruaudio Visual	04-9881690	ezhar@ptss.edu.my

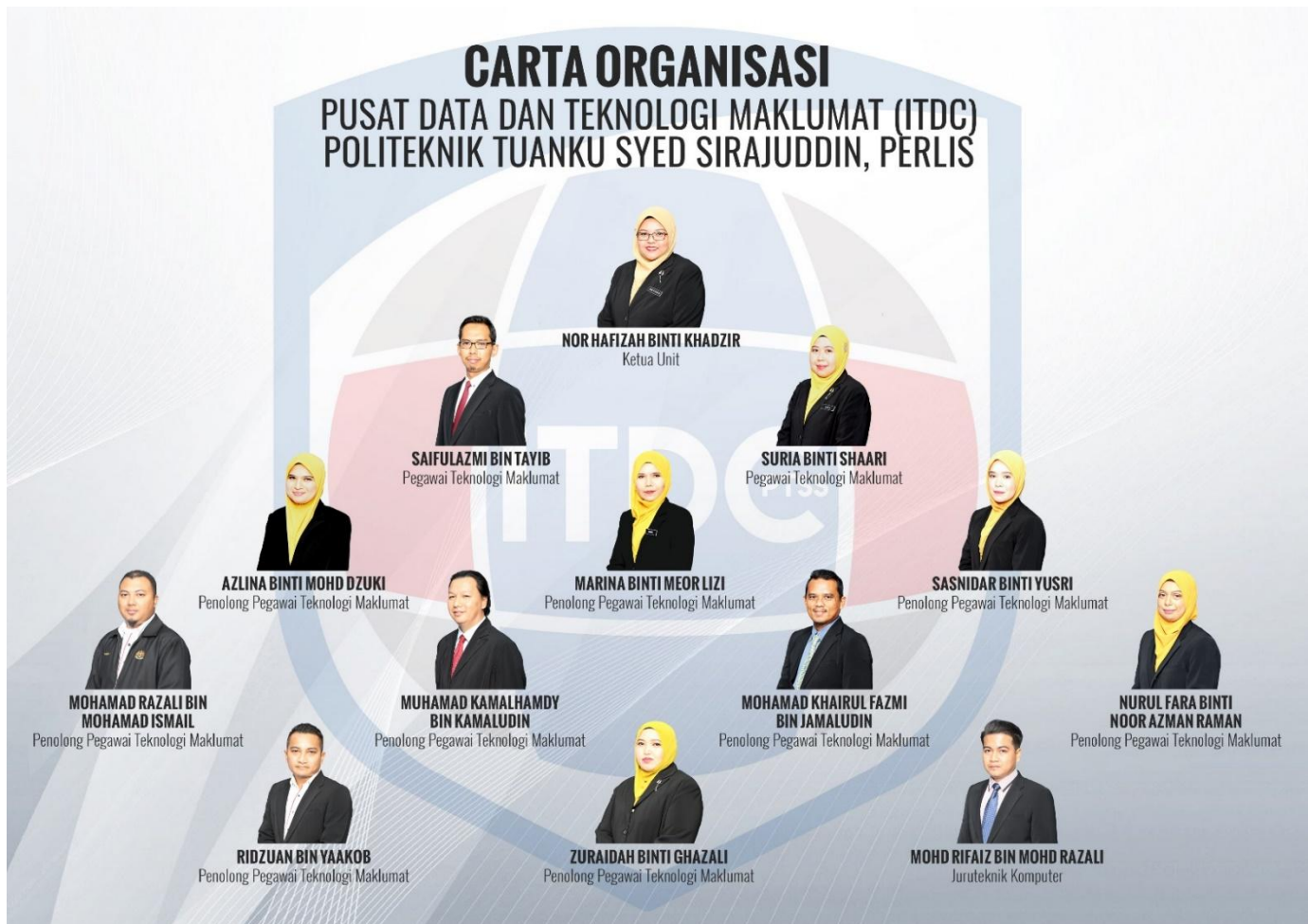
5.7 INFORMATION TECHNOLOGY AND DATA CENTER

The Information Technology and Data Center (ITDC) is one of the support unit for Academic and Administration in PTSS that provides ICT services for management, teaching and learning activities.

Among the scope of duties and responsibilities of ITDC are:

- Management of Campus Network System
- Management of ICT Equipment Maintenance
- Management of Polytechnic Information Management System (SPMP)
- Management of Staff Attendance System (Net-AIMS)
- Management of ICT Helpdesk System (UTMK2U)
- Management of PTSS Official Website
- Management of Staff Official Email (MyGovUC)
- Management of Server Room
- Management of ICT Asset
- Management of ICT Procurement
- Management of Government Public Key Infrastructure (GPKI)
- Management of Video Conference
- Management of ICT Projects
- Management of Technical Support for Other Systems

5.7.1 INFORMATION TECHNOLOGY AND DATA CENTER ORGANISATION CHART



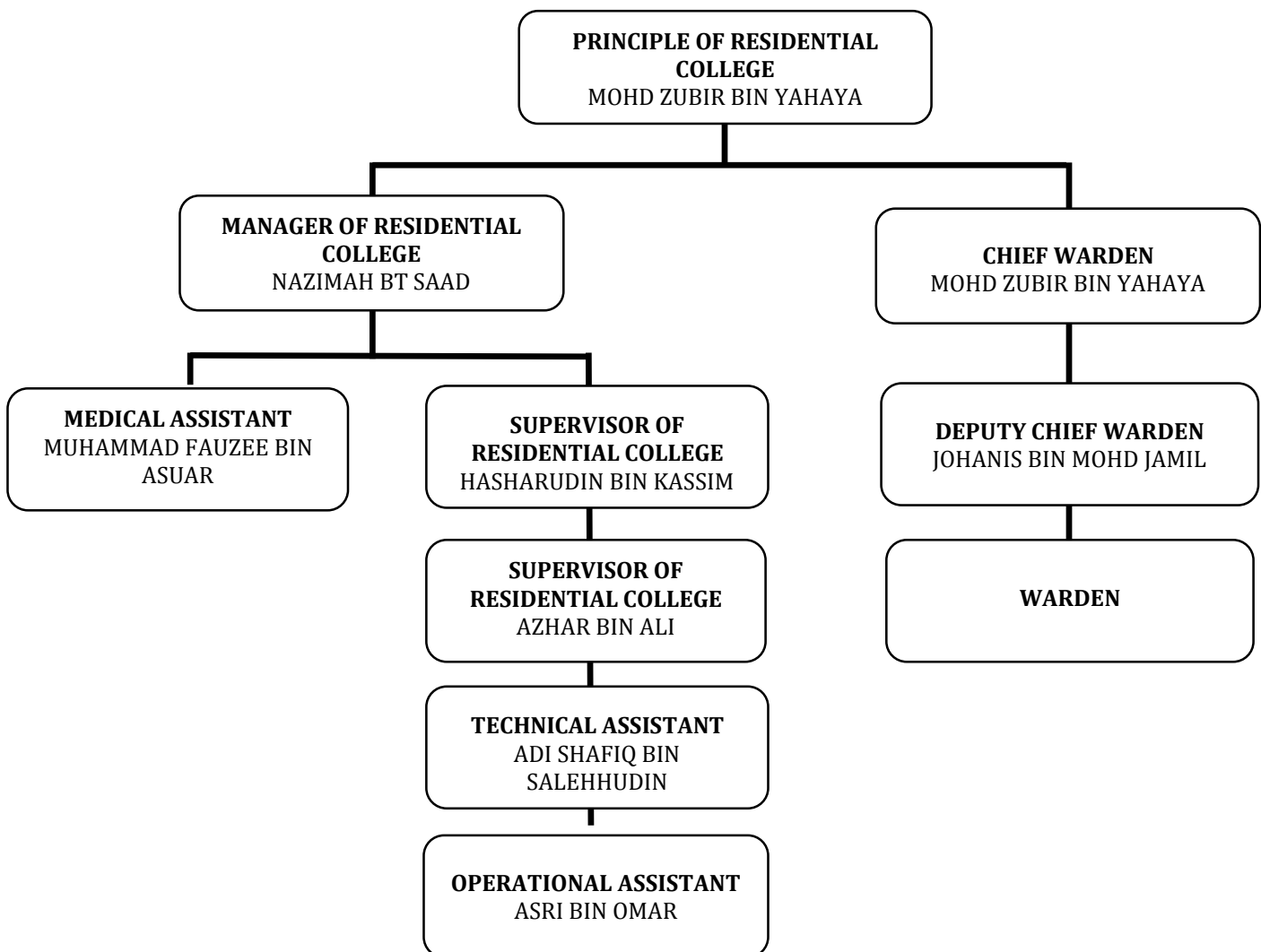
5.7.1 INFORMATION TECHNOLOGY DATA CENTRE CONTACT PERSONNEL

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1	Nor Hafizah Binti Khadzir	Head of Unit	04-9886346	norhafizah@ptss.edu.my
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9	Mohamad Khairul Fazmi Bin Jamaludin	Assistant Information Technology Officer	04-9881503	fazmi@ptss.edu.my
10	Nurul Fara Binti Noor Azman Raman	Assistant Information Technology Officer	04-9881508	fara@ptss.edu.my
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13	Mohd Rifaiz Bin Mohd Razali	Computer Technician	04-9886348	rifaiz@ptss.edu.my

5.8 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.

5.8.1 RESIDENTIAL COLLEGE ORGANISATION CHART



5.8.2 RESIDENTIAL COLLEGE CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Mohd Zubir Bin Yahaya	Principle of Residential College	04-9886355	zubiryahaya@ptss.edu.my
2	Nazimah Binti Saad	Manager of Residential College	04-9886355	nazimah@ptss.edu.my
3	Azhar Bin Ali	Supervisor of Residential College	04-9886355	azharali@ptss.edu.my
4	Hasharudin Bin Kassim	Supervisor of Residential College	04-9886355	hasharudin@ptss.edu.my
5	Adi Shafiq Bin Salehuddin	Technical Assistant	04-9886355	adishafiq@ptss.edu.my
6	Asri Bin Omar	Operational Assistant	04-9886355	asriomar@ptss.edu.my
7	Muhammad Fauzee Bin Asuar	Medical Assistant	04-9886359	fauzee@ptss.edu.my
8	Mohd Zubir Bin Yahaya	Chief Warden	019-4472507	zubiryahaya@ptss.edu.my
9	Johanis Bin Mohd Jamil	Deputy Chief Warden	012-4593120	johanis@ptss.edu.my
10	Abu Hanifah Bin Mohd Said	Warden	019-3737672	abuhanifahms@ptss.edu.my
11	Azran Bin Abdul Razak	Warden	013-3727235	azranar@ptss.edu.my
12	Borhanuddin Bin Ya	Warden	013-4060559	borhannudin@ptss.edu.my
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15	Fazly Shahril Bin Norizan	Warden	018-9018743	faslyshahril@ptss.edu.my
16	Halizayanie Binti Kimlin	Warden	013-4518384	halizayanie@ptss.edu.my
17	Isyati Binti Suparman	Warden	019-5799454	isyati@ptss.edu.my
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20	Maizah Binti Mohmad Som	Warden	013-4233971	maizah@ptss.edu.my
21	Marsyita Binti Kasim	Warden	012-5674020	marsyita@ptss.edu.my
22	Mohamad Naaim Bin Md Zain	Warden	016-4378293	mohamadnaaim@ptss.edu.my
23	Mohd Awaludin Bin Mohamed Bashir	Warden	012-2447004	awaludin@ptss.edu.my
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25	Mohd Iskandar Bin Mohd Saleh	Warden	011-10775128	iskandar@ptss.edu.my
26	Mohd Kamarul Ariffin Bin Mohamad Azmi	Warden	012-4526216	mkamarul@ptss.edu.my
27	Mohd Khairi Asyraf Bin Muhamad Zaki	Warden	017-6066501	khairiasyraf@ptss.edu.my
28	Mohd Khairi Haslamia Bin Mat Ripin	Warden	017-9223735	mkhairi@ptss.edu.my

29	Mohd Razlan Bin Abdul Rahim	Warden	017-5220553	mohdrazlan@ptss.edu.my
30	Mohd Rizal Bin Hussain	Warden	017-4017629	rizalhussain@ptss.edu.my
31	Mohd Shafiq Bin Sazali	Warden	017-4991037	mohdshafiq@ptss.edu.my
32	Mohd Syakir Bin Shamsudin	Warden	017-4121797	mohdsyakir@ptss.edu.my
33	Muhammad Firdaus Bin Che Radzi	Warden	019-4548201	firdausradzi@ptss.edu.my
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35	Nor Haslynda Binti Amat Kamisan	Warden	011-14438768	norhaslynda@ptss.edu.my
36	Nurisah Binti Wahab@Abdul Wahab	Warden	010-8703911	nurisah@ptss.edu.my
37	Panneer Selvem A/L Indiran	Warden	012-5649794	panner@ptss.edu.my
38	Rafidah Binti Ja'afar	Warden	016-6848112	rafidahjaafar@ptss.edu.my
39	Rozalita Binti Saupi	Warden	010-4052706	rozalita@ptss.edu.my
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41	Saiful Bin Mohamed Shuib	Warden	012-5907727	saiful@ptss.edu.my
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44	Shamsul Anuar Bin Abd. Aziz	Warden	019-3387165	shamsulanuar@ptss.edu.my
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47	Thohir Bin Bahador	Warden	013-9828284	thohir@ptss.edu.my
48	Wan Nur Athirah Binti Mohamed Ibrahim	Warden	013-3015046	wnurathirah@ptss.edu.my
49	Zulkifli Bin Sulaiman	Warden	013-9827746	zulsulaiman@ptss.edu.my