



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 PENERAJU 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 COMMERCE DEPARTMENT

3.1 DEPARTMENT ORGANISATION CHART



3.2 COMMERCE DEPARTMENT LECTURERS

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3.3 DIPLOMA IN ACCOUNTANCY (DAT)

3.3.1. PROGRAM INFORMATION

INTRODUCTION

A career in accounting profession offers an excellent job prospect and great opportunity for career advancement. This profession is highly in demand as they are required in all sectors. The body of knowledge in accounting is to develop and communicate the financial information to stakeholders and other related parties for the purpose of decision making. Therefore, the need for graduates with adequate knowledge, skills and values in accounting is essential to fulfil the task. In addition, to meet the demand of producing 60,000 accountants by the year 2030, as part of nation's talent-building agenda, the government will continue to strengthen the education system to ensure graduates are equipped with the right qualities and skills in line with the era of industrial revolution 4.0 (IR 4.0).(ASC, 2018).

Department of Polytechnic and Community College Education (DPCCE) takes initiative to meet this demand by offering the Diploma in Accountancy programme. The department hopes this programme will be a platform in providing continuous career advancement in the accounting field.

3.3.2. SYPNOSIS

The Diploma in Accountancy programme is designed to equip graduates with knowledge and skillsets through integrated educational experience in accounting disciplines including areas and sub-areas of financial and management accounting, auditing, taxation, finance, professional ethics as well as management knowledge, digital information, entrepreneurship, and interpersonal development. The objective of this programme is to provide the accounting education at SME professional level to meet the demands of both the public and private sectors. This programme is governed by both local and international accounting standards in accordance to requirements of accounting professional and other regulatory bodies in Malaysia

to comply with the Programme Standards of Accounting issued by Malaysian Qualification Agency (MQA).

3.3.3. JOB PROSPECT

Students graduating from this programme will be able to land various job opportunities either in public or private sector. The knowledge, skills and abilities that the students acquire from the programme will enable them to become:

- a. Account Assistant
- b. Account officer/executive
- c. Accounting Technician
- d. Audit Assistant
- e. Tax Assistant
- f. Tax Technician
- g. Finance Assistant
- h. Entrepreneur
- i. Custom officer

3.3.4. PROGRAMME AIM

This programme believes every individual has potential to foster accounting skills and responsible accounting professional at SME level in supporting national agenda to achieve competitive and advanced economics driven by high skills resources

3.3.5. PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

Diploma in Accountancy programme shall produce semi-professionals accounting practitioners who are:

- PEO1 : knowledgeable and technically competent in accounting discipline in line with the industry requirement
- PEO2 : able to integrate values, attitudes, professionalism and social skills in engaging with society and stakeholders
- PEO3 : adopt the roles of a leader and a team member, and communicate effectively to provide data driven solutions for accounting problems
- PEO4 : proactively acquire new knowledge and skills for career advancement and innovatively manage resources and information

3.3.6. PROGRAMME LEARNING OUTCOMES (PLO)

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

- PLO1 : discuss knowledge of accounting and related field in an organization
- PLO2 : apply financial and non-financial information in decision making process
- PLO3 : prepare financial statements and internal reports that comply with approved standards and provide tax, audit and other accounting related services
- PLO4 : demonstrate effective communication to relevant stakeholders in all aspects of decision making
- PLO5 : apply various types of digital application ethically and propose data driven solutions
- PLO6 : develop leadership to manage diverse team in order to be effective members in organisation
- PLO7 : demonstrate a commitment to continue in professional development and possess entrepreneurial skills

- PL08 : demonstrate positive values, ethics and accountability with professional scepticism in engaging with society and stakeholders

3.3.7. SYPNOSIS AND COURSE LEARNING OUTCOME (DAT)

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	DPA10013 FINANCIAL ACCOUNTING 1	<p>FINANCIAL ACCOUNTING 1 helps students to develop knowledge and understanding of accounting concepts and principles, as well as to develop the capability to perform the basic accounting function. This course will cover in depth on recording, processing and reporting business transactions and events. Students will be able to prepare trial balance and financial statements in accordance to accounting standard.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Construct precisely complete accounting cycle in accordance with the approved accounting standards (C3 , PLO 1)</p> <p>CLO2 : Prepare accurately financial statement by applying knowledge based on the relevant financial information in accordance with the approved accounting standard (P2 , PLO 3)</p> <p>CLO3 : Demonstrate the positive value of accounting concepts in accordance to the appropriate conceptual framework (A3 , PLO 4)</p>
1	DPA10023 COMPUTER APPLICATION IN ACCOUNTING	<p>COMPUTER APPLICATION IN ACCOUNTING provides knowledge and skills to students relating to basic components of computer systems, usage of internet and its implication in accounting. This course also exposes students to different types of software applications. The students will be able to produce documents, spreadsheets, charts and presentations concisely.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to: CLO1 : Acquire the knowledge of computer system and its applications area in the accounting field (C3 , PLO 1)</p> <p>CLO2 : Construct the financial data and reports by using an appropriate application tools that relevant to the accounting field (P3 , PLO 3)</p> <p>CLO3 : Organize the financial information by using an appropriate application tools that relevant to the accounting field (A3 , PLO 4)</p> <p>CLO4 : Perform a presentation of financial report by using an appropriate application tools that relevant to the accounting field (P4 , PLO 5)</p>
2	DPA20033 FINANCIAL ACCOUNTING 2	<p>FINANCIAL ACCOUNTING 2 covers topic on accounting for cash and cash equivalents, inventories, plant, properties and equipment, trade receivables, trade payables, provisions and contingent</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply relevant accounting treatment in compliance with Approved Accounting Standards (C3 , PLO 2)</p>

		<p>liabilities / assets, revenues and expenses and partnership. This course will help student to gain a comprehensive understanding on various category of adjustments. Thus, the students will be able to extract the financial statements in accordance to approved accounting standards.</p> <p>Credit Value : 3 Prerequisite : Financial Accounting 1</p>	<p>CLO2 : Prepare financial statement by interpreting the financial and non-financial information with the relevant Approved Accounting Standards (P2 , PLO 3)</p> <p>CLO3 : Explain comprehensively the related Approved Accounting Standards in preparing relevant financial statements (A3 , PLO 4)</p>
2	<p style="text-align: center;">DPA20043 COMPUTERISED ACCOUNTING SYSTEM</p>	<p>COMPUTERISED ACCOUNTING SYSTEM is generally a computer-based method for tracking accounting activity in conjunction with information technology resources. It offers skills to use computer as an accounting tool in producing a full set of account. Students will use the computer for recording transaction and producing financial report. The computer will also be used to analyze financial reports by management. In addition, student will be exposed to the latest technology trend in accounting and other external sources attempting to collected information.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Provide explanation on the characteristic, role, structure, concept and functions of Accounting Information System (AIS) (C3 , PLO 1)</p> <p>CLO2 : Explain the appropriate task in analyzing the accounting report with proper technics and procedure (P2 , PLO 3)</p> <p>CLO3 : Organise financial data to prepare full set of accounts by using computerised accounting system (P2 , PLO 5)</p> <p>CLO4 : Discuss clearly information system and technology control use in accounting (A2, PLO4)</p>
3	<p style="text-align: center;">DPA30053 FINANCIAL ACCOUNTING 3</p>	<p>FINANCIAL ACCOUNTING 3 covers topic on Intangible Assets, Equity Share, Issuance, Redemption and Conversion of Loan Instruments, Preparation Financial Statement for Company and Statement of Cash Flows. Thus, the students will be able to extract the financial reporting in accordance to approved accounting standards.</p> <p>Credit Value : 3 Prerequisite : Financial Accounting 2</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Illustrate financial reporting by applying theoretical knowledge of financial and non-financial information in assisting decision process in accordance with Approved Accounting Standards (C4 ,PLO 1)</p> <p>CLO2 : Construct financial reporting by applying relevant Approved Accounting Standards (P3,PLO 2)</p> <p>CLO3 : Interpret properly financial information to prepare the relevant financial reporting by following Approved Accounting Standards (A2,PLO 3)</p>

3	DPA30063 FINANCIAL MANAGEMENT 1	<p>FINANCIAL MANAGEMENT 1 focuses on the basic principles and techniques in making financial decisions. It covers both the concepts of financial management as well as the applications of financial techniques as tools for making decisions. The topics covered in the course include financial system, time value of money, risk and return and financial statements analysis.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Analyse properly all information to provide explanation and calculation about financial management concepts based on accepted principles and theories (C4 ,PLO 2)</p> <p>CLO2 : Organise accordingly all information to measure time value of money and risk and return based on various techniques (P2 ,PLO 5)</p> <p>CLO3 : Demonstrate precisely the financial statement to analyse the company's performance based on financial ratios (A3 ,PLO 4)</p>
3	DPA30073 COST AND MANAGEMENT ACCOUNTING 1	<p>COST AND MANAGEMENT ACCOUNTING 1 is concerned with the application of accounting and costing principles, methods and techniques in the ascertainment of costs. Students will learn elements of costs involved in manufacturing and servicing industries, costing methods used within production activities and the procedures of controlling in business organizations</p> <p>Credit Value : 3 Prerequisite : Financial Accounting 1</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply the theoretical knowledge, costing method and cost reporting in manufacturing and servicing environment (C3, PLO 1)</p> <p>CLO2 : Construct the appropriate costing methods to ascertain cost and reporting purposes in manufacturing and servicing environment (P3 ,PLO3)</p> <p>CLO3 : Discuss the theoretical knowledge of cost accounting and element of costs in manufacturing and servicing environment (A2, PLO4)</p>
3	DPA30083 COMPANY LAW	<p>COMPANY LAW provides knowledge on the principles and the law that need to be adhered by a company. This course emphasizes towards the incorporation of a company, the management and administration, the financial aspects and the winding up process. This enables students to gain comprehensive knowledge on the importance of the provisions under the Companies Act 2016.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain knowledge related with basic principles of law regarding legal aspects affecting the incorporation of a company in compliance with Companies Act 2016 (C2, PLO1)</p> <p>CLO2 : Provide explanation on principles of law affecting financial resources, administration and management of a company in accordance with rules and regulations provided by Companies Act 2016 (C3 , PLO2)</p>

			<p>CL03 : Describe principles of law affecting the financial records and the life-cycle of a corporation in compliance with provisions stated in Companies Act 2016 (A3,PLO 8)</p>
4	<p>DPA40093 FINANCIAL ACCOUNTING 4</p>	<p>FINANCIAL ACCOUNTING 4 offers a comprehensive coverage of preparation of Financial Statements according to Companies Act 2016 and approved accounting standards. Besides that, students should be able to apply accounting treatment and other accounting information or accounting events in company's financial statement. This course also provides students with knowledge of leases, accounting policies, changes in accounting estimates and errors, borrowing cost and impairment of assets.</p> <p>Credit Value : 3 Prerequisite : Financial Accounting 3</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Prepare the Financial Statements in accordance with Approved Accounting Standards by using appropriate accounting treatment (C5,PL02)</p> <p>CL02 : Organize financial and non-financial data to construct Financial Statements in accordance with Approved Accounting Standards (P4 ,PL03)</p> <p>CL03 : Explain the accounting treatments in accordance with Approved Accounting Standards (A3,PL08)</p>
4	<p>DPA40103 FINANCIAL MANAGEMENT 2</p>	<p>FINANCIAL MANAGEMENT 2 offers skills in financial management and it emphasis on analyzing and evaluating using tools and instruments given to make financial decisions. Among the topics covered in the course include working capital management, short-term financing, long-term financing, capital budgeting and leverages.</p> <p>Credit Value : 3 Prerequisite : Financial Management 1</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Analyse precisely the company working capital, financing sources, capital budgeting, and leverage based on suitable techniques (C4 , PLO 2)</p> <p>CL02 : Perform accordingly the computation and interpretation of capital budgeting based on various techniques and criteria (P4 , PLO 5)</p> <p>CL03 : Measure properly the company working capital management based on principles and policies (A4 , PLO 6)</p>
4	<p>DPA40113 COST AND MANAGEMENT</p>	<p>COST AND MANAGEMENT ACCOUNTING 2 provides knowledge and skills on cost and management accounting techniques, which accumulates, classifies, summarizes</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Evaluate correctly financial information using management accounting techniques to facilitate planning, decision making, control and measure business performance (C5 , PLO 2)</p>

		<p>and reports information to assist management in planning, decision making, control and performance evaluation.</p> <p>Credit Value : 3 Prerequisite : Cost And Management Accounting 1</p>	<p>CL02 : Demonstrate appropriate management decision making techniques for business decision making purposes (P5 , PLO 3)</p> <p>CL03 : Integrate leadership skills using management accounting techniques as an essential tools for planning, control and to measure business performance planning (A4 , PLO 6)</p>
4	DPA40123 AUDIT 1	<p>AUDIT 1 focuses on providing students with an understanding the technical, professionalism and value skill of audit services. Students will be exposed to the auditing process, which includes understanding the management impact on the services in accordance to an approved auditing standard.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Determine precisely the framework of audit profession and its requirement in accordance to approved auditing standards (C4 , PLO 1)</p> <p>CL02 : Organize accordingly the process in accordance to approved auditing standards (A4 , PLO 4)</p> <p>CL03 : Verify clearly the effects of management assertions on auditing process in in accordance to approved auditing standards (A5 , PLO 8)</p>
4	DPA40133 MALAYSIAN TAXATION 1	<p>MALAYSIAN TAXATION 1 covers the overview and administration of Malaysian income tax; the determination of residence status for individual; and the tax chargeability for individual with employment income, investment income and/or business income inclusive of capital allowance, personal reliefs and other deductions under separate assessment and joint assessment.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01: Write properly the tax administration and the individual's tax computation based on current tax law in Malaysia. (C3 , PLO 2)</p> <p>CL02: Prepare accurately the capital allowances and the individual's tax computation based on current tax guidelines and regulations in Malaysia. (P2 , PLO 3)</p> <p>CL03: Perform properly the personal income tax computation based on current Malaysian tax rules and regulations. (A2 , PLO 7)</p>
5	DPA50143 FINANCIAL ACCOUNTING 5	<p>FINANCIAL ACCOUNTING 5 prepares students to produce relevant financial statements in accordance with the approved accounting standards and Companies Act 2016. Students should also be able to apply the particular</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Illustrate the relevant financial statements using appropriate accounting treatment in accordance with the approved accounting standards (C4 , PLO 2)</p>

		<p>transactions, accounting treatment and other accounting information or other financial events in reporting the relevant financial statements. Students will be exposed with the reporting standards for consolidated financial statement, internal reconstruction, changes in business structure and other related issues in financial accounting and reporting</p> <p>Credit Value : 3 Prerequisite : Financial Accounting 4</p>	<p>CL02 : Organise the relevant financial and non-financial data to formulate decision making in accordance with the approved accounting standards (P4 , PLO 3)</p> <p>CL03 : Demonstrate the development of personal positive values and accountability in responding to the appropriate accounting practices in accordance with the approved (A3 , PLO 8)</p>
5	DPA50153 AUDIT 2	<p>AUDIT 2 is a continuation of Audit 1 which provides further knowledge in completing the audit process, types of non-audit services, ethics and auditors' liability. This knowledge will enhance student ability to develop their leadership, ethics and professional skills.</p> <p>Credit Value : 3 Prerequisite : Audit 1</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Illustrate audit and non-audit services by applying auditor's professional judgment that in accordance to the approved standards (C4 , PLO 2)</p> <p>CL02 : Develop a process on auditing financial statements by applying audit procedures in accordance to the approved auditing standards (A4 , PLO 6)</p> <p>CL03 : Judging ethically auditing issues in accordance to the approved auditing standards (A5 , PLO 8)</p>
5	DPA50163 MALAYSIAN TAXATION 2	<p>MALAYSIAN TAXATION 2 covers tax computation for partnership and company, which includes the deductions of capital allowances and investment incentives as provided under the tax laws and continues with computation of real property gains tax and indirect taxes for taxpayer's tax planning decision.</p> <p>Credit Value : 3 Prerequisite : Malaysian Taxation 1</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Determine precisely the tax computation for chargeable person under relevant tax rules and regulations (C4, PLO 2)</p> <p>CL02 : Prepare properly the computation of the company's industrial building allowances and income tax payable under current tax legislations (P2, PLO 5)</p> <p>CL03 : Perform accordingly the tax planning computation to reduce the taxpayer's tax liability under tax law provisions and rulings (A2, PLO 7)</p>

5	DPA50173 PROFESSIONAL ETHICS	<p>PROFESSIONAL ETHICS provides students an understanding of the underlying ethical theories, philosophies and values in individual, organizational and professional. Students will be focus on the practical development of skills needed in dealing with ethical issues in accounting and corporate. The application of these ethical principles is best discussed within the framework of good practice of corporate governance, corporate social responsibilities, professional skepticism and code of ethics.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Apply the theoretical knowledge in discussion relevant ethical theories, concepts, philosophy ethics and corporate governance issues (C3, PLO 1)</p> <p>CL02 : Review the development of ethical values in accounting practices by applying international and organisational codes of ethics and conducts (A5, PLO 8)</p> <p>CL03 : Explain corporate governance and corporate social responsibilities as required by the profession in compliance with appropriate standards (A4 , PLO 7)</p> <p>CL04 : Demonstrate commitment to maintain professional development by applying fundamental principles ethical behaviour as required by the profession (A3, PLO 6)</p>
6	DUT60019 INDUSTRIAL TRAINING	<p>INDUSTRIAL TRAINING prepares students with employability skills and current industrial technologies in actual working environment. This course allows students to experience the work culture of the workplace as well as provides a platform for students to put into practice the skills and knowledge learnt. The desired attributes include organizational orientation and professional ethics, effective communication, leadership and teamwork, continuous learning and information management, as well as self-management and entrepreneurial mind at the workplace.</p> <p>Credit Value : 9 Prerequisite : Fulfill the requirements of Industrial Training Guideline</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : perform duties in accordance with job requirements at the workplace (P4, CLS 3a)</p> <p>CL02 : display effective communication and social skills at the workplace (A5 , CLS 3b)</p> <p>CL03 : integrate values, attitudes and professionalism effectively at the workplace (A4 , CLS 5)</p> <p>CL04 : develop responsibility of leadership and teamwork at the workplace (A4 , CLS 3d)</p> <p>CL05 : organize information management appropriately at the workplace (P4 , CLS 3c)</p> <p>CL06 : integrate lifelong learning skills and entrepreneurial mind at the workplace (A4, CLS 4)</p>

3.3.8. PROGRAMME STRUCTURE (DAT)

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
SEMESTER 1							
COMPULSORY	DUE10012	COMMUNICATIVE ENGLISH 1	1	0	2	0	2
	MPU21032	PENGHAYATAN ETIKA DAN PERADABAN	1	0	2	0	2
	MPU24XX1	SUKAN	0	2	0	0	1
	MPU24XX1	UNIT BERUNIFORM 1					
COMMON CORE	DPB20053	BUSINESS MATHEMATICS	3	0	1	0	3
	DPB10013	MICROECONOMICS	3	0	1	0	3
DISIPLINE CORE	DPA10013	FINANCIAL ACCOUNTING 1	2	2	0	0	3
	DPA10023	COMPUTER APPLICATION IN ACCOUNTING	1	4	0	0	3
TOTAL			25				17
SEMESTER 2							
COMPULSORY	MPU23012	PENGAJIAN ISLAM*	1	0	2	0	2
	MPU23042	NILAI MASYARAKAT MALAYSIA**	1	0	2	0	2
	MPU24XX1	KELAB/PERSATUAN	0	2	0	0	1
	MPU24XX1	UNIT BERUNIFORM 2					
COMMON CORE	DPB10023	PRINCIPLES OF MANAGEMENT	3	0	1	0	3
	DPB20033	MACROECONOMICS	3	0	1	0	3
	DPB30073	BUSINESS LAW	3	0	1	0	3
DISIPLINE CORE	DPA20033	FINANCIAL ACCOUNTING 2	2	2	0	0	3
	DPA20043	COMPUTERISED ACCOUNTING SYSTEM	1	4	0	0	3
TOTAL			26				18
SEMESTER 3							
COMPULSORY	DUE30022	COMMUNICATIVE ENGLISH 2	1	0	2	0	2
COMMON CORE	DPB40103	ORGANIZATIONAL BEHAVIOUR	3	0	1	0	3
DISIPLINE CORE	DPA30053	FINANCIAL ACCOUNTING 3	2	2	0	0	3
	DPA30063	FINANCIAL MANAGEMENT 1	2	2	0	0	3
	DPA30073	COST AND MANAGEMENT ACCOUNTING 1	2	2	0	0	3

	DPA30083	COMPANY LAW	3	0	1	0	3
TOTAL			23				17
SEMESTER 4							
COMPULSORY	MPU22012	ENTREPRENEURSHIP	1	0	2	0	2
DISIPLINE CORE	DPA40093	FINANCIAL ACCOUNTING 4	2	2	0	0	3
	DPA40103	FINANCIAL MANAGEMENT 2	2	2	0	0	3
	DPA10113	COST AND MANAGEMENT ACCOUNTING 2	2	2	0	0	3
	DPA40123	AUDIT 1	2	2	0	0	3
	DPA40133	MALAYSIAN TAXATION 1	2	2	0	0	3
TOTAL			23				17
SEMESTER 5							
COMPULSORY	DUE50032	COMMUNICATIVE ENGLISH 3	1	0	2	0	2
DISIPLINE CORE	DPA50143	FINANCIAL ACCOUNTING 5	2	2	0	0	3
	DPA50153	AUDIT 2	2	2	0	0	3
	DPA50163	MALAYSIAN TAXATION 2	2	2	0	0	3
	DPA50173	PROFESSIONAL ETHICS	2	2	0	0	3
				19			
SEMESTER 6							
Industrial Training	DUT60019	INDUSTRIAL TRAINING	0	0	0	0	
TOTAL			0				9
TOTAL CREDIT VALUE							92

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
ELECTIVE COURSES							
NONE							
FREE ELECTIVES							
1	DUD10012	DESIGN THINKING	1	0	0	1	2

3.5 DIPLOMA IN BUSINESS STUDIES (DPM)

3.5.1 PROGRAM INFORMATION

INTRODUCTION

The world of business continues to grow, expand and develop both in terms of scale and complexity. Technological advancements and globalisation have led to the creation of several new approaches to cater to the current trend to keep pace with global needs. The birth of the knowledge age creates challenges to compete and survive in business today. Thus, a multi-skilled worker is highly demanded by employers to meet the needs of their organisations.

Hence, the Department of Polytechnic and Community College Education (DPCCE) has collaborated with the industrial sectors in reviewing the curriculum. The purpose of the collaboration is to equip our students with the latest information, knowledge and skills which are desired in fulfilling the job market requirements. Thus, the graduates of this diploma are expected to be proficient in core business-oriented disciplines such as business management, marketing, accounting, entrepreneurship, business law, human resource management, finance and economics. Our programme structure ensures that all courses are coherent at every stage and that knowledge and skills are developed progressively throughout the course.

3.5.2 SYPNOSIS

The Diploma in Business Studies aims to increase and enrich students' knowledge across a broad range of business disciplines and help preparing students for the challenges of a career in contemporary business. This programme, dynamically enables students to develop their skills in a wide range of area such as management, sales, operations, marketing, human resource management, accounting, finance, marketing, insurance, banking and also entrepreneurship. Due to the flexible nature of frameworks the courses enable to select pathways appropriate to their interest, either to enter job the market or to pursue their studies in various business programmes.

3.5.3 JOB PROSPECT

Graduates of the Diploma in Business Studies programme are able to work as Executives/ Officers/ Supervisors/ Assistants in the following area:

- a. administration/ management
- b. sales/marketing
- c. entrepreneur
- d. banking and finance
- e. human resource and operation

3.5.4 PROGRAMME AIM

This programme believes that every individual has the potential to be adaptable and responsible business practitioners in supporting national agenda to spur the development of industrial activities towards enhancing Malaysia's economic growths and thus becoming a developed nation.

3.5.5 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The Diploma in Business Studies programme shall produce semi-professionals who are:

- PEO1: Business practitioners who apply knowledge, understanding and managerial skills in providing solutions for business issues and challenges.
- PEO2: Business practitioners who are agile in the execution of and able to manipulate digital applications and data to perform business tasks.
- PEO3: Business practitioners who communicate effectively in executing the roles of a leader as to provide high quality of services to the business operations.

- PE04: Business practitioners who proactively acquire new knowledge and skills for career advancement and comply with organisational and professional ethics in work and social environment.

3.5.6 PROGRAMME LEARNING OUTCOMES (PLO)

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

- PLO1: Apply principles of business and other related areas in managing business operations
- PLO2: Analyse issues and solutions in conducting business operations
- PLO3: Demonstrate business technical skills in business activities
- PLO4: Demonstrate effective communication and interpersonal skills in a team
- PLO5: Use digital application and interpret data in managing business operations
- PLO6: Demonstrate social skills and responsibilities by taking alternate roles as a leader or member of a diverse team
- PLO7: Demonstrate personal and entrepreneurial skills in managing business operating activities
- PLO8: Integrate professionalism, positive attitudes and values in engaging with society and stakeholders

3.5.7 SYNOPSIS AND COURSE LEARNING OUTCOME (DPM)

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	<p>DPA10183 BUSINESS ACCOUNTING</p>	<p>BUSINESS ACCOUNTING enables students to develop knowledge in the operational aspects of accounting system and procedures. Students can comply with the accounting techniques to maintain accounting record in preparation of financial statements. Students can also apply in accounting cycle related to principles and practice of accounting</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly the principles and practices in accordance with the approved accounting standards to generate the Financial Statements (C2 , PLO 1)</p> <p>CLO2 : Prepare the Financial Statements by applying knowledge of the relevant financial information in accordance with the approved accounting standards (C3 , PLO 3)</p> <p>CLO3 : Discuss the accounting treatments by referring to the various sources of document (A2 , PLO 6)</p>
1	<p>DPB10013 MICROECONOMICS</p>	<p>MICROECONOMICS provides information on concepts and basic principles related to microeconomics problems. The course emphasises the demand and supply theory, elasticity and production as well as market equilibrium. It also provides information on how to determine the efficiency of a market, and how to evaluate the costs and benefits of government intervention in a market.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain basic theory and concepts of microeconomics. (C2 , PLO 1)</p> <p>CLO2 : Apply the knowledge of microeconomics theories to solve the business problems. (C3 , PLO 5)</p> <p>CLO3 : Discuss clearly the impact of economic changes towards market equilibrium. (A2 , PLO 7)</p>
1	<p>DPB10023 PRINCIPLES OF MANAGEMENT</p>	<p>PRINCIPLES OF MANAGEMENT provide information on basic functions in management which consists of planning, organizing, leading, controlling, staffing and decision making as practiced in the organization. This course emphasizes the principles in management functions to ensure the efficiency and the effectiveness of in the organizations.</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain the basic functions of management in an organization. (C2 , PLO 1)</p> <p>CLO2 : Demonstrate the theories and functions of management towards the achievements of organisational goals. (C3 , PLO 4)</p>

		<p>Credit Value : 3 Prerequisite : None</p>	<p>CL03 : Practice the process of management's four functions: planning, organizing, leading, and controlling. (A2 , PLO 6)</p>
2	<p>DPM10013 PRINCIPLES OF MARKETING</p>	<p>PRINCIPLES OF MARKETING provides knowledge to students regarding the concepts and terminologies in marketing. This course emphasizes the marketing principles; the environment; segmentation, targeting and positioning; and marketing mix focusing on the consumer market.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain concepts and terminologies in the marketing field (C2 , PLO 1)</p> <p>CL02 : Apply the knowledge of marketing strategies and marketing mix that are relevant to the organizations' objectives (C3 , PLO 1)</p> <p>CL03 : Present with confidence the marketing mix strategies to show the ability as a leader and working in a team (A2 , PLO 6)</p>
2	<p>DPB20033 MACROECONOMICS</p>	<p>MACROECONOMICS provides information on the concepts of economics. The course emphasizes the role of economics sectors in determining the GDP. This course also provides information on the importance of government policy to overcome the economic problem.</p> <p>Credit Value : 3 Prerequisite : MICROECONOMICS</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain the impact of macroeconomics problems to the economic system in current economic trend. (C2 , PLO 1)</p> <p>CL02 : Use the national income data and theories to evaluate the performance of an economy. (C3 , PLO 5)</p> <p>CL03 : Describe the importance of macroeconomic theories to overcome the economic problems. (A2 , PLO 7)</p>
2	<p>DPB20043 MANAGEMENT INFORMATION SYSTEM</p>	<p>MANAGEMENT INFORMATION SYSTEM introduces the concepts of data and information management using information system. This course provides students with the knowledge of telecommunication systems and e-business. It also explores ethic, privacy and information security.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain the concepts of management information system in business (C2 , PLO 1)</p> <p>CL02 : Discuss the development and implementation of information system in modern organizations (C2 , PLO 5)</p> <p>CL03 : Clarify ethical and legal implication of Information System in current business issues (A2 , PLO 8)</p>

2	DPB20053 BUSINESS MATHEMATICS	<p>BUSINESS MATHEMATICS provides knowledge of various basic mathematical concepts, management problems and basic operational research techniques based on financial and quantitative methods. The course emphasizes the application of mathematical concepts and solutions in business and management. This course provides information and exposes the student to basic practices in the world of business and finance.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Apply business mathematics problems using the various basic equation and formula algebraically or graphically. (C3 , PLO 1)</p> <p>CL02 : Calculate accurately the business mathematical concepts and formulation in solving management problem issue. (C3 , PLO2)</p> <p>CL03 : Clarify precisely the concept of interest on financial and business practices in Malaysia. (A2 , PLO 5)</p>
3	MPU22012 ENTREPRENEURSHIP	<p>ENTREPRENEURSHIP focuses on the fundamentals and concept of entrepreneurship in order to inculcate the value and interest in students to choose entrepreneurship as a career. This course can help students to initiate creative and innovative entrepreneurial ideas. It also emphasizes a preparation of a business plan framework through business model canvas.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : propose the value proposition of entrepreneurial idea using Business model Canvas (A3 , CLS 3b)</p> <p>CL02 : develop a viable business plan by organizing business objectives according to priorities (A4 , CLS 4)</p> <p>CL03 : organise the online presence business in social media marketing platform (A3 , CLS 4)</p>
3	DPP20013 INTRODUCTION TO INTERNATIONAL BUSINESS	<p>INTRODUCTION TO INTERNATIONAL BUSINESS provides an overview of how international business is conducted by taking into consideration various mechanism for dealing with governments and the changing political landscape, different business laws and regulations, local customs and culture. This course fulfills the need to ensure that students are well versed in global operations.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Discuss the external and internal environment factors and forces that related to the operation of international business. (C2 , PLO 1)</p> <p>CL02 : Explore mode of entry, strategies and cultural differences in international business environment. (C3 , PLO 2)</p> <p>CL03 : Discuss the importance of national differences in political and culture over the country. (A2 , PLO 4)</p>

3	DPB30063 STATISTICS	<p>STATISTICS provides knowledge and exposure to of statistical concepts, techniques, and how to utilize these techniques in data collection processes. This course emphasizes on the knowledge and the ability to handle statistical data and interpret them effectively. This course also provides understanding on how to apply statistical data in relevant fields.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain clearly the basic concept of statistics (C2 , PLO 1)</p> <p>CL02 : Apply accurately the various statistical techniques and formulation in solving statistical problem (C3 , PLO 2)</p> <p>CL03 : Construct frequency distribution table in producing graphical representations (P3 , PLO 5)</p>
3	DPB30073 BUSINESS LAW	<p>BUSINESS LAW provides knowledge regarding legal aspects and conducts of business transactions in Malaysia. The course is related to an introduction to the legal principles in Malaysia, basic principles of contracts, legal aspects of business entities, agency and sale of goods.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Discuss the sources, legal aspects and conducts of business transactions under the Malaysian law. (C2 , PLO 1)</p> <p>CL02 : Apply the concepts and principles of business law in Malaysia in related business activities. (C3 , PLO 2)</p> <p>CL03 : Adopt ethically and professionally the practices of business law in Malaysia. (A3 , PLO 8)</p>
3	DPB30083 BUSINESS ETHICS	<p>BUSINESS ETHICS is about relationships, values, justice, and culture (personal, professional, corporate, national and global). It also provides a basic framework for examining the range of ethical issues arising from a business context. This course also discusses issues of right and wrong actions or decisions from all levels of decisions making. It also explains corporate culture, ethical leadership, corporate governance, corporate social responsibility, employee responsibilities, diversity and discrimination.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain clearly categories, concepts and theories of business ethics in the related field. (C2 , PLO 1)</p> <p>CL02 : Apply basic framework for examining the range of ethical issues from a business perspective. (C3 , PLO 2)</p> <p>CL03 : Respond to the issues arising from a business context. (A2 , PLO 8)</p>

4	DPA10203 PERSONAL FINANCIAL MANAGEMENT	<p>PERSONAL FINANCIAL MANAGEMENT provides the skills on how to manage personal money wisely and can spend within the means and achieve the financial goals with ease. The course emphasises on being in control of own finances regardless of whether or not facing financial problems.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain clearly the importance of personal financial planning in achieving the financial goals (C2 , PLO 1)</p> <p>CL02 : Expose the products and services offered in the market in achieving the financial goals (C3 , PLO 2)</p> <p>CL03 : Explain the uncertainties and financial responsibilities in achieving the financial goals (A3 , PLO 6)</p>
4	DPA20193 BASIC COST ACCOUNTING	<p>BASIC COST ACCOUNTING provide knowledge on basic elements, procedures and methods used in planning, controlling and preparing the product cost which is used in financial accounting. This knowledge will enhance students' ability to prepare a costing report for either manufacturing or services sectors.</p> <p>Credit Value : 3 Prerequisite : Business Accounting</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain clearly costing theories and cost classifications in manufacturing environment by applying relevant cost information (C2 , PLO 1)</p> <p>CL02 : Apply properly the element of costs in ascertainment of cost and preparing the budget in manufacturing and servicing environment (C3 , PLO 2)</p> <p>CL03 : Discuss precisely various types of budgeting for the management planning (A2 , PLO 4)</p>
4	DPU30013 DIGITAL ENTREPRENEURSHIP	<p>DIGITAL ENTREPRENEURSHIP introduces how to develop creativity and innovation and managing risk in starting up a digital business environment. This course will also guide the students on ways to conduct a business using online marketing platform such as social media marketing, website, mobile marketing and email marketing. This course also emphasis on the development of e-business via ecommerce platform to reach a bigger market.</p> <p>Credit Value : 3 Prerequisite : MPU22012</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : determine the importance of various cyber social tools for business development in digital entrepreneurship (C4 , PLO)</p> <p>CL02 : design a creative business using various cyber social tools for a successful digital business (P7 , PLO)</p> <p>CL03 : develop e-business via e-commerce to reach a bigger market (A4 , PLO)</p>

4	DPB40093 BUSINESS COMMUNICATION	<p>BUSINESS COMMUNICATION course is designed to give students a comprehensive view of communication, its principles and importance in business. It also covers the written and verbal communication skills for effective business communication. The course focuses on the application of communication principles in achieving organisations goals. Some of the topics include the fundamentals of good business communication and explore the latest trends in workplace communication.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain clearly the communication principles in the related field (C2 , PLO 2)</p> <p>CL02 : Display effectively communication methods in a business scenario (A3 , PLO 4)</p> <p>CL03 : Demonstrate precisely the characteristics of communication and teamwork through the application of effective business (P3 , PLO 3)</p>
4	DPB40103 ORGANIZATIONAL BEHAVIOUR	<p>ORGANIZATIONAL BEHAVIOUR combines the functions of management with the psychology of leading and managing people. This organizational behaviour course encompasses the study of individual and group behaviour in organizational settings. As a result, students may apply organizational behaviour in many other discipline of organisation.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Interpret the principles, approaches and theories applicable in organizational behaviour. (C2, PLO1)</p> <p>CL02 : Analyse factors affecting organizational behaviour at all levels of organizational system. (C4, PLO2)</p> <p>CL03 : Demonstrate social skills and responsibilities on issues related to people and organizations that can be used to enhance organization effectiveness. (A3, PLO6)</p>
5	DUG30023 GREEN TECHNOLOGIES COMPLIANCE	<p>GREEN TECHNOLOGY COMPLIANCE course is designed to introduce students with fundamentals of green technology, green practices, and green compliances towards the ultimate target of sustainable living. Students will be exposed to different feasible technologies in achieving goals that show developments in rapidly growing fields such as sustainability, innovation, viability and natural sources reduction. Students will also learn other areas where green technology is</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : explain green fundamentals and practices of green technology (C3 , CLS 2)</p> <p>CL02 : display green technology and practices concept in related areas within the industry in Malaysia (P4 , CLS 3a)</p>

		<p>implemented such as energy, transport, building, water and waste management.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL03 : demonstrate green economy and green culture challenges to implement green programmes (A3 , CLS 3b)</p>
5	DPB50113 BUSINESS FINANCE	<p>BUSINESS FINANCE exposes students on the concepts of finance and techniques used to manage financial planning of an organization. Students learn the theories and concepts of basic financial as a benchmark and input for consideration, in order to make short and long term financial decisions from the aspect of financing and investment. Apart from that, organization's financial analysis is included to enable students to analyze the organization's financial position.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Apply theories and concepts of basic financial management (C3 , PLO 2)</p> <p>CL02 : Analyze organization's financial position using appropriate methods and techniques. (C4 , PLO 5)</p> <p>CL03 : Practice independent acquisition of new knowledge for lifelong learning in accomplishing case study tasks (A2 , PLO 7)</p>
5	DPB50123 HUMAN RESOURCE MANAGEMENT	<p>HUMAN RESOURCE MANAGEMENT covers principles and approaches applicable to the human resource management in an organization. It also offers students an understanding about activities of human resource management department. Through this course, students also have the opportunity to have an overview of Malaysia industrial relations practices and procedures.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Interpret principles and approaches applicable to human resource management in an organization. (C2 , PLO 1)</p> <p>CL02 : Illustrate the procedures, methods and processes in managing human resource. (C4 , PLO 2)</p> <p>CL03 : Demonstrate the skills in solving human resource management issues in achieving organizational goals. (A3 , PLO 6)</p>
5	DPB50133 OPERATIONS MANAGEMENT	<p>OPERATIONS MANAGEMENT provides knowledge of concept in operations management. This course emphasizes operations management and productivity, product design, plant location strategies, layout and process strategies, forecasting and aggregate planning, work measurement, supply chain and inventory management, project management and maintenance,</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01: Apply the concept of operation and quality management in operations management. (C3 , PLO 1)</p> <p>CL02: Analyse various techniques and methods towards decision making in operation management (C4 , PLO 2)</p>

		<p>quality management concept and sustainability. This course also provides knowledge and skills in planning, decision and control of operation in the organization.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL03: Organize an autonomy and responsibility in planning, decision and control in operations management. (A3 , PLO 6)</p>
6	DUT60019 INDUSTRIAL TRAINING	<p>INDUSTRIAL TRAINING prepares students with employability skills and current industrial technologies in actual working environment. This course allows students to experience the work culture of the workplace as well as provides a platform for students to put into practice the skills and knowledge learnt. The desired attributes include organizational orientation and professional ethics, effective communication, leadership and teamwork, continuous learning and information management, as well as self-management and entrepreneurial mind at the workplace.</p> <p>Credit Value : 9 Prerequisite : Fulfill the requirements of Industrial Training Guideline</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : perform duties in accordance with job requirements at the workplace (P4 , CLS 3a)</p> <p>CL02 : display effective communication and social skills at the workplace (A5 , CLS 3b)</p> <p>CL03 : integrate values, attitudes and professionalism effectively at the workplace (A4 , CLS 5)</p> <p>CL04 : develop responsibility of leadership and teamwork at the workplace (A4 , CLS 3d)</p> <p>CL05 : organize information management appropriately at the workplace (P4 , CLS 3c)</p> <p>CL06 : integrate lifelong learning skills and entrepreneurial mind at the workplace (A4 , CLS 4)</p>

ELECTIVE			
SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
5	DPK20073 PERSONALITY DEVELOPMENT	<p>PERSONALITY DEVELOPMENT provides knowledge on the character study of a secretary involving personal qualities, healthy lifestyle and image building. It is designed to train students to build a professional image as a secretary. Development of self-confidence and positive attitudes, as well as rational decisions making is inculcated throughout the course.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain the significance of personality development knowledge for a secretary in managing office operation (C2 , PLO 1)</p> <p>CL02 : Display the skills in grooming and healthy lifestyle to project a professional image as a secretary while managing an office operation (P2 , PLO 3)</p> <p>CL03 : Demonstrate good social skills and being responsible in a group towards activity given in the various context (A3 , PLO 6)</p>
5	DPB50143 BUSINESS RESEARCH	<p>BUSINESS RESEARCH serves as a central basis for business decision-making. This course provides students with a managerial overview of business research process and with a good understanding and practice of the analytic techniques. Students will be exposed the concept of business research; how to conduct business research; how to analyze data, how to evaluate results; and how to communicate the findings. This course focuses equally on technical competence and application to real life problems. The students will be exposed to the technical aspects of business research both for qualitative and quantitative.</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Determine the concept and process of research in conducting business research. (C3 , PLO 1)</p> <p>CL02 : Perform business research project in related business fields. (P4 , PLO 2)</p> <p>CL03 : Complete the process of report preparation and presentation (A4 , PLO 4)</p>

5	DPB50153 INVESTMENT MANAGEMENT	<p>INVESTMENT MANAGEMENT exposes students to various investment methods and management techniques used in investment activities. It also emphasizes on methods used in investment analysis, equity and bond valuation, and exposes students to others forms of investment.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Describe investment practice in Malaysia (C2 , PLO 2)</p> <p>CL02 : Analyse theories, principles, various concept and procedures used in managing investment (C4 , PLO 5)</p> <p>CL03 : Discuss theories, principles and concepts of integrity and quality in managing investment (A2 , PLO 8)</p>
5	DPB50163 BUSINESS PROJECT	<p>BUSINESS PROJECT provides students with an opportunity to apply knowledge and skills on how to construct new ideas and provide solutions to current issues or challenges faced by businesses. Students will be able to apply business concepts and strategies acquired throughout their studies to address a specific business issue in areas such as accounting, entrepreneurship, human resources, management, insurance, banking and finance, marketing, logistics and supply chain, retailing and international business.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Apply the concept of strategic management in business project (C3, PLO2)</p> <p>CL02 : Produce business project report on selected business issue by using appropriate format (P4 , PLO 3)</p> <p>CL03 : Present the business project implementation on selected business issue. (A2 , PLO 6)</p>
5	DPB50173 BUSINESS PLAN	<p>BUSINESS PLAN focuses on preparation of business plan and developing the entrepreneurial competencies. Students will be exposed to the standard for format of business plan and business support systems in business activities.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Apply the principles involved in developing business plan (C3 , PLO 2)</p> <p>CL02 : Construct business plan related to business activities (P5 , PLO 4)</p> <p>CL03 : Display entrepreneurial skills in accordance with industry expectation. (A5 , PLO 7)</p>

3.5.8 PROGRAMME STRUCTURE (DPM)

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
SEMESTER 1							
COMPULSORY	MPU21032	PENGHAYATAN ETIKA DAN PERADABAN	1	0	2	0	2
COMPULSORY	DUE10012	COMMUNICATION ENGLISH 1	1	0	2	0	2
COMPULSORY	MPU24XX1	SUKAN	0	2	0	0	1
COMPULSORY	MPU24XX1	UNIT BERUNIFORM 1					
COMMON CORE	DBC20012	COMPUTER APPLICATION	1	2	0	0	2
COMMON CORE	DPA10183	BUSINESS ACCOUNTING	2	2	0	0	3
DISIPLINE CORE	DPB10013	MICROECONOMICS	3	0	1	0	3
DISIPLINE CORE	DPB10023	PRINCIPLES OF MANAGEMENT	3	0	1	0	3
TOTAL			23				16
SEMESTER 2							
COMPULSORY	MPU23012	PENGAJIAN ISLAM*	1	0	2	0	2
COMPULSORY	MPU23042	NILAI MASYARAKAT MALAYSIA**					
COMPULSORY	DUE30022	COMMUNICATIVE ENGLISH 2	1	0	2	0	2
COMPULSORY	MPU24XX1	KELAB/PERSATUAN	0	2	0	0	1
COMPULSORY	MPU24XX1	UNIT BERUNIFORM 2					
COMMON CORE	DPM10013	PRINCIPLES OF MARKETING	3	0	1	0	3
DISIPLINE CORE	DPB20033	MACROECONOMICS	3	0	1	0	3
DISIPLINE CORE	DPB20043	MANAGEMENT INFORMATION SYSTEM	3	0	1	0	3
DISIPLINE CORE	DPB20053	BUSINESS MATHEMATICS	3	0	1	0	3
TOTAL			24				17
SEMESTER 3							
COMPULSORY	DUE30022	COMMUNICATIVE ENGLISH 2	1	0	2	0	2
COMPULSORY	MPU22012	ENTREPRENEURSHIP	1	0	2	0	2
COMMON CORE	DPP20013	INTRODUCTION TO INTERNATIONAL BUSINESS	3	0	1	0	3
DISIPLINE CORE	DPB30063	STATISTICS	3	0	1	0	3
DISIPLINE CORE	DPB30073	BUSINESS LAW	3	0	1	0	3

DISIPLINE CORE	DPB30083	BUSINESS ETHICS	3	0	1	0	3
TOTAL			22				16
SEMESTER 4							
COMMON CORE	DPA10203	PERSONAL FINANCIAL MANAGEMENT	2	0	2	0	3
COMMON CORE	DPA20193	BASIC COST ACCOUNTING	3	1	0	0	3
COMMON CORE	DPU30013	DIGITAL ENTREPRENEURSHIP	1	4	0	0	3
DISIPLINE CORE	DPB40093	BUSINESS COMMUNICATION	2	2	0	0	3
DISIPLINE CORE	DPB40103	ORGANIZATIONAL BEHAVIOUR	3	0	1	0	3
ELECTIVES		ELECTIVE 1					3
TOTAL			21				18
SEMESTER 5							
COMMON CORE	DUG30023	GREEN TECHNOLOGIES COMPLIANCE	2	0	2	0	3
DISIPLINE CORE	DPB50113	BUSINESS FINANCE	3	0	1	0	3
DISIPLINE CORE	DPB50123	HUMAN RESOURCE MANAGEMENT	3	0	1	0	3
DISIPLINE CORE	DPB50133	OPERATIONS MANAGEMENT	3	0	1	0	3
ELECTIVES		ELECTIVE 2					3
TOTAL			16				15
SEMESTER 6							
INDUSTRIAL TRAINING	DUT60019	INDUSTRIAL TRAINING	0	0	0	0	9
TOTAL			0				9
TOTAL CREDIT VALUE							91

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
ELECTIVE COURSES							
1	DPK20073	PERSONALITY DEVELOPMENT	2	2	0	0	3
2	DPB50143	BUSINESS RESEARCH	2	0	2	0	3
3	DPB50153	INVESTMENT MANAGEMENT	3	0	1	0	3
4	DPB50163	BUSINESS PROJECT	2	2	0	0	3
5	DPB50173	BUSINESS PLAN	2	2	0	0	3

3.5 DIPLOMA IN SECRETARIAL SCIENCE (DSK)

3.5.1 PROGRAM INFORMATION

INTRODUCTION

A secretary plays a vital role in an organization Their duties vary between industries or employers particularly with the adoption of technology and organisational restructuring which allows them to assume responsibilities once reserved for managerial and professional staff. As a secretary, he/she needs to ensure reports, files and other data are properly filed, readily available on time and secure.

The core responsibilities of a secretary are performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. In order to produce qualified manpower in this area, Department of Polytechnic and Community College Education collaborates with industries in developing a rigorous curriculum with a focus on the right knowledge, skills and attitude to meet the requirements of knowledge based and digital economy. Students are also trained to be job ready with a sound set of secretarial skills and confidence to enter the job market.

3.5.2 SYPNOSIS

This programme has been designed with invaluable skills to prepare the students to face the challenging real work environment. It covers various fields of knowledge and skills such as Keyboarding Skills, Document Processing, Shorthand, *Trengkas*, Office Administration, Office Suite Software, Personality Development, Event Management and Business Accounting. Secretarial Science programme equips students with the knowledge and abilities needed to assist in several administrative works in any organization or industry.

3.5.3 JOB PROSPECT

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

- a. Secretary
- b. Personal Assistant
- c. Administrative Executive
- d. Assistant of Event Coordinator
- e. Junior Human Resource Executive

3.5.4 PROGRAMME AIM

This programme believes that every individual has potential and the programme aims to foster adaptable and responsible secretary in supporting national agenda to modernize, globalize and revolutionize the industry or organization.

3.5.5 PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The Diploma in Secretarial Science programme shall produce semi-professionals who are able to :

- PEO1: Fulfill the public and private sectors need with secretaries who are knowledgeable and skillful
- PEO2: Provide the public and private sectors need with secretaries who can communicate well in written and spoken to convey information as a leader or a member of a team in executing programmes related to secretarial as well as other activities in a variety of context
- PEO3: Produce secretaries who are involved in continuously seeking the knowledge and skills activities or emerge as an entrepreneur in order to sustain themselves in the challenging world of information and technology

- PEO4: Establish the behavior of secretaries by conforming to the ethics and professionalism of secretarial in order to grow and succeed in life within the industries, organisations as well as society

3.5.6 PROGRAMME LEARNING OUTCOMES (PLO)

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

- PLO1: Apply good understanding of concepts in the field of secretarial
- PLO2: Analyze valuable information and ideas gathered by possessing scientific skills and utilizing different thinking skills in order to solve problems in secretarial field
- PLO3: Perform secretarial practical work skills in managing activities
- PLO4: Display the ability to work in a group effectively by conveying verbal and written information coherently as a leader or a member of a team in managing secretarial operations
- PLO5: Adopt a variety of skills in managing information including the use of digital application and to continue seeking knowledge to improve themselves
- PLO6: Demonstrate the ability of being a responsible individual either as a leader or a member of a team by using social skills in delivering messages, thoughts and feelings with other human beings while implementing secretarial programmes
- PLO7: Decide career path by identifying self improvement initiatives and possibilities of being an entrepreneur during the exploration and engagement in entrepreneurial activities
- PLO8: Exhibit acts of integrity through positive values, ethics and professionalism in executing secretarial activities

3.5.7 SYPNOSIS AND COURSE LEARNING OUTCOME (DSK)

SEMESTER	COURSE	SYPNOSIS	COURSE LEARNING OUTCOME (CLO)
1	DPK10012 SHORTHAND 1	<p>SHORTHAND 1 equips students with knowledge and skills of shorthand rules. This course allows students to have a better understanding that shorthand is written based on spoken sound. Students also should be able to recognize and illustrate each outline and words without any hesitation by performing the right writing and transcribing outline.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply the knowledge and skills of shorthand rules (C3, PLO 1) CLO2 : Construct the correct outlines for words, short forms and phrases according to shorthand rules (P3, PLO 3) CLO3 : Use the skill of transcribe shorthand rules in delivering the information to others (A1, PLO 4)</p>
1	DPK10023 OFFICE ADMINISTRATION 1	<p>OFFICE ADMINISTRATION 1 is an introductory subject to provide the students with a basic foundation of knowledge that covers the role and functions of an office, office accommodation, layout and environment, telephone and technology services, office stationery, office automation and procedures in office mail services that give impact to the efficiency of a secretary or an administrator in an organization.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Elaborate the office procedures in an organization from secretarial point of view (C2, PLO 1) CLO2 : Recognize the skills of office administration and office functions for an organization from secretarial point of view (P2, PLO 3) CLO3 : Discuss work with relevant secretarial skills and responsibility based on various scenario given from the real workplace of a secretary (A2, PLO 6)</p>
1	DPK10033 KEYBOARDING SKILLS	<p>KEYBOARDING SKILLS provide students with hands on knowledge and skills on proper typing techniques and procedures. The course covers the Introduction to typing, keyboarding the alphabet, the numbers, and symbols. At</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply the typing technique, concept and rules during practical session (C3, PLO 1) CLO2 : Perform touch typing skills and proper typing technique with minimum speed 30 words</p>

		<p>the same time this course also emphasizes on building accuracy and increasing their typing speed progressively. Typescripts in English and Bahasa Malaysia are used for this purpose.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>per minute (w.p.m.) and 96% accuracy (P4, PLO 3) CLO3 : Practice touch typing skills and proper typing technique with minimum speed 30 word per minute (w.p.m.) and 96% accuracy (A2, PLO 5)</p>
1	DPK10042 TRENGKAS 1	<p>TRENGKAS 1 memberi pengetahuan kepada pelajar tentang teori-teori penulisan trengkas dengan menggunakan sistem Trengkas Pantas. Kursus ini memberi penekanan kepada kemahiran memahami, mengguris dan mentranskrip semua perkataan dalam Bahasa Malaysia.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>Di akhir kursus ini, pelajar akan dapat: CLO1 : Mengaplikasikan pengetahuan dan kemahiran dalam gurisan Trengkas berasaskan Trengkas Pantas. (C3, PLO 1) CLO2 : Memaparkan gurisan yang tepat bagi semua perkataan, ringkasan dan rangkaikata berdasarkan peraturan Trengkas Pantas. (P3, PLO 3) CLO3 : Menunjukkan kemahiran dalam mentranskrip gurisan trengkas dengan tepat berasaskan peraturan Trengkas Pantas agar maklumat yang disampaikan adalah jelas. (A1, PLO 4)</p>
1	DPK10053 OFFICE SOFTWARE	<p>OFFICE SOFTWARE enables students to acquire and apply hands-on knowledge in using office application. It helps students to improve their personal productivity by making it faster and easier to create flexible documents, powerful spreadsheets, and great looking presentation. It also prepares students the concept of working as a group that work together dynamically and effectively.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to: CLO1 : Apply the knowledge in office software to produce different form of documents for different contexts in different situation. (C3, PLO 1) CLO2 : Constructs business documents from various given instruction and notes in different situation and applications. (P4, PLO 3) CLO3 : Present the work of combining different type of texts and graphic elements into different format through digital application. (A2, PLO 5)</p>
		<p>OCCUPATIONAL SAFETY AND HEALTH course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety & Health Act (OSHA). This course presents the</p>	<p>Upon completion of this course, students should be able to: CLO1 : Explain briefly Occupational, Safety and Health (OSH) procedures, regulation and its compliance in Malaysia. (C2, CLS 1)</p>

2	DUW10012 OCCUPATIONAL, SAFETY AND HEALTH	<p>responsibilities of workers in implementing and complying with the safety procedures at work. Understanding of notifications of accidents, dangerous occurrence, poisoning and diseases and liability for offences will be imparted upon students. This course will also provide an understanding of the key issues in OSH Management, Incident Prevention, Fire Safety, Hazard Identification Risk Control and Risk Assessment (HIRARC), Workplace Environment and Ergonomics and guide the students gradually into this multi-disciplinary science.</p> <p>Credit Value : 2 Prerequisite : None</p>	<p>CLO2 : Initiates incident hazards, risks and safe work practices in order to maintain health and safe work environment. (A3, CLS 5)</p> <p>CLO3 : Forms communication skills in a team to respond for an accident action at workplace. (A3, CLS 3b)</p>
2	DPK20062 SHORTHAND 2	<p>SHORTHAND 2 equips students with the knowledge and skills of shorthand rule. This course allows students to have a better understanding that in shorthand, spoken sounds are represented by written signs and students have to understand every shorthand rules. Students should be able to recognize and illustrate each outline and words without any hesitation by performing the dictation speed of 30 w.p.m with 96% accuracy of transcribing outline.</p> <p>Credit Value : 2 Prerequisite : DPK10012 Shorthand 1</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply the knowledge of shorthand outlines according to shorthand rules. (C3, PLO 1)</p> <p>CLO2 : Construct the correct outlines for words, short forms and phrases according to shorthand rules. (P3, PLO 3)</p> <p>CLO3 : Show the shorthand dictation with speed of 30 w.p.m. and transcribe outline with 96% accuracy. (A1, PLO 4)</p>
2	DPK20073 PERSONALITY DEVELOPMENT	<p>PERSONALITY DEVELOPMENT provides knowledge on the character study of a secretary involving personal qualities, healthy lifestyle and image building. It is designed to train students to build a professional image as a secretary. Development of self-confidence and positive attitudes, as well as rational decisions making is inculcated throughout the course.</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain the significance of personality development knowledge for a secretary in managing office operation (C2, PLO 1)</p> <p>CLO2 : Display the skills in grooming and healthy lifestyle to project a professional image as a secretary while managing an office operation (P2, PLO 3)</p>

		<p>Credit Value : 3 Prerequisite : None</p>	<p>CL03 : Demonstrate good social skills and being responsible in a group towards activity given in the various context (A3, PLO 6)</p>
2	<p>DPK20083 DOCUMENT PROCESSING</p>	<p>DOCUMENT PROCESSING provides students with knowledge and skills on proper typing techniques and procedures. This course exposes various types of business documents and format which also emphasis on building student's accuracy and typing speed using typescripts given</p> <p>Credit Value : 3 Prerequisite : DPK10033 Keyboarding Skills</p>	<p>Upon completion of this course, students should be able to: CL01 : Apply the knowledge of document processing to prepare various types of a business document according to the standard format (C3, PLO 1) CL02 : Organize documents according to the types that are needed using standard techniques and procedures (P3, PLO 3) CL03 : Perform the typing skill with minimum typing speed of 45 w.p.m. and 96% accuracy (P4, PLO 3)</p>
2	<p>DPK20092 TRENGKAS 2</p>	<p>TRENGKAS 2 memberi pengetahuan kepada pelajar tentang teori-teori penulisan trengkas dengan menggunakan sistem Trengkas Pantas. Kursus ini memberi penekanan kepada kemahiran memahami, mengguris dan mentranskrip semua perkataan dalam Bahasa Malaysia. Kursus ini juga memberi penekanan kepada kemahiran mengambil catatan trengkas dengan kelajuan 30 p.s.m. dan mentranskrip dengan ketepatan 96%.</p> <p>Credit Value : 2 Prerequisite : DPK10042 Trengkas 1</p>	<p>Di akhir kursus ini, pelajar akan dapat: CL01 : Mengaplikasikan pengetahuan dan kemahiran gurisan Trengkas berasaskan prinsip Trengkas Pantas. (C3, PLO 1) CL02 : Membina gurisan yang tepat bagi semua perkataan, ringkasan dan rangkai kata berdasarkan peraturan Trengkas Pantas. (P3, PLO 3) CL03 : Menunjukkan catatan Trengkas dengan kepantasan 30 p.s.m. dan mentranskrip dengan ketepatan 96% dengan tepat agar maklumat yang disampaikan adalah jelas. (A1, PLO 4)</p>
3	<p>DPA10183 BUSINESS ACCOUNTING</p>	<p>BUSINESS ACCOUNTING enables students to develop knowledge in the operational aspects of accounting system and procedures. Students can comply with the accounting techniques to maintain accounting record in preparation of financial statements.</p>	<p>Upon completion of this course, students should be able to: CL01 : Explain clearly the principles and practices in accordance with the approved accounting standards to generate the Financial Statements (C2 , PLO 1) CL02 : Prepare the Financial Statements by applying knowledge of the relevant financial information in accordance with the approved accounting standards (C3 , PLO 3)</p>

		<p>Students can also apply in accounting cycle related to principles and practice of accounting</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>CL03 : Discuss the accounting treatments by referring to the various sources of document (A2 , PLO 6)</p>
3	DPK30102 SHORTHAND 3	<p>SHORTHAND 3 equips students with knowledge and skill of shorthand rules. The focus of this course is taking note fast and accurate using the shorthand outline and able to transcribe the text quickly and accurately into handwritten and typewritten form. This course also helps students to practice their outlines, words and take dictation at a speed range of 35 w.p.m to 60 w.p.m and construct the transcription using a computer at a speed of 20 w.p.m to 35 w.p.m with 96% accuracy according to Shorthand Rules.</p> <p>Credit Value : 2 Prerequisite : DPK200612 Shorthand 2</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Display the shorthand dictation in words, short forms and phrases with the speed of 35 w.p.m. to 60 w.p.m. by using Shorthand Rules. (P3, PLO 3)</p> <p>CL02 : Demonstrate the transcription from the chosen short passages into handwritten and typewritten form according to Shorthand Rules. (A3, PLO 5)</p> <p>CL03 : Construct full sentences from the materials being dictated with the speed of 35 w.p.m. to 60 w.p.m. and 96% accuracy according to Shorthand Rules. (P4, PLO 3)</p>
3	DPK30113 OFFICE ADMINISTRATION 2	<p>OFFICE ADMINISTRATION 2 provides students with an understanding of the secretarial functions in managing the office. The course emphasizes on abilities and capabilities of students in leading and assisting other staff as well as providing specific training in the real workplace. This course will help them to develop skills that will be important in their career as a professional or business position.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CL01 : Explain the significance of managing office activities in daily office operation (C2, PLO 1)</p> <p>CL02 : Apply the knowledge of information and ideas of office administration procedures to solve problem according to the problem based scenario given (C3, PLO 2)</p> <p>CL03 : Perform the secretarial work skills in the real workplace (P4, PLO 3)</p>
3	DPK30122 TRENGKAS 3	<p>TRENGKAS 3 melengkapi pelajar dengan pengetahuan dan kemahiran mengikut peraturan Trengkas Pantas. Kursus ini memberi penekanan dengan memastikan gurisan dapat diguris dengan pantas dan tepat ketika</p>	<p>Di akhir kursus ini, pelajar akan dapat:</p> <p>CL01 : Mempamerkan kecekapan mengambil catatan trengkas bagi perkataan, ringkasan dan rangkaikata dengan kepantasan 35 p.s.m. hingga 60 p.s.m. dan ketepatan 96% menggunakan peraturan Trengkas Pantas. (P3, PLO 3)</p>

		<p>mengambil catatan kepantasan dan boleh mentranskrip rencana secara bertulis atau bertaip. Kursus ini juga dapat membantu pelajar untuk membuat latihan tubi, mengguris perkataan dan mengambil catatan pada kelajuan 35 p.s.m hingga 60 p.s.m dan mentranskrip rencana menggunakan komputer pada kelajuan 20 p.s.m hingga 35 p.s.m dengan ketepatan 96% mengikut peraturan Trengkas Pantas</p> <p>Credit Value : 2 Prerequisite : DPK20092 Trengkas 2</p>	<p>CLO2 : Mendemonstrasikan transkripsi rencana pendek secara bertulis dan bertaip menggunakan komputer. (A3, PLO 5) CLO3 : Membina ayat lengkap dari rencana yang dibaca dengan ketepatan 96% menggunakan peraturan Trengkas Pantas. (P4, PLO 3)</p>
3	DPK30133 PUBLIC SPEAKING	<p>PUBLIC SPEAKING introduces student to the common types of public speaking and perform effectively in public. The particular purpose including to inform and to persuade the audience with the theoretical basis and practical instruction successfully. Areas covered include ethical standards, topic selection, audience analysis, speech preparation and organization, support of speeches, strategic and creative language use, effective listening and delivery skills.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to: CLO1 : Display the public speaking skills to sustain the audience attention through out the speaking session (P4, PLO 3) CLO2 : Display the act of professionalism and ethics in speech writing material (A3, PLO 8) CLO3 : Build confidence to speak in public with the correct mechanism of speech (A4, PLO 7)</p>
4	DPB 40103 ORGANIZATIONAL BEHAVIOUR	<p>ORGANIZATIONAL BEHAVIOUR combines the functions of management with the psychology of leading and managing people. This organizational behaviour course encompasses the study of individual and group behaviour in organizational settings. As a result, students may apply organizational behaviour in many other discipline of organisation.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to: CLO1 : Interpret the principles, approaches and theories applicable in organizational behaviour. (C2, PLO1) CLO2 : Analyse factors affecting organizational behaviour at all levels of organizational system. (C4, PLO2) CLO3 : Demonstrate social skills and responsibilities on issues related to people and organizations that can be used to enhance organization effectiveness. (A3, PLO6)</p>

4	DPU30013 DIGITAL ENTREPRENEURSHIP DEVELOPMENT	<p>DIGITAL ENTREPRENEURSHIP DEVELOPMENT introduces how to develop creativity and innovation and managing risk in starting up a digital business environment. This course will also guide the students on ways to conduct the process of buying and selling and control the business with emphasis on the preparation of ibusiness plan, thus developing the i-entrepreneurial skills.</p> <p>Credit Value : 2 Prerequisite : DEC20012</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. determine digital entrepreneurship and various social media mix used in digital entrepreneurship. (C6, PLO1) 2. construct various selected cyber social tools that suits the business needs. (P3, PLO2) 3. design a creative i-business idea by using various cyber social tools linked to a web presence and connect the i-business plan with strategies for a successful digital business. (P7, PLO 2) 4. revise the i-business implementation and the decisions made in achieving the results strategically. (C5, PLO4) (A5,PLO7)
4	DPK40143 NOTE TAKING	<p>NOTE TAKING stresses on knowledge and competence application of shorthand, trengkas and document processing. This course concentrates on note taking and produce business document into appropriate format according to the instruction given by the instructor. The exercises will be delivered either verbally or recorded using two languages, Bahasa Malaysia and English.</p> <p>Credit Value : 3 Prerequisite : DPK20083 Document Processing, DPK30102 Shorthand 3, DPK30122 Trengkas 3</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Manipulate all notes taken using shorthand or trengkas at 60 w.p.m to produce documents in different context and situation (P5, PLO 3)</p> <p>CLO2 : Display a high degree of responsibility to work in group towards the activity given based on various texts and notes that were taken using shorthand or trengkas (A3, PLO 6)</p> <p>CLO3 : Build self-confidence in taking notes using shorthand or trengkas to produce a complete set of program booklet and advertisement (A4, PLO 7)</p>
4	DPK40153 RECORD MANAGEMENT	<p>RECORDS MANAGEMENT introduces students to the principles and practices of effective records management for manual and electronic records systems. This programme emphasizes students on the application of appropriate records management system. The course also includes comprehensive coverage of the records management system to the effective operation of modern business firms.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Handle records according to the principles and practices of effective records management for manual and electronic records systems (C3, PLO 1)</p> <p>CLO2 : Select appropriate methods of records management system by their own according to the need of an organization (C4, PLO 2)</p> <p>CLO3 : Organize a comprehensive coverage of records management using a digital application to support daily work in a secretarial environment (A4, PLO 5)</p>

4	<p style="text-align: center;">DPK40163 PRINCIPLES OF MEETING</p>	<p>PRINCIPLES OF MEETING provide students with the knowledge and skills of handling meetings. It covers the understanding of the principles and practices of different types of meetings held within companies or society and the concept of company secretary in the operation and administration of the office. It also covers the essentials of writing minutes and to cultivate students the important practices involved in meetings.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply the knowledge of handling a meeting according to the principles and practices in different types of meeting. (C3, PLO 1) CLO2 : Display a high degree of professionalism and ethics in handling a meeting according to its rules and regulations. (A3, PLO 8) CLO3 : Manage meeting documents using secretarial skills in handling various types of meetings (C4, PLO 2)</p>
5	<p style="text-align: center;">DPK50173 OFFICE PRACTICE</p>	<p>OFFICE PRACTICE explores the natures of administration and management in office practice, set in a simulated environment with the mock task assigned to students. Students will be given various office practice simulation based on different topics. By doing these tasks, they can apply the theory they have learned and apply it in their simulated situation that are usually performed by secretary in the administrative services.</p> <p>Credit Value : 3 Prerequisite : DPK40143 Note Taking</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Adapt skills that have been taught in completing the task according to the office practice simulation procedure. (P6, PLO 3) CLO2 : Display a high degree of professionalism and ethics in completing the task given according to the office practice simulation procedure. (A3, PLO 8) CLO3 : Create time management chart as a self improvement initiative to complete the task given according to the office practice simulation procedure. (A4, PLO 7)</p>
5	<p style="text-align: center;">DPK50183 EVENT ORGANIZATION</p>	<p>EVENT ORGANIZATION is a course that allows students to develop functional and managerial skills in event management and planning. Student will be exposed to each aspect of event planning from prioritizing the budget to day-of coordination. Students will be gradually guided to plan all aspects of events that cater to large crowds and gives students an idea about event's challenges. 3 NAME(S) OF ACADEMIC STAFF :</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Participate as a leader or a member of a team to ensure the organization of the event is successful (A2, PLO 6) CLO2 : Demonstrate effective communication and leadership skills to ensure a mutual and clear understanding of the event planning (A3, PLO 4) CLO3 : Organize the real event with a high degree of skills that have been taught in managing activities (P5, PLO 3) CLO4 : Examine the impact of the event to the organization and community to set of good values (A4, PLO 8)</p>

6	DUT60019 INDUSTRIAL TRAINING	<p>INDUSTRIAL TRAINING prepares students with employability skills and current industrial technologies in actual working environment. This course allows students to experience the work culture of the workplace as well as provides a platform for students to put into practice the skills and knowledge learnt. The desired attributes include organizational orientation and professional ethics, effective communication, leadership and teamwork, continuous learning and information management, as well as self-management and entrepreneurial mind at the workplace.</p> <p>Credit Value : 9 Prerequisite : Fulfill the requirements of Industrial Training Guideline</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Perform duties in accordance with job requirements at the workplace (P4, CLS 3a) CLO2 : Display effective communication and social skills at the workplace (A5, CLS 3b) CLO3 : Integrate values, attitudes and professionalism effectively at the workplace (A4, CLS 5) CLO4 : Develop responsibility of leadership and teamwork at the workplace (A4, CLS 3d) CLO5 : Organize information management appropriately at the workplace (P4, CLS 3c) CLO6 : Integrate lifelong learning skills and entrepreneurial mind at the workplace (A4, CLS 4)</p>
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ELECTIVE			
SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DUF10012 BAHASA ARAB	<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 : DEC20012</p>	<p>Di akhir kursus ini, pelajar akan dapat:</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>
3	DPA10203 PERSONAL FINANCIAL MANAGEMENT	<p>PERSONAL FINANCIAL MANAGEMENT provides the skills on how to manage personal money wisely and can spend within the means and achieve the financial goals with ease. The course emphasises on being in control of own finances regardless of whether or not facing financial problems.</p> <p>Credit Value : 3 Prerequisite : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly the importance of personal financial planning in achieving the financial goals (C2, PLO 1)</p> <p>CLO2 : Expose the products and services offered in the market in achieving the financial goals (C3, PLO 2)</p> <p>CLO3 : Explain the uncertainties and financial responsibilities in achieving the financial goals (A3, PLO 6)</p>

3.5.8 PROGRAMME STRUCTURE (DSK)

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
SEMESTER 1							
COMPULSORY	MPU21032	PENGHAYATAN ETIKA DAN PERADABAN	1	0	2	0	2
	DUE10012	COMMUNICATIVE ENGLISH 1	1	0	2	0	2
	MPU24XX1	SUKAN	0	2	0	0	1
	MPU24XX1	UNIT BERUNIFORM 1					
DISCIPLINE CORE	DPK10012	SHORTHAND 1	1	2	0	0	2
	DPK10023	OFFICE ADMINISTRATION 1	2	2	0	0	3
	DPK10033	KEYBOARDING SKILLS	1	4	0	0	3
	DPK10042	TRENGKAS 1	1	2	0	0	2
	DPK10053	OFFICE SOFTWARE	1	4	0	0	3
TOTAL			28				18
SEMESTER 2							
COMPULSORY	MPU23012	PENGAJIAN ISLAM*	1	0	2	0	2
	MPU23042	NILAI MASYARAKAT MALAYSIA**					
	MPU24XX1	KELAB/PERSATUAN	0	2	0	0	1
	MPU24XX1	UNIT BERUNIFORM 2					
COMMON CORE	DUW10012	OCCUPATIONAL, SAFETY AND HEALTH	2	0	0	0	2
DISCIPLINE CORE	DPK20062	SHORTHAND 2	1	2	0	0	2
	DPK20073	PERSONALITY DEVELOPMENT	2	2	0	0	3
	DPK20083	DOCUMENT PROCESSING	1	4	0	0	3
	DPK20092	TRENGKAS 2	1	2	0	0	2
ELECTIVES		ELECTIVE 1					2
TOTAL			22				17
SEMESTER 3							
COMPULSORY	MPU22012	ENTREPRENEURSHIP	1	0	2	0	2
	DUE30022	COMMUNICATIVE ENGLISH 2	1	0	2	0	2
COMMON CORE	DPA10183	BUSINESS ACCOUNTING	2	2	0	0	3

DISCIPLINE CORE	DPK30102	SHORTHAND 3	1	2	0	0	2
	DPK30113	OFFICE ADMINISTRATION 2	2	2	0	0	3
	DPK30122	TRENGKAS 3	1	2	0	0	2
	DPK30133	PUBLIC SPEAKING	2	2	0	0	3
TOTAL			24				17
SEMESTER 4							
COMPULSORY	DUE50032	COMMUNICATIVE ENGLISH 3	1	0	2	0	2
COMMON CORE	DPB40103	ORGANIZATIONAL BEHAVIOUR	3	0	1	0	3
	DPU30013	DIGITAL ENTERPRENEURSHIP	1	4	0	0	3
DISCIPLINE CORE	DPK40143	NOTE TAKING	2	2	0	0	3
	DPK40153	RECORD MANAGEMENT	2	0	2	0	3
	DPK40163	PRINCIPLES OF MEETING	2	0	2	0	3
TOTAL			24				17
SEMESTER 5							
COMMON CORE	DUG30023	GREEN TECHNOLOGY COMPLIANCE	2	0	2	0	3
	DPB50123	HUMAN RESOURCE MANAGEMENT	3	0	1	0	3
DISCIPLINE CORE	DPK50173	OFFICE PRACTICE	1	4	0	0	3
	DPK50183	EVENT ORGANIZATION	2	2	0	0	3
ELECTIVES		ELECTIVE 2					2
TOTAL			17				14
SEMESTER 6							
INDUSTRIAL TRAINING	DUT60019	INDUSTRIAL TRAINING	0	0	0	0	9
TOTAL			0				9
TOTAL CREDIT VALUE							92

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUE
			L	P	T	O	
ELECTIVE COURSES							
1	DUF10012	BAHASA ARAB 1	1	0	2	0	2
2	DUF20082	BAHASA ARAB 2	1	0	2	0	2
3	DUF10022	BAHASA MANDARIN 1	1	0	2	0	2
4	DUF20092	BAHASA MANDARIN 2	1	0	2	0	2
5	DPA10203	PERSONAL FINANCIAL MANAGEMENT	2	0	2	0	3
FREE ELECTIVES							
1	DUD10012	DESIGN THINKING	1	0	0	1	2

3.6 LABORATORY FACILITIES IN COMMERCE DEPARTMENT

NO	LABORATORY	LABORATORY SUPERVISOR
1	Accounting Laboratory (Makmal Perakaunan)	Majdi@Abd Hadi B. Ishak
2	Stenography Laboratory 1 (Makmal Stenografi 1)	Salasiah Bt. Noordin
3	Stenography Laboratory 2 (Makmal Stenografi 2)	Nadiyah Bt. Idris
4	Typing Room (Bilik Menaip)	Nor Harlinda Bt. Harun
5	Simulation Room (Bilik Simulasi)	Nor Ashikin Bt. Mohamad Isa
6	Presentation Room (Bilik Persembahan)	Nurul Huda Bt. Mohamad Razali

3.7 HIGHER ACADEMIC PATHWAY

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

3.7.1 POLITEKNIK UNGKU OMAR

- Address : Jalan Raja Musa Mahadi, 31400 Ipoh, Perak.
- Telephone No : 05-5457622
- Fax No : 05-5471162
- Programme : Advance Diploma Accounting / Advance In Entrepreneurship

3.7.2 UNIVERSITI UTARA MALAYSIA

- Address : 06010 Sintok, Kedah
- Telephone No : 04-928400
- Fax No : 04-9283016
- Programme : Degree (Hons) Accounting / Degree (Hons) Business Management / Degree (Hons) Human Resource Management

3.7.3 UNIVERSITI MALAYA

- Address : 50603 Kuala Lumpur
- Telephone No : 03-7967 3213 / 3510 / 03-7956 8400
- Fax No : 03-7954 7551
- Programme : Bachelor of Accounting / Bachelor of Business Administration

3.7.4 UNIVERSITI PUTRA MALAYSIA

- Address : 43400 Serdang, Selangor
- Telephone No : 03-89466024
- Fax No : 03-89432516

- Programme : Bachelor of Economic / Bachelor of Accounting / Bachelor of Business Administration

3.7.5 UNIVERSITI TEKNOLOGI MARA

- Address : 40450 Shah Alam, Selangor
- Telephone No : 03-55443159 / 3300 / 3509
- Fax No : 03-55443510 / 3210 / 2820
- Programme : Bachelor of Accounting (Hons) / Bachelor of Business Administration (Hons) Entrepreneurship / Bachelor of Business Administration (Hons) Marketing / Bachelor Of Office Management System

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
1	Nor Aidawati Binti Nor Khalim	Head of Department	04-9886399	aidawati@ptss.edu.my
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5	Siti Nordilla Binti Ahmad	Lab Assistant	04-9886392	nordilla@ptss.edu.my
6	Abdul Khalid Bin Juraimi	Lecturer	04-9886395	abdulkhalid@ptss.edu.my
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22	Zakiah Bt Adzmi	Lecturer	04-9886395	zakiah@ptss.edu.my

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
2	Noraini Binti Muhammad	Head of Course	019-4501005	norainimuhammad@ptss.edu.my
3	Suhaila Binti Mustaffa	Head of Course	019-4588760	suhamustaffa@ptss.edu.my
4	Ainul Farhaan Binti Harun	Lecturer	016-4858444	ainulfarhan@ptss.edu.my
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
8	Borhannudin Bin Ya	Lecturer	013-4060559	borhannudin@ptss.edu.my
9	Hamdan Bin Zakaria	Lecturer	019-5742117	hamdanzakaria@ptss.edu.my
10	Hasminuddin Bin Hashim	Lecturer	017-9631817	hasminuddin@ptss.edu.my
11	Hasnizam Bin Hasan	Lecturer	012-6653817	hasnizam@ptss.edu.my
12	Isyati Binti Suparman	Lecturer	019-5799454	isyati@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	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 Credit Value : 2 Prerequisite : None	<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	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. Credit Value : 2 Prerequisite : None	<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	Youth and Sports Officer	04-988 6340	imran@ptss.edu.my
3	Saiful Bin Ishak	Operation Assistant	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



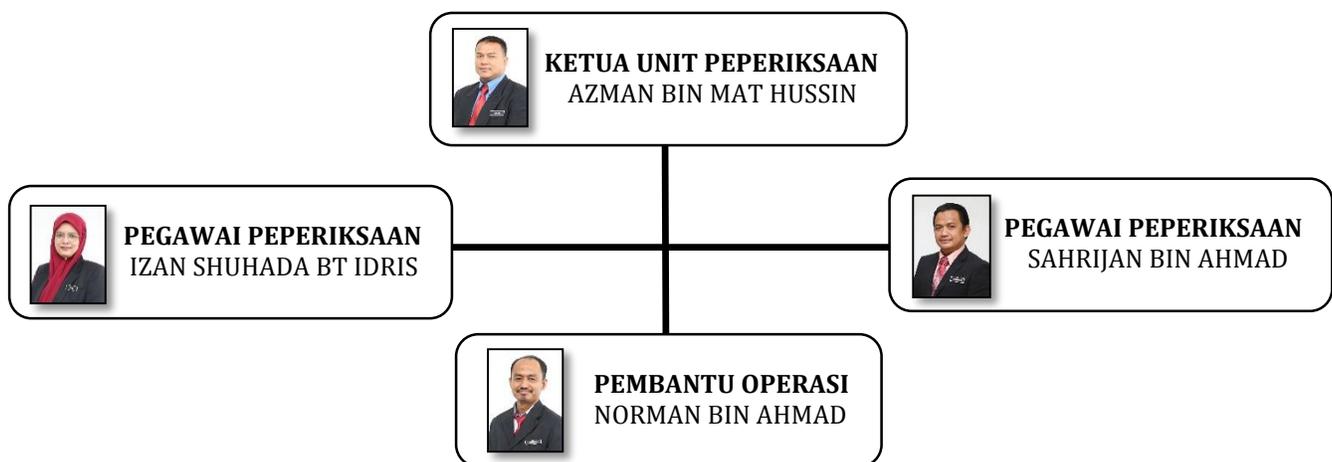
5.1.2 STUDENT AFFAIRS DEPARTMENT CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Mazrul Hisyam Bin Mat Ali	Head Of Department	0 12-5255033	mazrul@ptss.edu.my
2	Zulina Binti Yusoff	Student Affairs Officer (Welfare & Discipline)	012-5529853	zulina@ptss.edu.my
3	Azlida Binti Abdullah	Student Affairs Officer (Welfare)	0 19-3271369	azlida@ptss.edu.my
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

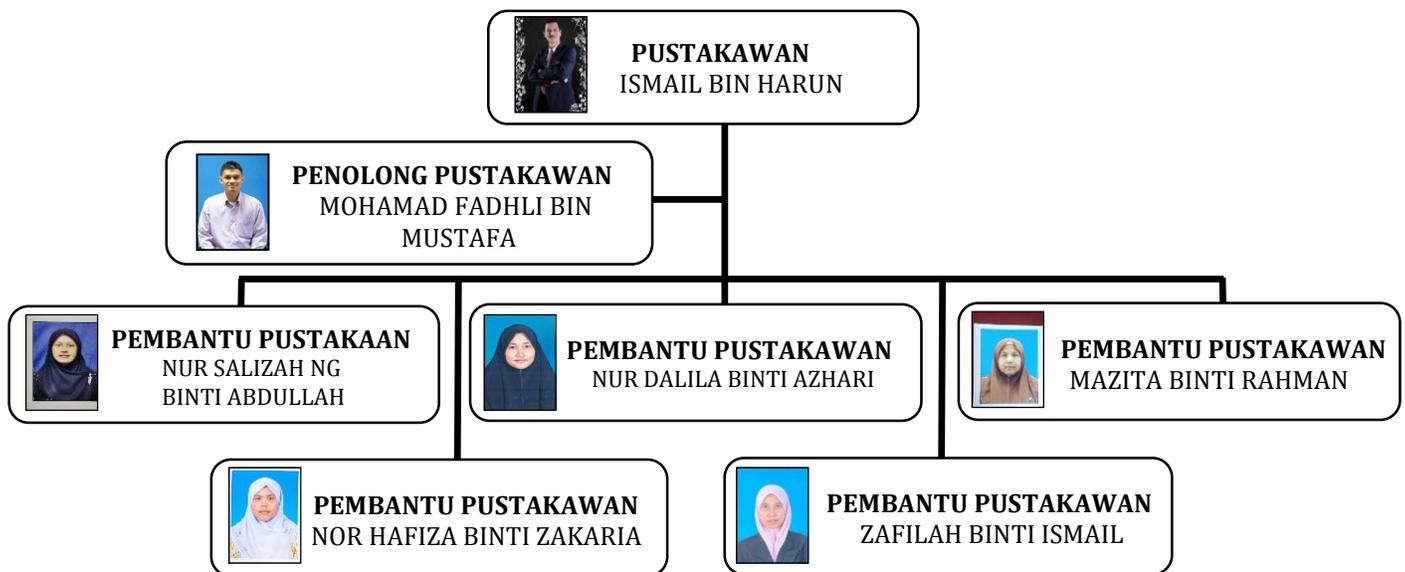
5.3 LIBRARY UNIT

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

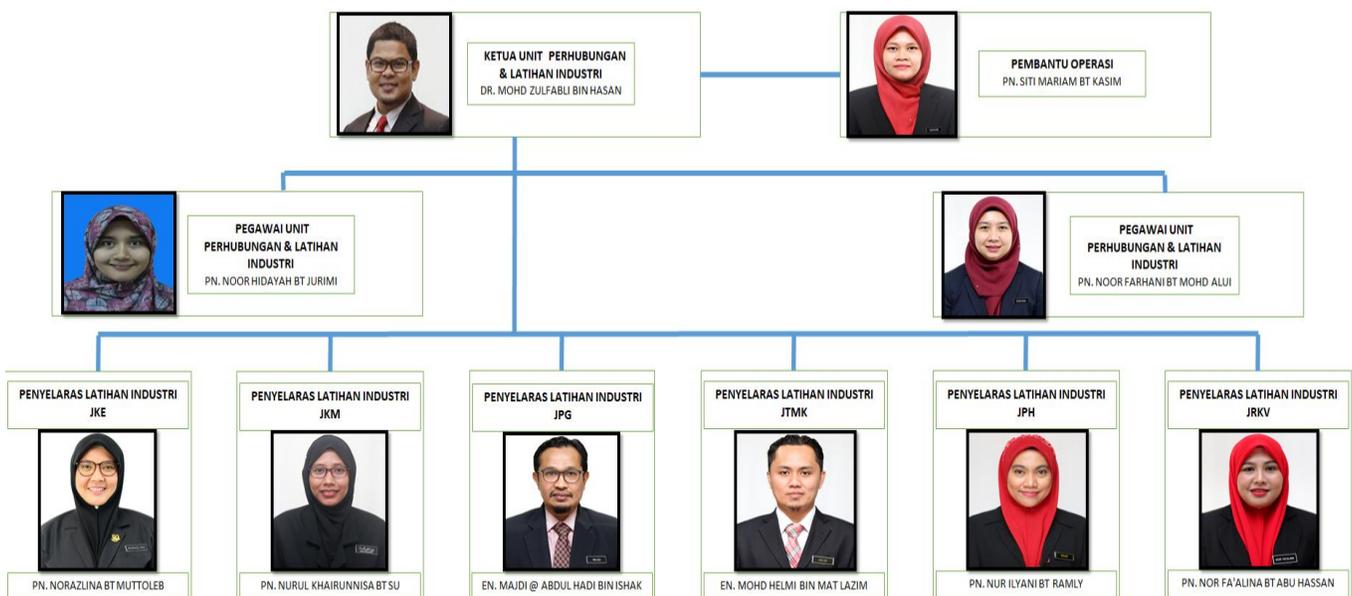
The Liaison & Industrial Training Unit (UPLI) is responsible for managing students' industrial training affairs. Students will be assigned to a particular organization during their training period based on their respective fields of study.

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

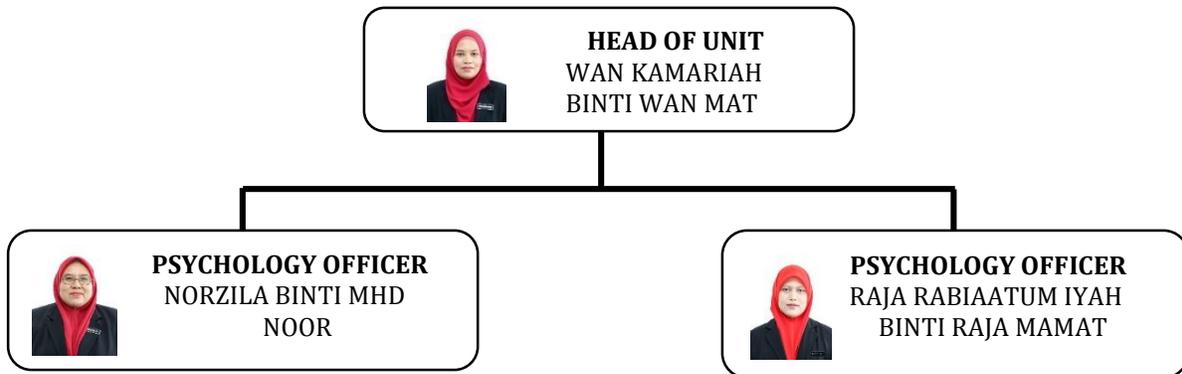
NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Dr. Mohd Zulfabli Bin Hasan	Head of Unit	04-9886244	zulfabli@ptss.edu.my
2	Noor Farhani Binti Mohd Alui	Liaison & Industrial Training Officer	04-9881020	farhani@ptss.edu.my
3	Noor Hidayah Binti Jurimi	Liaison & Industrial Training Officer	04-9881021	noorhidayah@ptss.edu.my
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

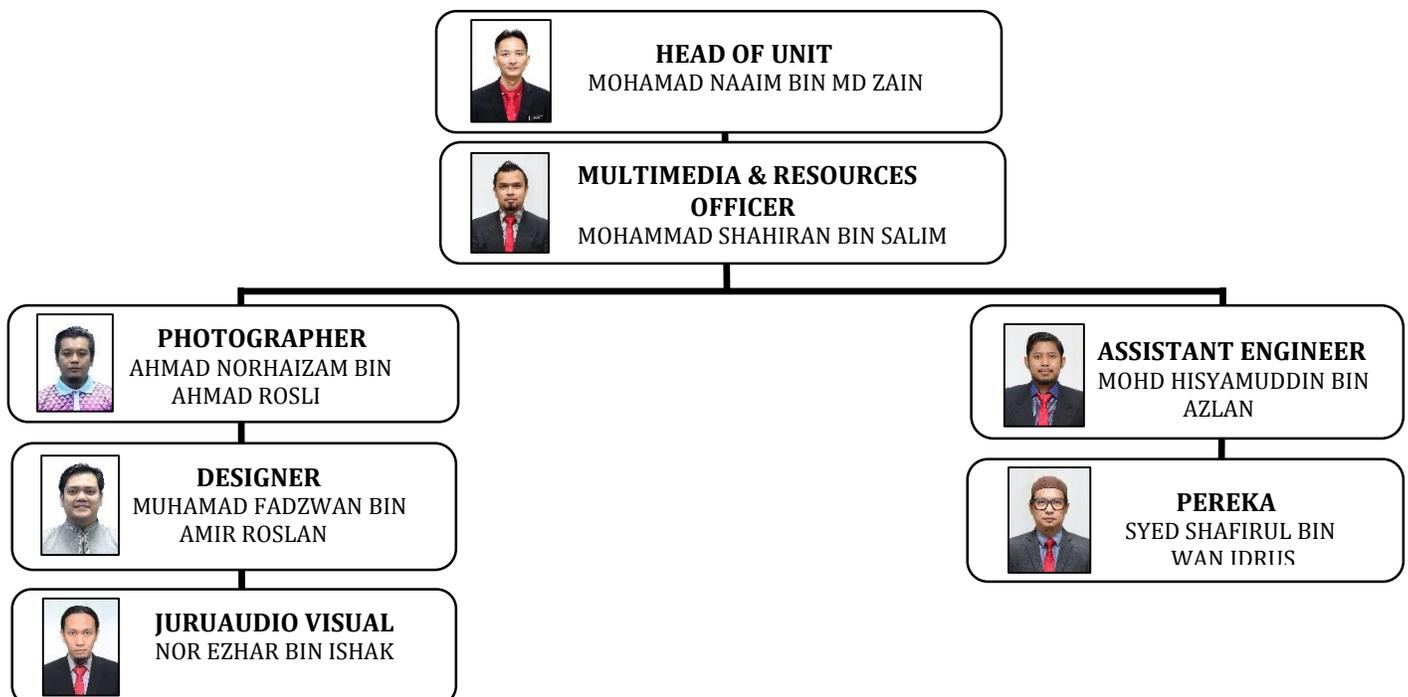
NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Wan Kamariah Binti Wan Mat	Head of Unit	04-9886208	kamariah@ptss.edu.my
2	Norzila Binti Mhd Noor	Psychology Officer	04-9886205	norzila@ptss.edu.my
3	Raja Rabiaatum Adawiyah Bt Raja Mamat	Psychology Officer	04-9881100	rabiaatum@ptss.edu.my

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
1	Mohamad Naaim Bin Md Zain	Head of Unit (Multimedia & Resources Officer)	04-9886380	mohamadnaaim@ptss.edu.my
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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

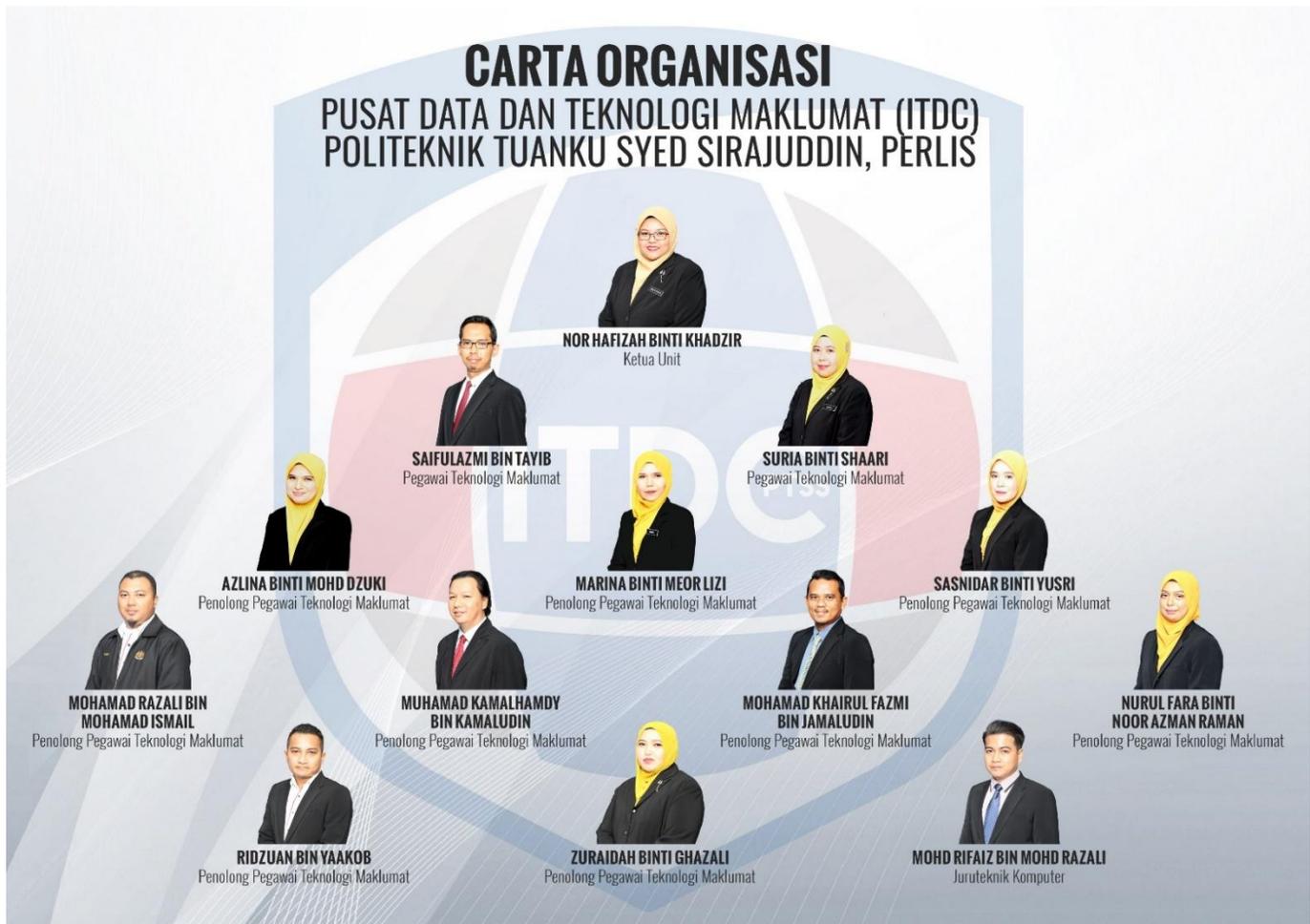
5.7 INFORMATION TECHNOLOGY AND DATA CENTER

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



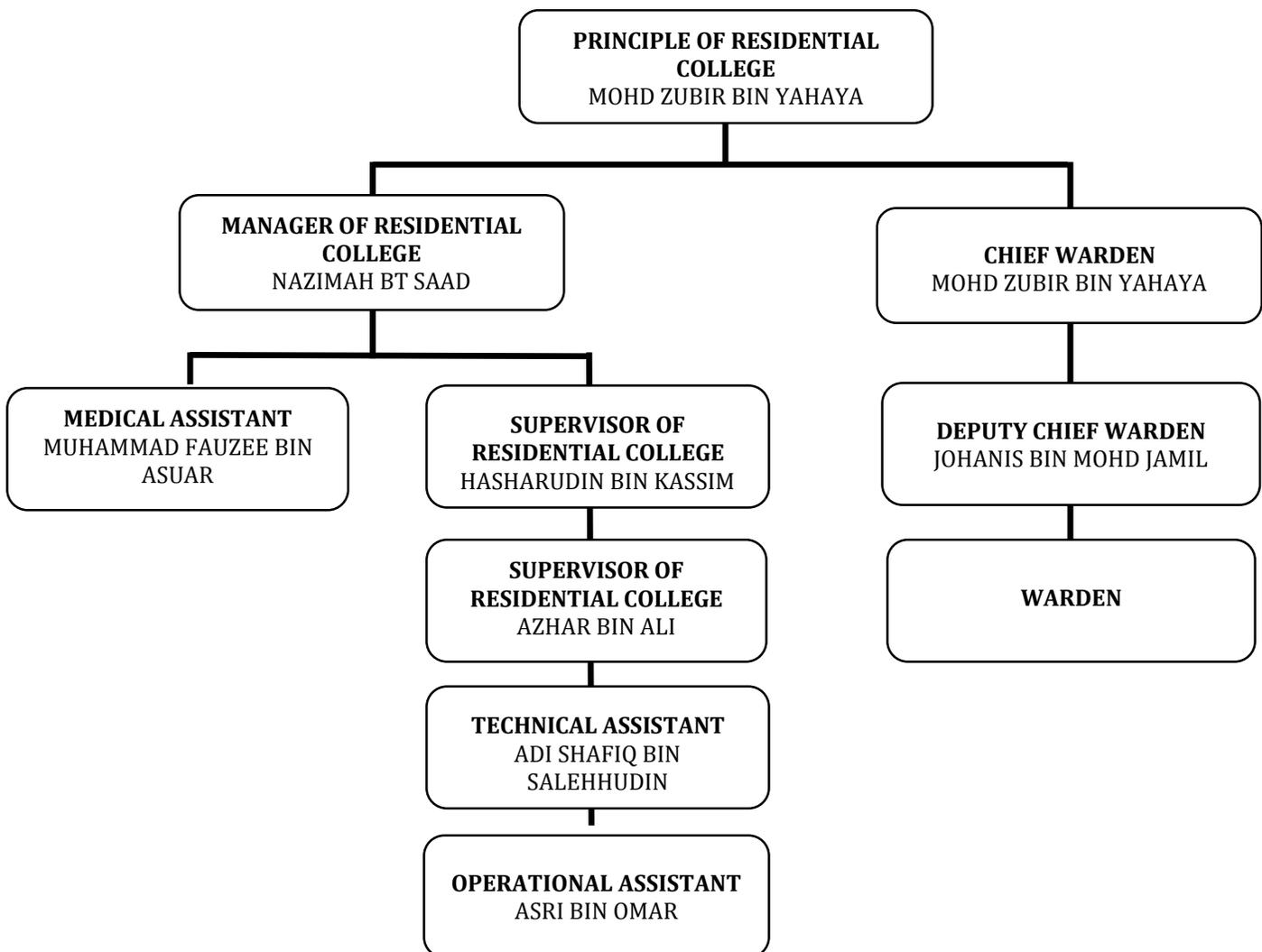
5.7.1 INFORMATION TECHNOLOGY DATA CENTRE CONTACT PERSONNEL

NO	NAME	DESIGNATION	CONTACT NO	EMAIL
1	Nor Hafizah Binti Khadzir	Head of Unit	04-9886346	norhafizah@ptss.edu.my
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7	Mohamad Razali Bin Mohamad Ismail	Assistant Information Technology Officer	04-9881504	razali@ptss.edu.my
8	Muhamad Kamalhamdy Bin Kamaludin	Assistant Information Technology Officer	04-9881507	kamal@ptss.edu.my
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
11	Ridzuan Bin Yaakob	Assistant Information Technology Officer	04-9881508	ewan@ptss.edu.my
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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
13	Chitra A/P Suparmaniam	Warden	014-3475261	chitra@ptss.edu.my
14	Ezar Eziardy Bin Zainudin	Warden	019-4771085	ezar@ptss.edu.my
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
18	Ku Shakila Binti Ku Shahidan	Warden	011-36101989	kushakila@ptss.edu.my
19	Mahirah Binti Rafie	Warden	019-5752107	mahirah@ptss.edu.my
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
24	Mohd Fadzil Bin Allias	Warden	019-5496145	fadzilallias@ptss.edu.my
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
34	Nor Azrizal Bin Norazmi	Warden	013-7138217	norazrizal@ptss.edu.my
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
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39	Rozalita Binti Saupi	Warden	010-4052706	rozalita@ptss.edu.my
40	Sahrijan Bin Ahmad	Warden	019-4800324	sharijan@ptss.edu.my
41	Saiful Bin Mohamed Shuib	Warden	012-5907727	saiful@ptss.edu.my
42	Salasiah Binti Noordin	Warden	012-5734397	salasiah@ptss.edu.my
43	Shahrul Radzi Bin Md Zaki@Abdullah	Warden	013-6333789	shahrul@ptss.edu.my
44	Shamsul Anuar Bin Abd. Aziz	Warden	019-3387165	shamsulanuar@ptss.edu.my
45	Sitti Aisyah Binti Kadir	Warden	019-4507306	sittiaisyah@ptss.edu.my
46	Syamsul Maa'rif Bin Mohamad	Warden	012-5399347	syamsul@ptss.edu.my
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