

STUDENT HANDBOOK

DEPARTMENT OF COMMERCE
DIPLOMA IN BUSINESS STUDIES
DIPLOMA IN SECRETARIAL SCIENCE



2nd Edition

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DEPARTMENT OF COMMERCE
DIPLOMA IN BUSINESS STUDIES
DIPLOMA IN SECRETARIAL SCIENCE



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Student Handbook

Commerce

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The Department of Commerce would like to express our sincerest gratitude to all involved in producing the Student Handbook

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Assalamualaikum w.b.t dan Salam Sejahtera

Salam Muafakat Johor

All praises to Allah, the most Gracious and the most Merciful. First of all, I would like to congratulate all the new students who have been accepted to further their studies at Mersing Polytechnic (PMJ). PMJ is among of eight (8) polytechnics built under the 9th Malaysia Plan and commenced operations on 12 May 2008. The establishment of PMJ is in line with the government's policy to produce more quality semi-professional workers to meet the needs of the public and private sectors. PMJ offers diploma programs under the Department of Electrical Engineering, the Department of Information & Communication Technology, and the Department of Commerce. The polytechnic Diploma Program will take three (3) years to complete by the students where they will follow their Industrial Training program in semester 6. The main objective of Industrial Training is to prepare students with a real work environment while cultivating self-confidence in applying the knowledge and experience gained during their studies at the polytechnic.

The development of the Industrial Revolution 4.0 has a direct impact on various fields including education as it is the foundation for future workforce providers. The framework for the direction of higher education that leads to the application of IR 4.0 has been worked on and become a guide to higher education institutions (IPT), especially polytechnics in developing a curriculum based on flexible education and other elements of IR 4.0. By revamping some of its curricula to suit the needs of Industry 4.0, the Polytechnic aims for the graduates to be a catalyst for new technologies.

In addition, the polytechnic is also committed in efforts to further strengthen the teaching and learning process by creating an ecosystem based on Industry 4.0. The delivery method also use the latest technologies such as online learning, experiential learning, collaborative learning, virtual reality, simulation, and the use of Technology Enabled Classroom (TECC) has been practiced at the Polytechnic. Exposure to students through design competitions for final year projects and competitions organized by external parties is enough to help students increase students' confidence in communication skills as well as being able to interact on platforms outside of their comfortable environment.

In line with that, PMJ has prepared a student handbook that contains information related to academic needs, curriculum structure, academic counseling system, residential system, and many activities that take place outside the classroom. Thus, by referring to this Handbook, students can explore more clearly about the programs offered at Politeknik Mersing. This handbook can guide students throughout their studies where it facilitates students in planning activities, goals and achievements in the field of specialization taken.

As the director of Politeknik Mersing., once again I welcome you to PMJ and wish you success. Never give up, the beginning is always the hardest. Wassalam.

PN HILMUN BINTI MOHAMED
Director
of Politeknik Mersing

May the peace, mercy, and blessings of Allah be with you and good day.

In the name of Allah, the Most Gracious and the Most Merciful,

I am grateful to the Almighty Allah S.W.T for enabling me to give a few words in this Student Handbook .

First and the foremost, I would like to take this opportunity to congratulate those who are selected to join the Commerce Department at Politeknik Mersing, Johore. You are among the few who have been granted the opportunity to be with us. I hope the opportunity given will be taken seriously and you will do your best to acquire the knowledge, experience and the necessary exposure to be successful.



NORLELA BINTI SARANI
Head of Department

The initiative of publishing this Student Handbook is indeed commendable. It contains the brief information of the department's curriculum and syllabus applicable to the students. It also serves as your main source of reference related to your academic affairs and provides the required information by the students especially on the department's administration implementation of the programmes and courses offered. Furthermore, this handbook can also be used by the students to plan their studies as well as a reference for the programme structure offered by the department.

On behalf of Commerce Department (JP), hopefully all new students will utilize the information provided in this handbook to enhance your educational experiences and create many valuable memories. I would like to extend my utmost appreciation and sincerest gratitude to the JP committee and all parties involved in the publication of this Student Handbook.

Finally good luck and try your best, to be the best, among the best.

Lagu **Negaraku**

“Negaraku

**Tanah tumpahnya darahku,
Rakyat hidup bersatu dan maju,
Rahmat bahagia Tuhan kurniakan,
Raja kita selamat bertakhta,
Rahmat bahagia Tuhan kurniakan
Raja kita selamat bertakhta”**



Lagu Bangsa Johor

"ALLAH PELIHARAKAN
SULTAN

'NUGERAHKAN DIA
SEGALA KEHORMATAN
SIHAT DAN RIA
KEKAL DAN MAKMUR
LUASKAN KUASA
NAUNGAN KAMI
RAKYAT DIPIMPINI
BERZAMAN LAGI
DENGAN MERDEKA
BERSATU HATI
ALLAH BERKATI JOHOR
ALLAH SELAMATKAN
SULTAN"



Lagu Politeknik Malaysia

Politeknik adalah warisan kita
Membekal tenaga bidang teknikal
Bersama membina kemajuan negara
Malaysiaku tercinta
Ilmu akhlak mulia asas jaya
Itulah amalan hidup kita
Di mana sahaja Politeknik berada
Harapan tetap sama

Chorus :
Politeknik ku sanjung jasa-jasamu
Mencipta lembaran sejarah
Harapan impian kan menjadi nyata
Tekad, takwa, usaha

Penentu arah
Maju Politeknik ayuh maju
Semangatmu merestui perjuanganku
Teknologi teras pembangunan Negara
Politeknik Malaysia

About Politeknik Mersing



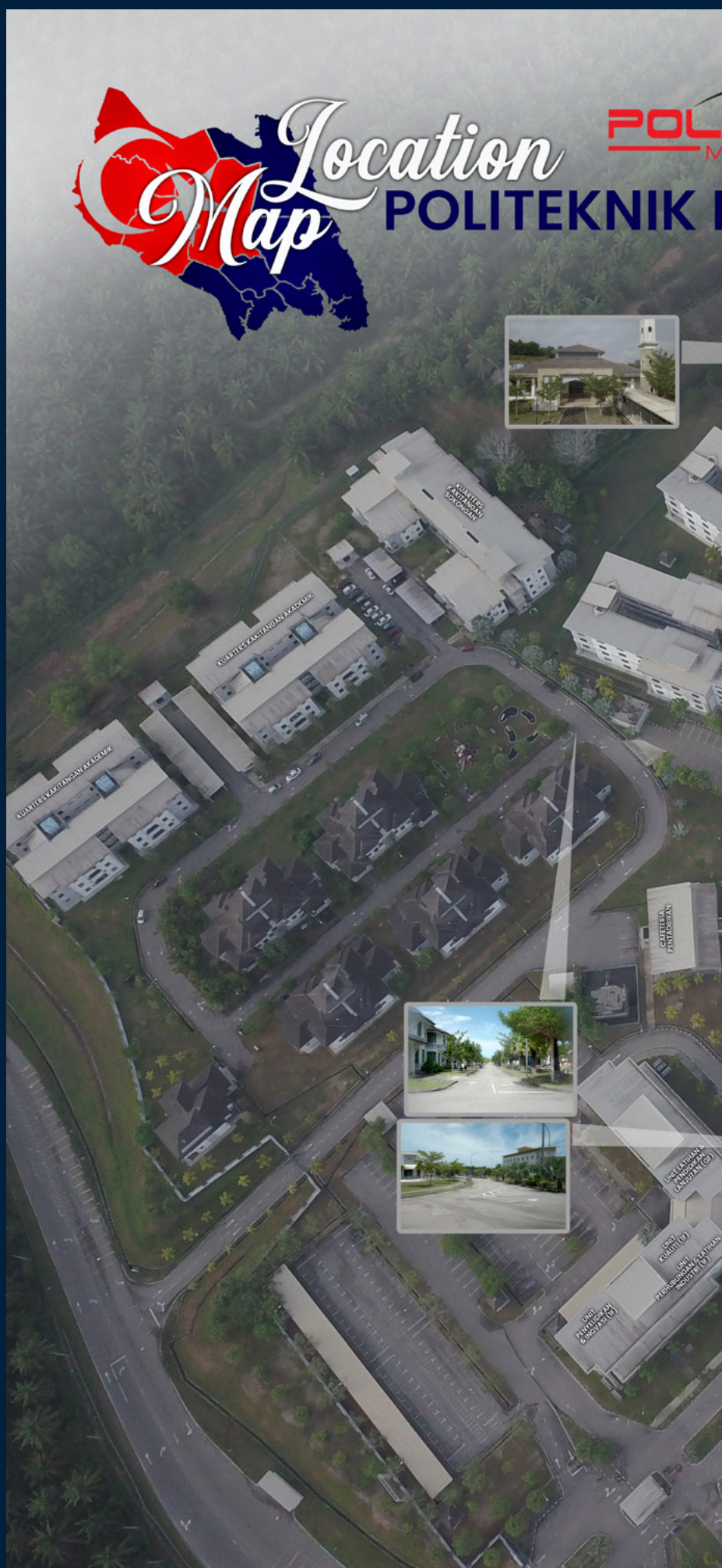
Politeknik Mersing (PMJ) is among the eight new polytechnics built during the 9th Malaysia Plan. PMJ started its operations on 12 May 2008. However, its administrative operations started only on 1 August 2008, PMJ is the 25th polytechnic established under the Ministry of Higher Education Malaysia.

The establishment of PMJ is in line with the government's policy to produce more quality semi - professional workers to meet the demand of the public and private sectors. Started taking the inaugural students in January 2009 at its temporary campus at Politeknik Johor Bahru, PMJ then moved to its temporary campus in Bandar Tepian Sungai, Mersing in January 2010 by renting 5 units of 3 - storey shophouses. In July 2012, PMJ once again moved to its main campus in Jalan Nitar, Mersing.

Politeknik Mersing received its first batch of students for the January 2009 session for the Diploma in Information Technology (Networking) program, with only 14 students. For the July 2009 session, the second intake of students was 30 for the same course. However, starting January 2010 session, Diploma in Commerce (Secretarial Science) program began. With PMJ's commitment as an educational tertiary institution, student intake will hopefully to continue increasing each semester to meet the needs of the country.

Politeknik Mersing Plan

Scan the QR code for better
viewing of
Politeknik Mersing Plan



Vision and Mission

Vision

To be the leading-edge tvet institution

Mission

To provide wide access to quality and recognized TVET programmes

To empower institutions through excellent organization

To develop holistic, entrepreneurial and balanced graduates

To capitalise on smart partnership with stakeholders

In line with the fourth thrust of the country's higher education strategic plan, which is to empower higher education institutions, polytechnic also aim at providing the best quality education to produce quality graduates.

Therefore, Politeknik Mersing is taking its steps to meet the challenges and realize the government's agenda to transform Malaysia through a comprehensive innovation process in terms of productivity, creativity and innovation in line with the need to produce high income human capital.

Therefore, PMJ is committed to developing semi -professional human capital to meet the needs of the public sector and the national industry.

Programmes Offered

Department of Commerce

Diploma in Secretarial Science

Diploma Sains Kesetiausahaan (DSK)

Diploma in Business Studies

Diploma Pengajian Perniagaan (DPM)

Department of Information & Communication Technology

Diploma in Information Technology (Digital Technology) (DDT)

- Track Networking System
- Track Information Security
- Track Application and Software Development

Department of Electrical Engineering

Diploma in Electrical Engineering (DET)

Diploma in Electrical and Electronics Engineering (DEE)

Student Affairs Department (HEP)

Our role is to contribute to the mission of Politeknik Mersing (PMJ) 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 changes.



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



The Student Affairs Department is mainly responsible for managing :

- Student's admission and registration
- Student's scholarship application
- Student's residential college affairs
- Student's discipline affairs
- Student's vehicle registration
- Student's club/alumni activities
- Student's Representatives Committee (MPP)
- Student's insurance



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

- Increase retention and completion rates of students
- Develop capacity to deliver services to all campus sites
- Conduct data-driven analysis for planning and decision-making
- Increase new student enrollment at class, overall and in specified programs

Examination Unit

Examination Unit in Politeknik Mersing is responsible for handling all examination related affairs. Among main activities carried out by the Examination Unit are:

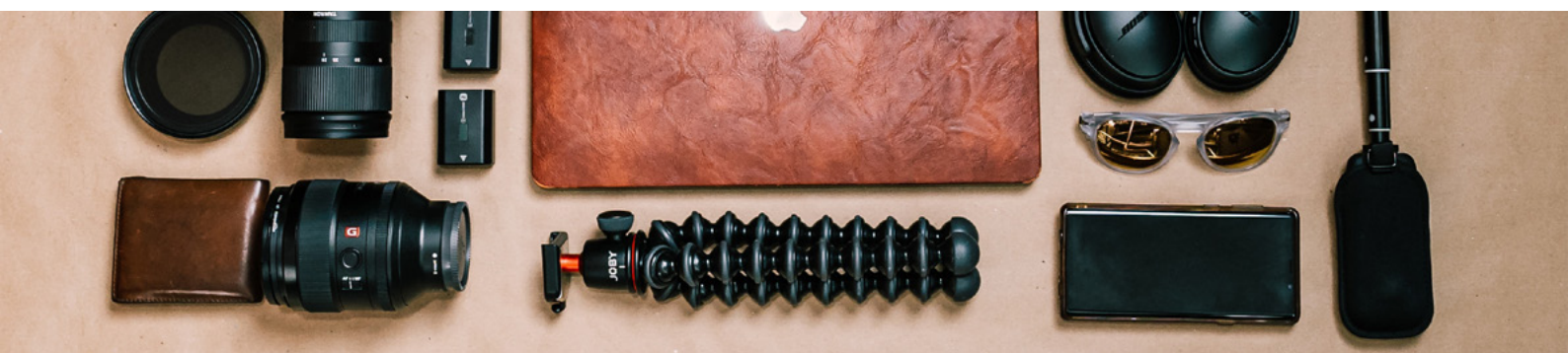
- i. preparing examination papers
- ii. administering final examination
- iii. handling certification and student's achievement award
- iv. enforcing assessment guidelines
- v. Handling administrative matters



Instructional Development and Multimedia Unit (UIDM)

The Instructional Development and Multimedia Unit (UIDM) is one of the supporting units for Academic and Administration in PMJ. The main functions are :

- Advising and guiding in Instructional Development for the purpose of teaching and learning.
- Providing sufficient skills and Audio Visual equipment for any activities (on/off campus) based on necessities.
- Supervising in-term of skills and facilities/equipment for any activities by students/lecturers. UIDM works as Audio Visual Committee for any major events on campus such as Convocation, Students Registration Day, major celebrations and assembly.
- Preparing documentation for any events through video and photo achieves Act as committee for design and printing for most of the major events on/off campus



Library Unit

PERPUSTAKAAN NILAM SARI

The library (Perpustakaan Nilam Sari) 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, to assists in the teaching and learning process, and doing research in the process of the producing creative and innovative semiprofessionals. The Library Unit is also a channel in inculcating the reading culture among PMJ and the local communities through ongoing reading campaigns.

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 doing research.

OPERATING HOUR

DAY	TIME
SUNDAY - WEDNESDAY	8.30 AM - 4.30 PM
THURSDAY	8.30 AM - 3.00 PM
FRIDAY, SATURDAY & PUBLIC HOLIDAY	CLOSED



Hostel/Kamsis

Kampus Siswa (Kamsis) is now able to accommodate a total of 1200 students at a time.

This consists of three hostel blocks to accommodate 630 male students and two hostel blocks to accommodate 570 female students

Each room can house four students and it is equipped with :

- 4 units of beds and mattresses
- 4 chairs and a study desk
- 4 units of closet
- 4 units of fluorescent lamps and
- 1 ceiling fan



Hostel Facilities

- Each level of the building is equipped with a toilet, washing room, toilet, ironing room and drying clothes area.
- Recreation room in each hostel block, for students to make revision and watch television.
- Each hostel block also provides a self-service washing machine and drinking water filters.
- Cafeteria is located in between the hostel blocks that operates daily from 7.30 am to 10.00 pm.
- The warden's room is also located in the hostel block, for warden to do hostel related affairs, such as receiving complaints from hostel residents



Kamsis Office:

For any enquiries, please contact:

ABD HAMID BIN ABDUL RAHMAN

(Penolong Pegawai Tadbir)

Phone: 077980001 ext 2529

MUSALMAH BINTI RAHIM

(Pembantu Tadbir

Perkeranian & Operasi)

Phone: 07-7980001

MOHAMAD AZLAN BIN

MOHD ARIFFIN

(Penyelia Asrama)

Phone: 07-7980001

Pusat Islam

(Surau Al-Irsyad PMJ)



PMJ mosque or PMJ Islamic Center is situated near the residential college. It is the main center for Muslim students and staff in carrying out religious activities. PMJ Islamic Center has a large and comfortable prayer hall that can accommodate up to 500 worshippers at a time.

The Islamic Center is also equipped with a complete PA system set, meeting room and cooking utensils such as gas stoves, pots, pans and others.



Cafeteria

PMJ has 1 operating cafeteria located at dormitory blocks and 2 cafeterias near the academic blocks. The cafeterias at the academic blocks fully operate during weekdays, while the cafeteria in the dormitory block operates daily from 7.30 am to 10.00 pm.



Kiosk/Co-op

PMJ has a Student's Co-op that sells students' necessities in the hostel such as food, laundry products, stationery and more. In addition, PMJ also has a kiosk that provides parcel delivery services using selected couriers to any location.

The kiosk also provides a drop off service for packages delivered to recipients using PMJ address. The recipient will receive a text message from the kiosk helper if the package sent to the recipient has arrived at the kiosk.



Industrial Training Unit



Polytechnic students will undergo industrial training once during the study period, usually in semester 6 or during the final semester.

The Industrial Training Unit (UPLI) is responsible for carrying out all matters and activities related to industrial training such as the process of planning, applying, finding, supervising, and evaluating the industrial training of Politeknik Mersing (PMJ) students.

UPLI always strives to provide effective and efficient services in implementing industrial training to students.

General Management Services Division

The General Management Services Division is the division responsible for managing administrative, services and financial matters.

This division is headed by Senior Executive Officer and assisted by 9 support staff; Assistant Accountant, Technician, Administrative Assistants (Clerical/Operations) and Operations Assistants. Among the units in this Division are the General Administration Unit, Services Unit, Finance Unit and Store Unit.

Sports Unit



Sports Unit is responsible for managing and coordinating all sports activities and facilities for the use of students and staff in PMJ. Sports Unit serves four main objectives:

- Preparing and coordinating sports programs and promotion in line with the policy acculturation of IPT sports policy.
- Producing quality, excellent and competitive athletes.
- Developing human resources related to sports, and excellent sports environment.
- Managing sport facilities and equipment.
- Facilities;
 - Sports Complex (Badminton court, Squash and Gymnasium)
 - Tennis Court
 - Basketball Court
 - Volleyball court
 - Football field



DEPARTMENT OF COMMERCE | JABATAN PERDAGANGAN



POLITEKNIK MERSING | 2022

Organization Chart



NORLELA BT SARANI
Head of Department
Department of Commerce



NUR SHAHRUL ATIKAH
Head of Program
Diploma in Secretarial Science



NORLIZAWATI BINTI MOHD KADRY
Head of Program
Diploma in Business Studies



ARIFFUDDIN
BIN HUSOF



WAN NOOR AIZA
BT WAN AZZAM



NURHAFIZZAH
BT TAMSIR



FATIN SALWA
BT MAT YUSOF



NOR IZIAN IZZATY
BT NOOR AZHAR



MOHD AZIZOL
BIN ABDUL AZIZ



NOR SHAZREEN
BT MAZLAN



NOR HAFIZAH
BT MAHMUDDIN

DPM

Diploma in Business Studies



AZLINA
BT HAMDAN



ZURAIRAH
BT IBRAHIM



MASLIZA
BT MAZLAN



MOHD RIZAM
BIN IBRAHIM



NOR AINI
BT CHE DIN



JAMA'LATUN SA'ADIAH
BT RAMLI



ZALUNA
BT BASIRON



FATINSYUHANA
BT ABDUL GHANI



NADIAH
BT KAMARUDIN



NUR JAHARATUD-DINI
BT MOHD NAZARI



ANUSIA
A/P THAMOTTHARAN

About

Jabatan Perdagangan (JP)



Jabatan Perdagangan (JP) is one of the three main academic departments in Politeknik Mersing. JP offers two main programs; Diploma in Secretarial Science (DSK) which started in 2010 and Diploma in Business Studies (DPM) which began in 2014.

JP consists of 24 well-trained, experienced and expert academic staff in their respective fields. They are mainly responsible in produce highly skilled and competent semi-professionals manpower.

The study duration for both diploma programs is 3 years, including 1 semester of industrial training. For industrial training, students are to undergo 6 months of training in any company and practicing what they had learnt during their studies to gain working experiences.

Facilities



Lecture Room



Technology Enabled Collaborative Classroom (TECC)



Speed Typing Lab



Facilities



Stenography Lab



Simulation Lab



Lecture Hall



OBE

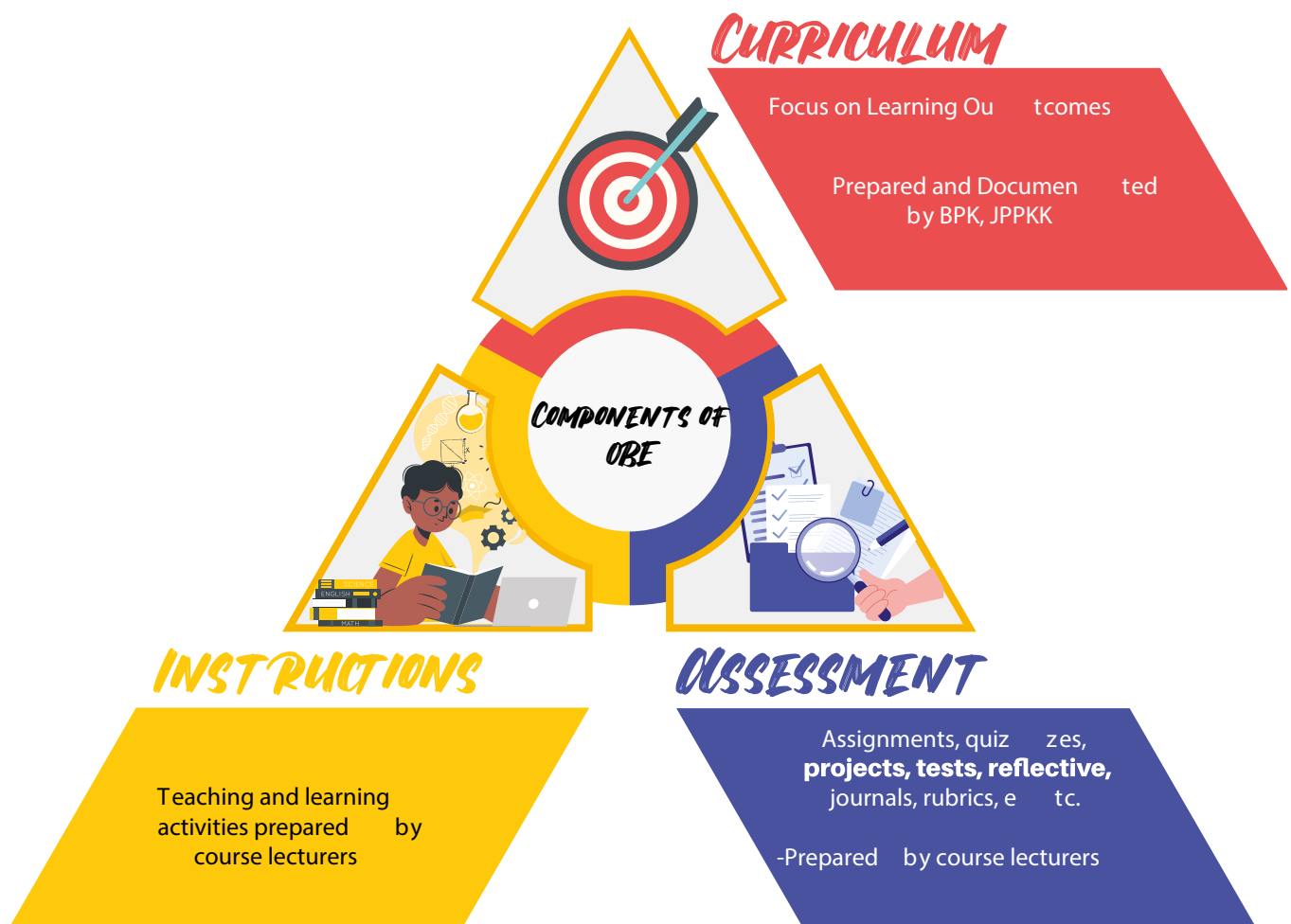
OUTCOME-BASED EDUCATION



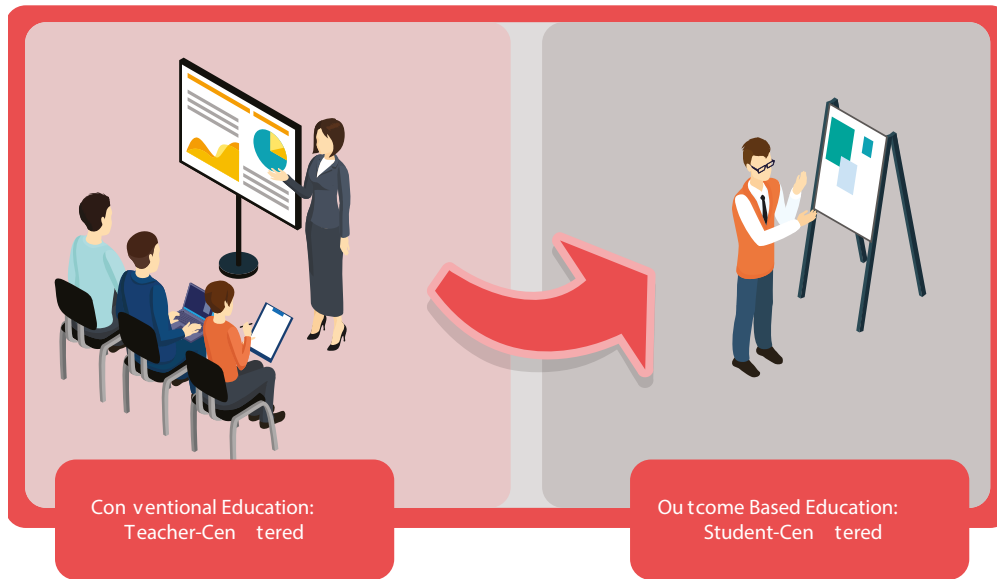
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Outcome-Based Education (OBE)

- A learning system that is focused and clear on what students can do successfully after going through the learning experiences.
- It is designed to start with curriculum, instructional and assessment to ensure real learning takes place.
- The concept of OBE is more focused on the planning of the learning outcomes that will be gained by the students in each program they enroll.
- Learning outcomes focus more on the question of what expectations students need to achieve in terms of knowledge, understanding or abilities.



Why OBE?



Outcome-Based Education means clearly focusing and organizing everything in an educational system around what is essential for all students to be able to do successfully at the end of their learning experiences. This means starting with a clear picture of what is important for students to be able to do, then organizing the curriculum, instruction and assessment to make sure this learning ultimately happens “(Spady 1994, 1)

Teacher-Centered VS Student-Centered		
ELEMENTS	TEACHER-CENTERED	STUDENT-CENTERED
Knowledge	Transmitted from instruction	Constructed by students
Student Participation	Passive	Active
Role of Lecturer	Leader/Authority	Facilitator/Partner in Learning
Role of Assessment	Few Test, Mainly for Grading	Many Tests, for Ongoing Feedback
Emphasis	Learning Correct Answers	Developing Deeper Understanding
Assessment Method	One-Dimensional testing	Multidimensional testing
Academic Culture	Competitive, Individualistic	Collaborative, Supportive

PROGRAM INFORMATION

DSK CURRICULUM 2022 PROGRAM STRUCTURE
Diploma in Secretarial Science



POLITEKNIK MERSING | 2022

Program Information

DIPLOMA IN SECRETARIAL SCIENCE

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.

DSK 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



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

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

Programme Structure DSK

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	
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													MPU24XX1	
Common Core	DUW10012	Occupational, Safety and Health	2	0	0	0	2	√			√				√	
Discipline Core	DPK20062	Shorthand 2	1	2	0	0	2	√		√	√					DPK10012
	DPK20073	Personality Development	2	2	0	0	3	√		√			√			
	DPK20083	Document Processing	1	4	0	0	3	√		√						DPK10033
	DPK20092	Trengkas 2	1	2	0	0	2	√		√	√					DPK10042
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				√			√		DUE10012
Common Core	DPA10183	Business Accounting	2	2	0	0	3	√		√			√			
Discipline Core	DPK30102	Shorthand 3	1	2	0	0	2			√		√				DPK20062
	DPK30113	Office Administration 2	2	2	0	0	3	√	√	√						DPK10023
	DPK30122	Trengkas 3	1	2	0	0	2			√		√				DPK20092
	DPK30133	Public Speaking	2	2	0	0	3			√				√	√	
TOTAL			24				17									

Programme Structure DSK

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism	
SEMESTER 4																
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2				√			√		DUE30022
Common Core	DPB40103	Organizational Behaviour	3	0	1	0	3	√	√				√			
	DPU30013	Digital Entrepreneurship	1	4	0	0	3	√		√				√		MPU22012
Discipline Core	DPK40143	Note Taking	2	2	0	0	3			√			√	√		DPK20083, DPK30102, DPK30122
	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			√				√	√	DPK40143
	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									

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	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/Co-Requisite (If Any) : None</p>	<p>Upon completion of this course, students should be able to:</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)</p> <p>CLO2 : construct the correct outlines for words, short forms and phrases according to shorthand rules (P3 , PLO 3)</p> <p>CLO3 : use the skill of transcribe shorthand rules in delivering the information to others (A1 , PLO 4)</p>
	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/Co-Requisite (If Any) : 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)</p> <p>CLO2 : Recognize the skills of office administration and office functions for an organization from secretarial point of view (P2 , PLO 3)</p> <p>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>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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 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 / Co-Requisite (If Any) : None</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).</p> <p>CLO2: Perform touch typing skills and proper typing technique with minimum speed 30 words per minute (w.p.m.) and 96% accuracy (P4,PLO 3).</p> <p>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>
	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:</p> <p>CLO1 : mengaplikasikan pengetahuan dan kemahiran dalam gurisan Trengkas berasaskan Trengkas Pantas. (C3 , PLO 1)</p> <p>CLO2 : memaparkan gurisan yang tepat bagi semua perkataan, ringkasan dan rangkai kata berdasarkan peraturan Trengkas Pantas. (P3 , PLO 3)</p> <p>CLO3 : menunjukkan kemahiran dalam mentranskrip gurisan trengkas dengan tepat berasaskan peraturan Trengkas Pantas agar maklumat yang disampaikan adalah jelas. (A1 , PLO 4)</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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 / Co-Requisite (If Any) : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: apply the knowledge in office software to produce different form of documents for different contexts in different situation (C3,PLO 1).</p> <p>CLO2: constructs business documents from various given instruction and notes in different situation and applications (P4,PLO 3).</p> <p>CLO3: present the work of combining different type of texts and graphic elements into different format through digital application (A2,PLO 5).</p>
2	DUW10012 OCCUPATIONAL, SAFETY AND HEALTH	<p>OCCUPATIONAL SAFETY AND HEALTH course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety & Health Act (OSHA). This course presents the responsibilities of 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>Upon completion of this course, students should be able to</p> <p>CLO1 : Explain briefly Occupational, Safety and Health (OSH) procedures, regulation and its compliance in Malaysia. (C2, CLS 1)</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 : Demonstrate communication skill in group to explain the factor that can lead to accident in workplace. (A3, CLS 3b)</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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/Co-Requisite (If Any): 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>
	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 / Co-Requisite (If Any) : None</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>CLO3: demonstrate good social skills and being responsible in a group towards activity given in the various context (A3,PLO 6).</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	DPK20083 DOCUMENT PROCESSING	<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 / Co-Requisite (If Any) : Keyboarding Skills</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: apply the knowledge of document processing to prepare various types of a business document according to the standard format (C3 , PLO 1)</p> <p>CLO2: organize documents according to the types that are needed using standard techniques and procedures (P3 , PLO 3)</p> <p>CLO3: perform the typing skill with minimum typing speed of 45 w.p.m. and 96% accuracy (P4 , PLO 3)</p>
	DPK20092 TRENGKAS 2	<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>Nilai Kredit : 2 Prasyarat (Jika Berkenaan) : Trengkas 1</p>	<p>Di akhir kursus ini, pelajar akan dapat:</p> <p>CLO1: mengaplikasikan pengetahuan dan kemahiran gurusan Trengkas berasaskan prinsip Trengkas Pantas (C3,PLO 1).</p> <p>CLO2: membina gurusan yang tepat bagi semua perkataan, ringkasan dan rangkai kata berdasarkan peraturan Trengkas Pantas (P3,PLO 3).</p> <p>CLO3: 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>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	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/Co-Requisite (If Any): -</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	DPA10183 BUSINESS ACCOUNTING	<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/Co-Requisite (If Any): -</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>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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</p>	<p>Upon completion of this course, students should be able to :</p> <p>CLO1: 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>CLO2: Demonstrate the transcription from the chosen short passages into handwritten and typewritten form according to Shorthand Rules (A3, PLO 5)</p> <p>CLO3: Construct full sentences from the material 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>
	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 / Co-Requisite (If Any) : Office Administration 1</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: explain the significance of managing office activities in daily office operation (C2,PLO 1).</p> <p>CLO2: 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>CLO3: perform the secretarial work skills in the real workplace (P4,PLO 3).</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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 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>Nilai Kredit : 2</p>	<p>Di akhir kursus ini, pelajar akan dapat:</p> <p>CLO1 : 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>CLO2 : Mendemonstrasikan transkripsi rencana pendek secara bertulis dan bertaip menggunakan komputer. (A3 , PLO 5)</p> <p>CLO3 : Membina ayat lengkap dari rencana yang dibaca dengan ketepatan 96% menggunakan peraturan Trengkas Pantas. (P4 , PLO 3)</p>
	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 / Co-Requisite (If Any) : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: display the public speaking skills to sustain the audience attention through out the speaking session (P4,PLO 3).</p> <p>CLO2: display the act of professionalism and ethics in speech writing material (A3,PLO 8).</p> <p>CLO3: build confidence to speak in public with the correct mechanism of speech (A4,PLO 7).</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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/ Co-requisite (If Any) None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 Interpret the principles, approaches and theories applicable in organizational behaviour.</p> <p>(C2, PLO1) CLO2 Analyse factors affecting organizational behaviour at all levels of organizational system. (C4, PLO2) CLO3</p> <p>Demonstrate social skills and responsibilities on issues related to people and organizations that can be used to enhance organization effectiveness. (A3, PLO6)</p>
	DPU30013 DIGITAL ENTREPRENEURSHIP	<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 : 3 Prerequisite / Co-Requisite (If Any) : None</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)

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	DPK40143 NOTE TAKING	NOTE TAKING stresses on knowledge and competence application of shorthand, trengkas and document processing. This course concentrates on note taking and producing business documents 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>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>
	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 / Co-Requisite (If Any) : 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>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	DPK40163 PRINCIPLES OF MEETING	<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 / Co-Requisite (If Any) : 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)</p> <p>CLO2: display a high degree of professionalism and ethics in handling a meeting according to its rules and regulations (A3,PLO 8).</p> <p>CLO3: manage meeting documents using secretarial skills in handling various types of meetings (C4,PLO 2).</p>
5	DUG30023 GREEN TECHNOLOGY 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 implemented such as energy, transport, building, water and waste management.</p> <p>Credit Value : 3 Prerequisite / Co-Requisite (If Any) : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain green fundamentals and practices of green technology (C3 , CLS 2)</p> <p>CLO2 : Display green technology and practices concept in related areas within the industry in Malaysia (P4 , CLS 3a)</p> <p>CLO3 : Demonstrate green economy and green culture challenges to implement green programmes (A3 , CLS 3b)</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
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 / Co-Requisite (If Any) : None</p>	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Interpret principles and approaches applicable to human resource management in an organization.</p> <p>CLO2 : Illustrate the procedures, methods and processes in managing human resource.</p> <p>CLO3 : Demonstrate the skills in solving human resource management issues in achieving organizational goals</p>
	DPK50173 OFFICE PRACTICE	<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 / Co-Requisite (If Any) : 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)</p> <p>CLO2 : Display a high degree of professionalism and ethics in completing the task given according to the office practice simulation procedure. (A3 , PLO 8)</p> <p>CLO3 : Create time management chart as a self improvement initiative to complete the task given according to the office practice simulation procedure.</p>

Programme Structure DSK

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
5	DPK50183 EVENT ORGANIZATION	<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.</p> <p>Credit Value : 3 Prerequisite / Co-Requisite (If Any) : 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)</p> <p>CLO2 : Demonstrate effective communication and leadership skills to ensure a mutual and clear understanding of the event planning (A3 , PLO 4)</p> <p>CLO3 : Organize the real event with a high degree of skills that have been taught in managing activities (P5 , PLO 3)</p> <p>CLO4 : Examine the impact of the event to the organization and community to set of good values (A4 , PLO 8)</p>

PROGRAM INFORMATION

DPM CURRICULUM 2022 PROGRAM STRUCTURE
Diploma in Business Studies



POLITEKNIK MERSING | 2022

Program Information

DIPLOMA IN BUSINESS STUDIES

INTRODUCTION

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.

DSK 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



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.

PEO4

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

PLO DPM

PROGRAMME LEARNING OUTCOMES

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

PLO1

Apply principles of business and other related areas in managing business

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

Programme Structure DPM

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE	
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8		
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy & Responsibility	Personal & Entrepreneurial Skills	Ethics & Professionalism		
																	CLS1
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															
Common Core	DBC20012	Computer Application	1	2	0	0	2				√	√		√			
	DPA10183	Business Accounting	2	2	0	0	3	√		√			√				
Discipline Core	DPB10013	Microeconomics	3	0	1	0	3	√				√		√			
	DPB10023	Principles of Management	3	0	1	0	3	√			√		√				
TOTAL			23				16										
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															
	DUE30022	Communicative English 2	1	0	2	0	2				√			√			DUE10012
Common Core	DPM10013	Principles of Marketing	3	0	1	0	3	√					√				
Discipline Core	DPB20033	Macroeconomics	3	0	1	0	3	√				√		√			DPB10013
	DPB20043	Management Information System	3	0	1	0	3	√				√				√	
	DPB20053	Business Mathematics	3	0	1	0	3	√	√			√					
TOTAL			24				17										
SEMESTER 3																	
Compulsory	DUE50032	Communicative English 3	1	0	2	0	2				√				√		DUE30022
	MPU22012	Entrepreneurship	1	0	2	0	2				√				√		
Common Core	DPP20013	Introduction to International Business	3	0	1	0	3	√	√		√						
Discipline Core	DPB30063	Statistics	3	0	1	0	3	√	√			√					
	DPB30073	Business Law	3	0	1	0	3	√	√							√	
	DPB30083	Business Ethics	3	0	1	0	3	√	√							√	
TOTAL			22				16										

Programme Structure DPM

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	
								Knowledge & Understanding	Cognitive Skills	Practical Skills	Interpersonal & Communication skills	Digital & Numeracy Skills	Leadership, Autonomy &	Personal & Responsibility Entrepreneurial Skills	Ethics & Professionalism	
SEMESTER 4																
Common Core	DPA10203	Personal Financial Management	2	0	2	0	3	√	√				√			
	DPA20193	Basic Cost Accounting	3	1	0	0	3	√	√			√				
	DPU30013	Digital Entrepreneurship	1	4	0	0	3	√					√			MPU22012
Discipline Core	DPB40093	Business Communication	2	2	0	0	3		√	√	√					
	DPB40103	Organizational Behaviour	3	0	1	0	3	√	√				√			
Electives		Elective 1					3									
TOTAL			21				18									
SEMESTER 5																
Common Core	DUG30023	Green Technology Compliance	2	0	2	0	3		√	√	√					
Discipline Core	DPB50113	Business Finance	3	0	1	0	3		√				√		√	
	DPB50123	Human Resource Management	3	0	1	0	3	√	√				√			
	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									
ELECTIVES COURSES																
1	DPK20073	Personality Development	2	2	0	0	3	√		√			√			
2	DPL10013	Fundamental of Logistics Management	3	0	1	0	3	√			√				√	
3	DPN30043	Risk Management	2	2	0	0	3		√			√	√			
4	DPB50143	Business Research	2	0	2	0	3	√	√		√					
5	DPB50153	Investment Management	3	0	1	0	3		√			√			√	
6	DPB50163	Business Project	2	2	0	0	3		√	√			√			
7	DPB50173	Business Plan	2	2	0	0	3		√		√			√		
FREE ELECTIVES*																
1	DUD10012	Design Thinking	1	0	0	1	2		√		√					

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DPB10013 Microeconomics	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 evaluates the costs and benefits of government intervention in a market.	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain basic theory and concepts of microeconomics.</p> <p>CLO2 : Apply the knowledge of microeconomics theories to solve the business problems.</p> <p>CLO3 : Discuss clearly the impact of economic changes towards market equilibrium.</p>
	DPB10023 Principles Of Management	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>Upon completion of this course, students should be able to:</p> <p>CLO1: Explain the basic functions of management in an organization</p> <p>CLO2: Demonstrate the theories and functions of management towards the achievements of organisational goals</p> <p>CLO3: Practice the process management's four functions: planning, organizing, leading, and controlling.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
1	DPA20193 Business Accounting	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly costing theories and cost classifications in manufacturing environment by applying relevant cost information</p> <p>CLO2 : Apply properly the element of costs in ascertainment of cost and preparing the budget in manufacturing and servicing environment</p> <p>CLO3 : Discuss precisely various types of budgeting for the management planning</p>
2	DPB20033 Macroeconomics	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain the impact of macroeconomics problems to the economic system in current economic trend.</p> <p>CLO2 : Use the national income data and theories to evaluate the performance of an economy.</p> <p>CLO3 : Describe the importance of macroeconomic theories to overcome the economic problems.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	DPB20043 Management Information System	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>Upon completion of this course, students should be able to:</p> <p>CLO1: Explain the concepts of management information system in business</p> <p>CLO2 : Discuss the development and implementation of information system in modern organizations</p> <p>CLO3 : Clarify ethical and legal implication of Information System in current business issues</p>
	DPB20053 Business Mathematics	SYNOPSIS: 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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply business mathematics problems using the various basic equation and formula algebraically or graphically.</p> <p>CLO2 : Calculate accurately the business mathematical concepts and formulation in solving management problem issue</p> <p>CLO3 : Clarify precisely the concept of interest on financial and business practices in Malaysia.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
2	DPM10013 Principles of Marketing	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain concepts and terminologies in the marketing field</p> <p>CLO2 : Apply the knowledge of marketing strategies and marketing mix that are relevant to the organizations' objectives</p> <p>CLO3 : Present with confidence the marketing mix strategies to show the ability as a leader and working in a team</p>
3	DPB30063 Statistics	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly the basic concept of statistics</p> <p>CLO2 : Apply accurately the various statistical techniques and formulation in solving statistical problem</p> <p>CLO3 : Construct frequency distribution table in producing graphical representations</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	DPB30073 Business Law	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Discuss the sources, legal aspects and conducts of business transactions under the Malaysian law.</p> <p>CLO2 : Apply the concepts and principles of business law in Malaysia in related business activities</p> <p>CLO3 : Adopt ethically and professionally the practices of business law in Malaysia.</p>
	DPB30083 Business Ethics	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly categories, concepts and theories of business ethics in the related field.</p> <p>CLO2 : Apply basic framework for examining the range of ethical issues from a business perspective.</p> <p>CLO3 : Respond to the issues arising from a business context.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
3	MPU22012 Entrepreneurship	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : propose the value proposition of entrepreneurial idea using Business model Canvas</p> <p>CLO2 : develop a viable business plan by organizing business objectives according to priorities</p> <p>CLO3 : organise the online presence business in social media marketing platform</p>
	DPP20013 Introduction To International Business	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Discuss the external and internal environment factors and forces that related to the operation of international business.</p> <p>CLO2 : Explore mode of entry, strategies and cultural differences in international business environment.</p> <p>CLO3 : Discuss the importance of national differences in political and culture over the country.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	DPB40093 Business Communication	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly the communication principles in the related field</p> <p>CLO2 : Display effectively communication methods in a business scenario</p> <p>CLO3 : Demonstrate precisely the characteristics of communication and teamwork through the application of effective business</p>
	DPB40103 Organizational Behaviour	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Interpret the principles, approaches and theories applicable in organizational behaviour</p> <p>CLO2 : Analyse factors affecting organizational behaviour at all levels of organizational system.</p> <p>CLO3 : Demonstrate social skills and responsibilities on issues related to people and organizations that can be used to enhance organization effectiveness.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	DPA10203 Personal Financial Management	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>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</p> <p>CLO2 : Expose the products and services offered in the market in achieving the financial goals</p> <p>CLO3 : Explain the uncertainties and financial responsibilities in achieving the financial goals</p>
	DPA20193 Business Cost Accounting	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Explain clearly costing theories and cost classifications in manufacturing environment by applying relevant cost information</p> <p>CLO2 : Apply properly the element of costs in ascertainment of cost and preparing the budget in manufacturing and servicing environment</p> <p>CLO3 : Discuss precisely various types of budgeting for the management planning</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
4	DPU30013 Digital Entrepreneurship	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>Upon completion of this course, students should be able to:</p> <p>CLO1: determine the importance of various cyber social tools for business development in digital entrepreneurship</p> <p>CLO2 : design a creative business using various cyber social tools for a successful digital business</p> <p>CLO3 : develop e-business via e-commerce to reach a bigger market</p>
5	DPB50113 Business Finance	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply theories and concepts of basic financial management</p> <p>CLO2 : Analyze organization's financial position using appropriate methods and techniques.</p> <p>CLO3 : Practice independent acquisition of new knowledge for lifelong learning in accomplishing case study tasks</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

SEMESTER	COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
5	DPB50123 Human Resource Management	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Interpret principles and approaches applicable to human resource management in an organization.</p> <p>CLO2 : Illustrate the procedures, methods and processes in managing human resource.</p> <p>CLO3 : Demonstrate the skills in solving human resource management issues in achieving organizational goals.</p>
	DPB50133 Operation Management	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, quality management concept and sustainability. This course also provides knowledge and skills in planning, decision and control of operation in the organization.	<p>Upon completion of this course, students should be able to:</p> <p>CLO1: Apply the concept of operation and quality management in operations management.</p> <p>CLO2: Analyse various techniques and methods towards decision making in operation management</p> <p>CLO3: Organize an autonomy and responsibility in planning, decision and control in operations management</p>
	DUG30023 Green Technology Compliance	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 implemented such as energy, transport, building, water and waste management.	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : explain green fundamentals and practices of green technology</p> <p>CLO2 : display green technology and practices concept in related areas within the industry in Malaysia</p> <p>CLO3 : demonstrate green economy and green culture challenges to implement green programmes</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

ELECTIVE

COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
DPK20073 Personality Development	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>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</p> <p>CLO2 : display the skills in grooming and healthy lifestyle to project a professional image as a secretary while managing an office operation</p> <p>CLO3 : demonstrate good social skills and being responsible in a group towards activity given in the various context</p>
DPL10013 Fundamental Of Logistics Management	FUNDAMENTALS OF LOGISTICS MANAGEMENT aim to introduce basic terms, concepts, principles and methods for the successful planning, organizing and controlling of these logistics management. There are several topics covered under this course, such as product, customer service, order processing, transportation, inventory and warehousing.	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : identify the activities in managing business logistics.</p> <p>CLO2 : explain the concept of logistics management and logistics organization related to business logistics environment.</p> <p>CLO3 : respond towards ethical values on the issues, development and challenges in logistics industries.</p>
DPN30043 Risk Management	RISK MANAGEMENT course provides students with basic knowledge about risk management standard, principles and application. Students are exposed to combination of methods or appropriate techniques that can be selected to manage risk.	<p>Upon completion of this course, students should be able to:</p> <p>CLO1 : Examine the theoretical knowledge of risk management in Malaysia</p> <p>CLO2 : Practise appropriate risk management programme in Malaysia</p> <p>CLO3 : Construct digital knowledge competently in comprehending the applicable risk management programme in given situation</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

ELECTIVE

COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
DPB50143 Business Research	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Determine the concept and process of research in conducting business research</p> <p>CLO2 : Perform business research project in related business fields</p> <p>CLO3 : Complete the process of report preparation and presentation</p>
DPB50153 Investment Management	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Describe investment practice in Malaysia</p> <p>CLO2 : Analyse theories, principles, various concept and procedures used in managing investment.</p> <p>CLO3 : Discuss theories, principles and concepts of integrity and quality in managing investment.</p>
DPB50163 Business Project	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Evaluate business issues for developing business project</p> <p>CLO2 : Produce business project report on selected business issue by using appropriate format</p> <p>CLO3 : Present the business project implementation on selected business issue.</p>

Programme Structure DPM

SYNOPSIS AND COURSE LERNING OUTCOME

ELECTIVE

COURSE	SYNOPSIS	COURSE LEARNING OUTCOME (CLO)
DPB50173 Business Plan	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>Upon completion of this course, students should be able to:</p> <p>CLO1 : Apply the principles involved in developing business plan.</p> <p>CLO2 : Construct business plan related to business activities.</p> <p>CLO3 : Display entrepreneurial skills in accordance with industry expectation.</p>





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